

# Roxbourne Primary School



## Graduate Teaching Assistant

### Recruitment Pack

*Together we will provide a **transformational education** and **rich opportunities** which will enable our pupils to seize their potential as lifelong learners.*

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## Graduate Teaching Assistant

**Contract:** Fixed term, 33.3 hours per week (term-time only)

**Grade:** G2 - G4 (£20,811 - £22,755 pro rata)

**Start Date:** Negotiable



Are you looking for a support role in a Harrow Primary school where you can take ownership of your work and make a real impact in the classroom and our community? Are you looking to work in a supportive and progressive environment?

At Roxbourne, we strive to provide a transformational education and rich opportunities which will ensure our pupils leave primary and start secondary school on a path which ensures real life choices at 16, 18 and beyond. We are therefore looking for a passionate Graduate Teaching Assistant who understands that teaching and learning at all stages can make a significant and life changing impact on young people's lives.

This will be a varied role. There will be opportunities to support individual children, small groups and the class teacher to deliver great teaching. For a strong candidate or a candidate with lots of potential, there will also be an opportunity to lead whole class teaching in a specialist subject such as SEND, music, PE, computing, art or French. This will involve a bespoke development programme, which can then act as a springboard into teacher training. We have supported trainees through the university based training, Teach First Programme, Schools Direct and the Assessment Only Route.

### We are looking for candidates who are:

- **relentless** in their pursuit to be the best they can be
- **driven and passionate** with the ability to learn from feedback and a hunger to constantly improve and develop
- committed to going the extra mile to help **make a real difference** to the children in our care.
- keen to work hard, will **role model our values** and approach all aspects of school life with a positive attitude
- keen to **take on a teaching responsibility** in SEND, music, PE, French, computing or art
- considering **teacher training**

### In return, we offer:

- you the opportunity to work with **exceptional leaders** who will have a transformational impact on your effectiveness
- a school graded as 'Good' by Ofsted (March 2020)
- a school committed to achieving a healthy work / life balance, for example, at Roxbourne, all teachers receive **20% release time** (equivalent to two half days out of class)
- a largely **planned and prepared curriculum** and a very **well-resourced school** on an **impressive site**, which includes; a large EYFS outdoor area, multiple playgrounds, a school field and dedicated classrooms for SEND 1-1 support, music, art and DT, food technology as well as a library, a computing suites and multiple small group rooms

- a staff **laptop/ Chromebook** (we are a Google school)
- a fresh coffee bean to cup machine for staff

We would very much like to hear from you if you share our vision, values and enthusiasm!

To arrange a visit, for a confidential discussion, for any technical queries or to submit an application, please contact HR on 0208 422 9207 or via email: [hr@roxbourneprimaryschool.co.uk](mailto:hr@roxbourneprimaryschool.co.uk)

The application pack and form are available from the school website:

Although the role will be offered on a fixed term basis in the first instance, there is a possibility that this can become permanent.


**Closing Date:** 21 July 2023 (however applications will be reviewed as they are received, please apply early to avoid disappointment). The school reserves the right to appoint prior to the closing date.

**Start Date:** Negotiable (or earlier if available sooner)

*The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to converse fluently in English is an essential requirement for this role.*

*Roxbourne is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Roxbourne will carry out an online search as part of its due diligence on shortlisted candidates. The successful candidate will be required to complete an enhanced DBS disclosure and provide references. CVs are not accepted.*

## Job Description

	<b>Job Title</b>	Graduate Teaching Assistant
	<b>School</b>	Roxbourne Primary School
	<b>Grade</b>	G2 - G4
	<b>Reports to</b>	The Headteacher/ Senior Leader/Line Manager
	<b>Staffing Responsibility</b>	N/A
	<b>Working Pattern</b>	33.3 Hours per week (08:20-15:45)

### Core Purpose of the role

1. Support pupils, parents, teachers and the school to establish a supportive and nurturing learning environment in which children make rapid academic progress and form habits of excellence
2. Work under the guidance of teaching / senior staff and within an agreed system of supervision
3. Implement agreed work programmes with individuals / groups, in or out of the classroom and to assist the class teacher in the whole planning cycle and the management / preparation of resources, this may include supervising tasks set for whole classes
4. Support individuals, groups of pupils and whole classes to help them make rapid academic progress
1. Work effectively with learners, teachers, parents/carers, governors and external agencies to help create an effective and purposeful learning environment
2. Undertake non-teaching tasks related to classroom activities
3. Model positivity, passion and show a commitment to going above and beyond for the Roxbourne community
4. Be committed to teamwork through valuing all team members and being committed to effective communication
5. Treat pupils and staff with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a member of staff's professional position
6. Be a reflective and honest practitioner
7. Take responsibility for promoting and safeguarding the welfare of children and young people within the school
8. Provide first aid to pupils and / or adults, as necessary
9. Undertake other various responsibilities as directed by the Headteacher or other Senior Leaders

