



Graduate Teaching Assistant

John Scurr is an Excellent, mixed school, serving a truly multi-cultural community, where every student is cherished and treated as an individual. This is a school where young people's abilities and skills are encouraged and where they can grow. Our aim is that all students should leave the school as highly confident and articulate young children.

At the school we believe that outstanding teaching and learning is underpinned by a key core value and commitment to equality and diversity. Equal access of opportunity is a priority at John Scurr Primary School. This is ensuring that all members of our community have an extremely heartening and supportive experience throughout their time at John Scurr so that they can flourish.

We are at an exciting time in our development and we are looking to appoint an exceptional Graduate *Teaching Assistant*, this member will join our team in *September 2023*. This is a tremendous opportunity for someone wishing to further develop their experience and want to gain skills for teacher training.

We offer:

- ***Commitment to professional development within school and through our network of schools.***
- ***Links to the Tower Hamlets Oracy Hub networks and the Unity CUSP curriculum***
- ***Collaborative leadership at both department and senior level***
- ***Excellent support and line management for all staff***
- ***We offer a supportive leadership team.***
- ***A convenient location between Stepney Green & Bethnal Green, with excellent transport links.***
- ***Supportive parents and wonderful children***

We are looking for:

- ***Committed Graduate ready for their next step***
- ***Team player & good communicator***

We are dedicated to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

[The closing date for receipt of applications is 3pm on Friday 21th April 2023.](#)

For further information and an application pack please go to our website:

<https://www.johnscurr.towerhamlets.sch.uk/our-vacancies>

If you have any queries or questions, please contact Tania Bashir (HR & Office Manager) on 0207 7903 647 or emailing: HR@johnscurr.towerhamlets.sch.uk

Applications must be made by application form. Please do not send a CV. It will not be accepted

Vacancy

Graduate Teaching Assistant (1 Year Temporary Fixed Term Contract)

To start September

Scale 3 SP 5 – Term Time Only

**All applications must be received by
Friday 21th April 2023.at 3.00pm**

**Please send your completed LBTH Application
form to**

Tania Bashir Hr@johnscurr.towerhamlets.sch.uk



JOB DESCRIPTION

Graduate Teaching Assistant

GRADE: Scale 3 sp5

Contract Type: Fixed Term

Hours: Monday to Friday, 35 hours per week

Working Arrangement: Term time only (39 weeks per year)

RESPONSIBLE TO: Head teacher/Deputy Head teacher/SENCO/Inclusion Coordinator/Class Teacher/EMA Coordinator

PURPOSE OF THE JOB:

To provide support for pupils, the teacher and the school in order to raise standards of achievements for all pupils, to encourage pupils to become independent learners, to ensure their safety and welfare and support the inclusion of pupils in all aspects of school life.

This Graduate TA appointment will involve supporting or working with individuals and/or a small group of pupils in their learning. You will be responsible for promoting inclusion; working according to pupils needs and the programme outlined, and advancing learning allowing the children you will be working with to make positive progress.

Candidates must be prepared to go swimming with our pupils (as part of hydrotherapy)'.
Training in interventions will be provided.

MAJOR DUTIES AND RESPONSIBILITIES

- 1.To work with individual children/students and groups, under the direction of the class teacher, introducing tasks, monitoring children's work and using a range of strategies to support their learning.
- 2.To help pupils to access the full curriculum, at the same time promoting independent learning.
- 3.To observe pupils' performance, and using the systems in place in the school/class, provide the teacher with feedback on pupil progress and help maintain individual and group records.
- 4.To contribute to the planning and evaluation of learning activities for individuals and groups, liaising with, and maintaining effective working relationships with colleagues.
- 5.To help prepare and maintain a purposeful, orderly and supportive environment for learning.
- 6.To provide care with regard to the physical welfare of pupils/students.

JOB ACTIVITIES RELEVANT TO ALL TEACHING ASSISTANTS:

- 1.To use a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups, as directed by the class teacher/SENCO/EMA Co-ordinator.
- 2.To support the organisation of the learning environment, including the production, maintenance and storage of resources.
- 3.To meet regularly with the class teacher /SENCO/EMA Co-ordinator during contracted hours to discuss children's/students' progress and to plan and review support.
- 4.To attend formal meetings during contracted hours to discuss children's/students' progress with parents and other professionals as part of the relevant staff group.
- 5.To support the school's aims and ethos.
- 6.To familiarise with, actively support and comply with all the school's policies and procedures e.g. Health and Safety, Equal Opportunities, Child Protection, Behaviour.
- 7.To undertake supervision of playground activities and after-school clubs as directed by the Headteacher.
- 8.To undertake care tasks related to children's/students' physical welfare in accordance with LEA guidance and procedures.
- 9.To accompany children/students and teachers on educational visits and trips during contracted hours.

10. To undertake other similar duties commensurate with the grade, provided that such duties are within the competence of the post-holder.
11. To attend professional development meetings and any other designated training which supports the schools' vision and aims.

