

KNUTTON ST MARY'S C OF E ACADEMY



JOB DESCRIPTION

Position: Teaching and Learning Support Assistant

Dates:	Closing Date 05th December 2018 at 12.30 p.m.
Grade:	Level 3
Salary:	£15,613 - £16491 per annum – Pro Rata
Location:	Knutton St Mary's C of E Academy
Contract Type:	Temporary to cover Maternity Leave
Contract Term:	Part Time -Term Time Only
Hours/Work patterns if Part Time	16.25 hrs. per week, Monday to Friday (8.45 am–12.00)

Job Purpose:

The St Bart's Multi-Academy Trust, in partnership with Governors, staff and children At Knutton St Mary's C of E Academy are seeking to appoint a Temporary Teaching and Learning Support Assistant to cover a maternity leave from January 2018. The successful applicant will support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

Key Duties / Responsibilities:

We are looking to appoint an enthusiastic Teaching and Learning Support Assistant to work in Year 2.

The successful candidate will have responsibility for –

- Providing structured support in accordance with specific work programmes designed and supervised by individual teachers.
- Support the teacher in the development and implementation of Individual Education/Behaviour plans.
- Assist in maintaining classroom discipline through the implementation of schools' behaviour management strategies.
- Provide support to pupils to achieve learning goals e.g. guided reading.
- Assist the teacher with the planning of learning activities.
- Assist the teacher in monitoring pupils responses to learning activities and accurately record achievement and progress as directed.
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- Undertake basic admin tasks.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Encourage children to interact with others and engage in activities led by the teacher.
- Provide general support to pupils ensuring their safety, by complying with with good Health & Safety practices.
- Assist the teacher in the preparation and development of agreed curriculum activities/materials.
- To provide support in literacy, numeracy and SEN strategies.
- Promote the safeguarding and welfare of children and young people.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.

We offer:

- Enthusiatic, happy children who are eager to learn.
- The chance to work with friendly, skilled staff who are willing to learn.
- Outstanding CPD opportunities.
- A supportive professional environment to work in.

Closing date:

Closing date for applications is **Wednesday 5th December 2018**

Interviews:

Interviews will take place on **Friday 7th December 2018**

Knutton St Mary's C of E Academy is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.

Knutton St Mary's C of E Academy is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. This post is exempt under the 'Rehabilitation of Young Offenders Act 1974' and the successful applicant will be subject to an enhanced check by the Disclosure and Barring Service (DBS).

Visits to the school are encouraged.

Application packs are available via email from office@ksmacademy.com

(Please contact the school office on 01782 568680 for further details and to arrange a visit.)

Contact Details:

Mrs Brown - School Office
Knutton St Mary's C of E Academy
Church Lane
Knutton
Stoke-on-Trent
ST5 6EB

Applications forms should be returned to:

office@ksmacademy.com