



JACK & JILL

FAMILY OF SCHOOLS

Job Description

Position	Teaching Assistant
Location	Twickenham
Reporting To	Nursery Class Teacher
Hours	2 roles as follows: Role 1 – Tuesday to Friday 0845-1600 Role 2 – Monday to Friday 0845-1330 and possibly 2 afternoons
Contract Type	Fixed term for Summer Term – 13 April to 2 July 2021
Salary	£10-12 per hour
Start Date	13 April 2021

Jack and Jill Family of Schools

The Jack & Jill Family of Schools is a group of schools that has been providing education for children since 1951 and is now one of the few remaining family-run educational establishments in the UK.

All Jack and Jill schools focus on achieving high standards in both behaviour and performance within the close supportive 'family' environment and through a broad academic curriculum. Emphasis is placed upon acceleration in literacy and numeracy as well as development of effective working practices, diligence and the sheer joy of learning – a *'tradition of excellence'* established over many decades.

The Jack & Jill Family of Schools achieved Ofsted 'outstanding' in all areas' in its latest inspection.

It is comprised of three schools:

- Jack & Jill Nursery and Reception (Twickenham)
- Nightingale House Pre-Preparatory School (Hampton)
- Clarence House Preparatory School (Hampton Hill)

Safeguarding

The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of all stakeholders. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Structure Chart

Class Teacher
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Teaching Assistant

Job Content

SPECIFIC RESPONSIBILITIES

1. To assist pupils to learn as effectively as possible both in groups and independently for example:
 - Clarifying and explaining instructions
 - Ensuring the pupil(s) is able to use equipment and materials provided
 - Motivating and encouraging pupils as required by providing individual attention, reassurance and help with learning tasks appropriate to their needs
 - Assisting pupils to address weaker areas, e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc with guidance from class teacher
 - Use praise, commentary and assistance to encourage pupils to concentrate and stay on task
 - Providing additional support to individuals when requested by the class teacher or SENCO
 - Consistently and effectively implementing agreed behaviour management strategies
 - Helping to make appropriate resources to support pupils
 - Meeting pupils' physical needs while encouraging independence e.g. help pupils to change for PE lessons, clean and reassure pupils after accidental soiling of clothes, including nappy changing and help with mobility around the school
2. To establish supportive relationships with pupils concerned
3. To promote acceptance and inclusion encouraging pupils to interact with each other in an appropriate and acceptable manner
4. To monitor pupil's response to learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
5. To give feedback on achievements in order to reinforce and develop self reliance and self esteem.
6. To support pupil(s) in developing social skills both in and out of the classroom
7. To support the use of ICT in learning activities
8. To provide regular feedback on the pupil(s)' learning and behaviour to the teacher, including feedback on the effectiveness of the behaviour strategies adopted
9. 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 can make judgements about their stage of development
10. To use the school's system for recording progress
11. To prepare work and activities in advance of the lesson as directed by the class teacher
12. To ensure resources and teaching space for a specified area are maintained in a clean, safe, tidy order and are well equipped including keeping equipment clean and tidy, anticipating requirements,

checking for health and safety requirements, sorting and organising equipment, displays, furniture and classroom areas

13. To supervise pupils during mid break, morning, lunch and other periods of outside play and where necessary report difficulties to a member of the teaching staff according to School policy on behaviour.
14. To assist pupils over meal times, serving food or supervising pupils eating packed lunches.
15. To accompany teacher and pupils on educational visits.
16. To understand and apply School policies, maintaining confidentiality at all times and according to School policy
17. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment

This job description may be amended at any time following discussion between the line manager and member of staff.

	Essential		Desirable
	Qualifications	A good standard of education particularly in English and Maths.	Level 3 childcare qualification First aid, Child protection
	Experience	Experience of establishing positive relationships with children	Previous experience of working with children Experience of supporting children in a classroom environment including those with special educational needs
	Knowledge	Knowledge of health and safety for schools for yourself and others within a learning environment.	Knowledge of SEN Code of Practice Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance
	Skills and ability	Ability to use language and other communication skills that pupils can understand and relate to Ability to establish positive relationships with pupils and empathise with their needs Ability to demonstrate active listening skills Ability to consistently and effectively implement agreed behaviour management strategies Ability to provide individual attention, reassurance and help with learning tasks as appropriate to pupils' needs,	Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills Ability to assist in the recording of lessons and assessment as required by the teacher

		<p>encouraging the pupil to stay on task</p> <p>Ability to offer constructive feedback to pupils to reinforce self-esteem</p> <p>Ability to work effectively and supportively as a member of the school team</p> <p>Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc</p> <p>Good proficiency in IT</p>	
	Qualities and attributes	<p>To be polite courteous and respectful to members of the public</p> <p>To be calm and patient under pressure and co-operate with staff and pupils</p> <p>Ability to show initiative and work proactively to ensure the smooth running of the School</p> <p>Ability to maintain confidentiality on all school matters</p>	<p>Willingness to participate in further development opportunities offered by the School to further knowledge and CPD</p> <p>Willingness to work towards further qualification and go the extra mile e.g. attending out of hours events</p>
Special Conditions		Enhanced DBS check required	Paediatric First Aid