JOB ACTIVITIES RELEVANT TO TEACHING ASSISTANTS AT INTERMEDIATE LEVEL:

- 1.To support the teaching of the National Literacy Strategy and the National Numeracy Strategy (in primary schools) and the KS3 Strategy in secondary schools, helping pupils with activities which develop their literacy and numeracy skills.
- 2.To deliver structured intervention and catch-up programmes to support the development of literacy and/or numeracy skills, e.g. Additional Literacy Support (ALS), Early Literacy Support (ELS) and Springboard mathematics in primary schools and other intervention programmes in secondary schools.
- 3.To provide targeted support to individuals and groups, including those pupils with English as an Additional Language or special educational needs.
- 4.To contribute to the planning for teaching and learning.

OTHER DUTIES AND RESPONSIBILITIES

- 1.To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy
- 2.To undertake other reasonable duties commensurate with the grade of the post

PROFESSIONAL CHARACTERISTICS

Demonstrate that you are an effective professional who challenges and supports all pupils and staff to do their best through:

- ❖ Inspiring trust and confidence,
- ❖ Building team commitment,
- ❖ Engaging and motivating pupils and staff,
- ❖ Analytical thinking,

PERFORMANCE MANAGEMENT

Performance management assessment will be based on the responsibilities listed above and judgements will be made against these within the agreed time scale, as part of the school's performance management cycle.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

EQUALITY OPPORTUNITY

The post holder will be expected to undertake all duties in the context of and in compliance with the school's and council's equal opportunities policies.

SAFEGUARDING CHILDREN

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance.

The above job description was agreed on/...../..... **(date)**. It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments.

It will be reviewed as part of the annual performance process.

_____ **Signed by (Post holder)**

_____ **Signed by (Head teacher)**

PERSON SPECIFICATION RELEVANT TO ALL TEACHING ASSISTANT

1. The ability to work as part of a team.
2. The ability to communicate effectively with individuals and groups of children, teachers, parents and other members of staff.
3. The ability to establish and maintain effective working relationships with teachers and other members of staff.
4. The ability to accept guidance and direction from teachers.
5. The ability to distinguish between the roles and responsibilities of the teaching assistant and the class teacher.
6. The ability to keep written records and support the development of pupils' literacy and numeracy skills with confidence.
7. Awareness of how pupils learn and the various factors which affect their learning.
8. Awareness of the need to show respect and value pupils as individuals.
9. An understanding of and commitment to inclusive education.
10. A willingness to undertake paid training in normal contractual hours to develop job-related skills.
11. A sympathetic approach to parents and an understanding of the need for confidentiality.
12. A commitment to the Authority's Equal Opportunities Policy.
13. Be prepared to work throughout the school with any age group.
14. The ability to adapt to differing environments within the school and to the needs of different children.
15. An understanding of, and sympathy with, the aims of the school.
16. Willing to support in EYFS, KS1 and KS2
17. Low sickness / absence record
18. GCSE English and Maths (C and above or equivalent)
19. Graduate with a degree level.

PERSON SPECIFICATION RELEVANT TO TEACHING ASSISTANTS AT INTERMEDIATE LEVEL:

A willingness to undertake paid training in normal contractual hours to develop expertise and specialist skills in at least two areas:

- ❖ Support for bilingual/multilingual pupils
- ❖ Support for pupils with communication and interaction difficulties
- ❖ Support for pupils with cognition and learning difficulties
- ❖ Support for pupils with behavioural, emotional and social development needs
- ❖ Support for pupils with sensory and/or physical impairment
- ❖ Support for the use of information and communication technology in the classroom
- ❖ Support for pupils in developing their literacy skills
- ❖ Support for pupils in developing their numeracy skills

PERSONAL RESPONSIBILITIES RELEVANT TO ALL TEACHING ASSISTANTS

1. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
2. Be aware of the particular learning and physical needs of the pupils you support.
3. Actively participate in the school's performance management scheme, as specified in the school policy, meeting regularly with your line manager, in accordance with the scheme, ensuring that performance standards/targets are set and met within the agreed time scale.
4. Undertake other relevant and appropriate training during contracted hours, as identified with your line manager at a Performance Management Review.
5. Within your contracted hours attend staff meetings, as required.

For this Primary Teaching Assistant post, it is essential that all applicants are graduates with 2:1 or better at degree level. The ideal candidates will be highly personable team players with the drive and perseverance to out-do all expectations.

The Teaching Assistant post is for the full academic year and is geared to give you enough classroom experience to put towards a successful PGCE or similar application.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity.

We would welcome and encourage potential candidates to visit our schools. Please telephone or email to arrange this or for an application pack.

New Opportunity from September

An exciting opportunity for a Graduate teaching assistants to join the team in September has arisen at John Scurr Primary School.

**This will be a Fixed Term Contract for the first instance.
Permanent contract will be considered for the right applicant.**

Selection Criteria -

You must be able to meet the person specification and agree to the role description as outlined in the JD.

Application Details

Please apply by completing the LBTH application form by Friday 21th April 2023.at 3pm

All applications to be sent to HR@johnscurr.towerhamlets.sch.uk

Application process will include a Covid secure.