



# GRACE DIEU

## MANOR SCHOOL & NURSERY

### Teaching Assistant Job Description

#### POST OF PART TIME (0.6) KSI TEACHING ASSISTANT AT GRACE DIEU MANOR SCHOOL

A Part Time Teaching Assistant (0.6) is required for January 2020 for two terms initially. The successful candidate is required to work in Key Stage 1 alongside teachers in the Pre-Prep Department.

#### About the School & Nursery:

Grace Dieu Manor School has a long and successful history of educating boys and girls. Established by the Rosminian Fathers in 1933, the School is situated in 120 acres of stunningly beautiful grounds on the edge of Charnwood Forest in North West Leicestershire. Steeped in history, Grace Dieu Manor School is a vibrant, Catholic, co-educational day school for boys and girls, aged 3 – 11, Grace Dieu Nursery is for boys and girls aged 12 wks – 3yrs.

Applicants are urged to gain a sense of the ethos and atmosphere of the Nursery and School by viewing the website <http://www.gracedieu.com/vacancies/>

The renowned educational enterprise at Grace Dieu Manor School ensures that the care and development of its pupils is priority. Grace Dieu delivers a broad and challenging education via a committed and skilled teaching staff. The stimulating and happy environment ensures that children grow in confidence and reach their academic potential.

Grace Dieu Nursery is a brand new setting which opened its doors in September 2016. It is set within the extensive School grounds with its own beautiful outdoor space.

#### Pastoral:

*'There is a very happy, friendly, family feel throughout the school. Every individual is well-respected and treated with great courtesy and care.'* (ISI Inspection Report, November 2013)

#### Moral:

*'Pupils have a fully developed sense of right and wrong which is developed from the earliest age in the Early Years Foundation Stage.'* (ISI Inspection Report, November 2013)

#### Social:

*'the emphasis that the school places on developing pupils' confidence and self-esteem has led to pupils of all abilities achieving well in a range of sports and aesthetic activities such as art, music and drama.'* (ISI Inspection Report, November 2013)

# Job Description

## Job Purpose:

The Teaching Assistant will assist and support the teacher in the classroom setting and lead pupil groups as appropriate, in order to support the needs of all pupils across Key Stage 1, whilst at the same time maintaining the positive ethos and core values of the School, both inside and outside the classroom.

## Responsible to:

The Headmistress and Deputy Head

## Main purposes of the role

- To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom.
- To provide general support to the class teacher in the organisation and management of pupils and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

## Main responsibilities and tasks

### Support for pupils:

1. Under the specific supervision of the class teacher, to work with individuals and groups of pupils to deliver learning programmes.
2. To encourage the pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
3. To assist in meeting the needs of pupils whilst encouraging their independence.
4. To support working relationships with pupils, acting as a role model and setting high expectations.
5. To support pupils' learning in the most effective way.
6. To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled.

### Support for the teacher:

7. To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.
8. To provide regular feedback to teachers on pupils' achievement and progress.
9. To provide feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting Pupil Passport targets.
10. To administer routine tests under the guidance of the SENDCo/Deputy Head.
11. To observe, monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies determined by the teacher.
12. To be aware of the planning of work and activities.

### **Support to the school:**

13. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person.
14. To provide support for pupils' social and emotional needs by encouraging and modelling positive behaviour in line with the school policy. (L3)
15. To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.
16. To accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required
17. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
18. To attend relevant meetings and participate in training opportunities and professional/performance development as required.
19. To adhere to school health and safety policy including risk assessment and safety systems
20. To adhere to school policy on equality and diversity
21. To support the Catholic ethos of the School.

### **Support for the curriculum:**

22. To assist with the development of basic Literacy, Numeracy and ICT skills and to support their use in learning activities.
23. To undertake broadly similar duties commensurate with the level of the post as required by the head teacher

### **Child Protection:**

All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, the Nursery's Child Protection Policy.

The School and Nursery are committed to safeguarding and promoting the welfare of all children. All appointments are subject to a satisfactory Enhanced Disclosure and Barring Service check (including a check against the Independent Safeguarding Authority's Prohibition List, and a Self-Declaration Disclosure) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School & Nursery, medical fitness, qualifications check where relevant for the post, the right to work in the UK and an identity check, including overseas checks where necessary.

**Candidates must provide original documents to confirm their identity at interview and bring proof of qualifications where relevant for the post.**

### **Recruitment Process**

Candidates are required to submit a completed Grace Dieu Manor School Application Form with a supporting letter, including details of two referees, one of which should be a current or most recent employer (where applicable). References may be taken up before interview.

**Completed Application Forms and covering letter should be sent to:  
The Headmistress' PA, Grace Dieu Manor School,  
Thringstone, Leicestershire, LE67 5UG  
(Tel: 01530 222276)**

