



RICHMOND HOUSE SCHOOL

Where children are happy to learn

Teaching Assistant

For January 2022, we require Teaching Assistant and Wrap Around Care supervisor.

Reporting to the Headmaster ultimately, they will be managed by the Deputy Headteacher and the primary role will be to support the teacher in the delivery of the curriculum. Experience in the Early Years Foundation Stage may be an advantage.

The successful candidate will be employed as a teaching assistant, primarily, though there will be an expectation that (after consultation) duties in pre and after care will be undertaken on a permanent, full time contract. He/she will abide by the Code of Conduct for Staff and Volunteers at Richmond House School.

All adults are responsible for the supervision, guidance and care of the pupils so that they develop academically, morally and socially. Richmond House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check.

Person Specification

Required Qualifications, Skills, Experience:

- Level 2 or higher
- Knowledge of child protection issues and how to safeguard children.
- Commitment to school's aims and ethos.
- Enjoy working with children
- Experience of working with or caring for children
- Good numeracy and literacy skills
- Willingness to take development opportunities

The Successful candidate will:

- Be able to work well in a team
- Have a sound basic knowledge of ICT to support children's learning
- Hold a valid First Aid qualification or be willing to be trained in this
- Be able to develop effective relationships with children, staff and parents
- Be able to use their initiative inside and outside of the classroom
- Maintain confidentiality on all school matters
- Possess essential qualities necessary to work in a school; patience, kindness, humour, flexibility, enthusiasm, be approachable, proactive, inclusive and personable.

Reporting to:

- Deputy Headteacher; ultimately the Headmaster.

Job Description

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Main Purpose of Job:

- To assist with the delivery of the curriculum.
- To establish supportive relationships with the pupils and staff at the School.
- To be responsible, alongside the teacher, for the welfare and pastoral care of the children.
- To work in support of teaching across other classes and in year groups, as required/timetabled.

Core Responsibilities:

- To be a good, effective support to the teacher in the classroom, delivering the planned activities to support pupils' learning.
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self reliance and self esteem.
- To work under the direction of the teacher to prepare and maintain an effective learning environment, by preparing work materials and equipment and clearing up afterwards, both indoors and outdoors.
- To know and apply school policies on Child Protection, Safeguarding, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
- To maintain good discipline, promote good manners and consideration among pupils
- Establish a good relationship with the pupils by appropriate communication
- To supervise and support individuals, groups of children and whole classes in both adult and child initiated activities to support their learning and development
- To undertake playground supervision during breaks and lunchtimes for the whole school and Early Years, encouraging appropriate behaviour, and following the school behaviour policy
- To liaise regularly with the teacher and take part in planning meetings, INSET and Open Days as required
- Undertake aspects of toilet hygiene, first aid and look after children who are unwell as required.
- To accompany teaching staff and children on visits, trips and out of college activities as required, taking responsibility for a group under the supervision of the teacher.
- To follow whole school policies

- To undertake other duties within the school as may be reasonably expected, from time to time, without changing the general character of the duties or the level of responsibility entailed as required by the Headmaster
- A flexible approach is vital to the good running of the school. Staff are required to be involved in duty rotas, meetings, attend parents' and open evening, etc., as requested by the Headmaster.
- To deliver classroom support across different subjects and year groups as part of the whole school team.
- To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- Complete administrative tasks as requested by the teacher.

Employment Terms and Conditions

The package will include:

- 40 hours per week, comprising:
 - Two pre-school sessions (from 7:30am)
 - Two after school sessions (until 5:30pm)
 - Remainder of hours in the classroom
- A competitive salary dependent upon experience.
- A discount on fees for the successful candidate's children starting after the appointment.
- Wonderful children who are always happy to learn.
- A creative, supportive and helpful team of colleagues.
- A warm and friendly, family atmosphere to work in.
- CPD opportunities.

Application process:

Application forms can be requested from Mrs J. Hawley (Head's PA) jhawley@rhschool.org

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Advertisement: November 18th 2021

Application deadline: December 3rd 2021

Successful candidates will be invited for an interview (onsite) and will be notified by the Headmaster before December 6th 2021.

Interviews: December 9th 2021

The interview will consist of a session where you will work with a group of children, a panel interview *and an in tray exercise*.