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**PATE’S GRAMMAR SCHOOL FOUNDATION &**

**THE RICHARD PATE SCHOOL (“the School”)**

**Teaching Assistant – Fixed Term Contract Full time**

**Information pack**

**About Us**

The Richard Pate School is owned and operated by Pate’s Grammar School Foundation. It is a successful independent day school for 3-11 year olds. We offer children a broad education in modern, purpose-built facilities. The School has an excellent record of admissions to both grammar and independent schools, with 50% moving on to grammar schools and a large number gaining scholarships to independent schools. The School also provides a broad education in sport, art, drama and languages and a varied extra-curricular programme.

**Vacancy Details**

The School requires an experienced Teaching Assistant to work within the EYFS, in a Reception class. The post will be full time and for a fixed term, until the end of the 2022-2023 academic year.

**To be successful in this role you must be:**

* Qualified with at least NVQ3.
* Experienced in the delivery and assessment of the EYFS curriculum.
* Flexible with a very “hands-on” approach.
* Prepared to get involved in school life and make a positive contribution to the school.
* A person with high standards of personal presentation.
* A good communicator with excellent interpersonal skills.
* Enthusiastic, hardworking, caring flexible and self-motivated.
* Enthusiastic about being part of a supportive team, prepared to be immersed fully into school life.
* Capable of communicating effectively with pupils, colleagues and parents.
* Respectful of the School’s aims and values.

In return we offer a positive working environment with supportive colleagues and regular opportunities for professional development and training.

**Job Description**

**Main Functions:** To assist in promoting the learning and personal development of the pupils in the classroom and to support the class teacher in delivering the Early Years curriculum.

1. To support the children’s learning in individual, small group and whole class situations under the guidance and instruction of the classroom teacher by:
   1. Clarifying and explaining instructions.
   2. Ensuring the pupil(s) is/are able to use equipment and materials provided.
   3. Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs.
   4. Assisting in delivery of the EYFS curriculum.
   5. Using praise, commentary and assistance to encourage the pupil(s) to concentrate and stay on task.
   6. Liaising with class teacher, SENCO and other professionals about My Plans and EHCPs, contributing to the planning and delivery as appropriate.
   7. Providing additional support and encouragement to individuals when requested by the class teacher or SENCO.
   8. Consistently and effectively implementing agreed behaviour management strategies.
   9. Helping to make appropriate resources to support the pupils.
   10. Giving positive feedback to all pupils in the class.
2. To establish supportive relationships with all pupils, parents and colleagues.
3. To provide consistent treatment of all pupils while ensuring individual needs are recognised and addressed.
4. To work closely with the class teacher to ensure an effective partnership is created.
5. To act as a positive role model for children by setting excellent examples of attitude, appearance, punctuality and attendance.
6. To fulfil playground duties when required and maintain good order in line with the School Rules.
7. To support inclusion and acceptance of all pupils within the classroom.
8. To support the use of ICT in learning activities and with specific programmes to support learning.
9. To be familiar with all School policies such as Behaviour, Anti-Bullying, Safeguarding, Teaching and Learning and ensuring they are delivered effectively.
10. To give positive encouragement, feedback and praise to reinforce and sustain pupils’ efforts and develop self-reliance and self-esteem.
11. To provide regular feedback on pupils’ learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted.
12. Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.
13. When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance.
14. Where appropriate, to know and apply positive handling techniques.
15. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information.
16. To be aware of confidential issues linked to home/pupil/teacher/school.
17. To contribute towards reviews of pupil’s progress as appropriate.
18. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
19. To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties.
20. To be willing to support After School Club on at least one afternoon per week.
21. To accompany teacher and pupils on educational visits.
22. To attend staff meeting and training as reasonably requested by the Headmaster or Head of Department.
23. To carry out the above duties in accordance with the School’s Equal Opportunities Policy.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

**Person Specification**

Qualifications and Training

* Qualified to NVQ3 (or equivalent) for the appropriate age range.
* Good standard of Literacy and Numeracy.
* Willingness to develop further.

Experience and Knowledge

* Applicants must have experience working within an EYFS setting.
* Working as part of a team.
* To be able to communicate effectively at all levels.
* Good knowledge and understanding of early EYFS and KS1 national curriculum.
* Thorough understanding of current education policies and practice, in particular relating to Safeguarding and Health and Safety.
* Able to monitor pupils’ responses to learning activities and where appropriate modify or adapt the activities as agreed with the teacher to achieve intended learning outcomes.
* Able to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs, encouraging the pupils to stay on task.
* Able to carry out and report on systematic observations of pupils’ knowledge, understanding and skills.
* Experience working with a range of children including those with Special Educational needs and those that are more-able.
* Able to assist in the recording of lessons and assessment as required by the teacher.
* Able to offer constructive feedback to pupils to reinforce self-esteem.

Parents / Carers

* Be committed to partnership between home and school.
* Able to engage with parents appropriately.

Personal Characteristics

* Eager and enthusiastic.
* Professional in approach and appearance.
* Strong interpersonal skills to effectively communicate with staff, parents and pupils.
* Good team player, willing to make a full contribution to the work of the department and the extra-curricular programme.
* Committed to the protection and safeguarding of children and young people.
* Understands and is willing to uphold, the core values of The Richard Pate School.
* Well organised with high expectations of achievement and behaviour.
* Discretion and confidentiality.
* Ability to work to own initiative.
* Able to follow plans.
* Able to foster good relationships.
* Flexible and has a ‘have a go’ attitude.

In return, we offer you

* Talented and dedicated colleagues with inspirational team spirit
* Children who are enthusiastic to learn, with outstanding behaviour.
* A supportive and nurturing ethos which will help you fulfil your potential.
* A strong commitment to on-going professional development and lifelong learning.

**Salary Scale**

The Richard Pate School uses the state sector’s teaching assistant pay scale. The pay for this role will be offered depending on the experience of the applicant.

**Safeguarding**

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with the Disclosure and Barring Service.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

**Further Information**

The Job Information Pack and key policies may be found on the School’s website, **www.richardpate.co.uk.**

Should you wish to discuss any of the detail contained within this information pack, please contact our Bursary on 01242 522052.

**How to Apply**

To apply, please download an application form from our website (www.richardpate.co.uk).

Please post completed forms to the following address:-

Mrs Lucy Cox - Bursar

The Richard Pate School Bursary

Southern Road

Cheltenham

GL53 9RP

Or e-mail to: bursar@richardpate.co.uk

**Applications must be received by 5pm on Friday 10 February 2023 .**

Interviews will be held during week commencing 13 February 2023**.**

**Start date: 27th February 2023**

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.

*The Richard Pate School is an equal opportunities employer.*