### Supporting pupils

1. Establish productive working relationships with pupils, acting as a role model and setting high expectations
2. Provide feedback to pupils in relation to progress and achievement
3. Promote inclusion and acceptance of all pupils in the school, including those with Education, Health & Care Plans Support pupils consistently whilst recognising and responding to their individual needs, Behaviour Plans, Support/Mentoring Plans and/or Personal Care programmes ensuring their safety and access to learning activities
4. Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
5. Plan and undertake direction for one to one or group teaching and intervention
6. Interact with pupils during playtimes and lunchtimes ensuring they are safe, engaged, cooperating, happy and are well supervised
7. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
8. Promote independence and employ strategies to recognise and reward achievement of self-reliance
9. Assist with follow-through for related services, e.g. speech/language therapy, occupational therapy, physical therapy
10. Meet the intimate care needs of pupils as required

### Supporting teachers

1. Work with the teacher in lesson planning, evaluating and adjusting lesson/work plans as appropriate
2. Assist in creating materials for curriculum delivery and display boards in the classroom and in corridors
3. Assist with whole class teaching
4. Work with teachers to assess the needs of individual children
5. Observe, record and feedback information on pupil performance (including home learning)
6. Administer routine tests and invigilate exams and undertake routine marking of pupils' work or checking of reading logs/ pupil planners etc, keeping the teacher informed
7. Undertake pupil record keeping as requested
8. Gather/report information from/to parents/carers and to liaise sensitively and effectively with parents/carers

### Supporting the school

1. Maintain pupil and family confidentiality at all times
2. Plan and facilitate individual / group / class teaching
3. Proactively participate with arrangements made in accordance with the Appraisal Policy
4. Refine your approaches where necessary responding to advice and feedback from colleagues

5. Assist with the supervision of pupils out of lesson times, including before and after school, breaktimes and at lunchtimes as required in various locations
6. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group
7. Attend and participate in relevant meetings and training as required
8. Assist pupils' achievement outside of the classroom, e.g. by leading or supporting an extra-curricular activity / lunchtime / afterschool club
9. Make a positive contribution to the wider life and ethos of the school through participation in assemblies, social events, charity fundraising and national events etc
10. Have professional regard for the ethos, policies and practices of the school and maintain high standards in your own performance, attendance and punctuality
11. Maintain stock supplies and distribute as required

All staff at Roxbourne Primary School are expected to support school policies, practices and procedures as agreed by the Governing Body.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

*Duties and responsibilities will include, but are not limited to, those outlined in this job description. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.*

## Person Specification

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Qualifications, Training and Experience	Essential	Desirable
Excellent Maths, English and ICT skills ( <u>Degree, A levels and / or GCSE C equivalent or higher in Maths, English and Science</u> )	✓	
<u>Recent experience</u> within a primary age range learning environment		✓
A commitment to continuing <u>personal professional development</u>	✓	
<u>First aid</u> qualification(s)		✓
Knowledge, Aptitude and Skills	Essential	Desirable
Demonstrate the ability to work effectively as part of a <u>team</u> .	✓	
Have a strong understanding of classroom <u>roles and responsibilities</u> .	✓	
Show a strong working knowledge of <u>national curriculum</u> and other relevant learning programmes		✓
Understand the principles of <u>child development</u> and learning processes and in particular barriers to learning		✓
Be able to <u>lead parts of lessons</u> in the absence of a teacher and maintain safe supervision of children in a whole class context		✓
Show excellent <u>organisation skills</u> to aid the preparation of resources and support others	✓	
Observe, monitor and provide <u>constructive feedback</u> to pupils	✓	
Demonstrate a secure working knowledge of relevant <u>policies</u> and <u>codes of practice</u> and awareness of relevant <u>legislation</u>		✓
Contribute to plan effective actions for pupils at risk of <u>underachieving</u>	✓	
Build and maintain effective <u>relationships</u> with pupils, treating them equitably with respect and consideration	✓	
Understand the roles of <u>parents</u> and carers in pupils learning and demonstrate ability to liaise with parents and carers sensitively and effectively	✓	
Provide necessary <u>personal care</u> to children	✓	
Successfully complete <u>first aid</u> training as required	✓	
Demonstrate ability and willingness to identify own training needs and participate in training and <u>evaluation of own learning</u>	✓	
Proactively engage with the <u>appraisal</u> procedures of Roxbourne Primary School	✓	
Be responsible for promoting and <u>safeguarding</u> the welfare of children and young people within the school	✓	
Understanding of <u>behaviour management</u> strategies		✓
<u>Computer skills</u> to support learning and maintain electronic information systems	✓	

Ability to deal with <b>sensitive</b> information in a <u>confidential</u> manner		✓
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Personal Qualities	Essential	Desirable
Demonstrate <b>integrity</b> with the ability to be both <u>discrete</u> and <u>calm</u> in the challenges of a Teaching Assistant post	✓	
Demonstrate a professional regard for the <u>ethos, policies and practices</u> of Roxbourne Primary, and maintain high standards in your own <u>performance, attendance and punctuality</u>	✓	
Embody a <b>team-player</b> with the emotional intelligence to bring the best out in children and adults	✓	
The ability to <u>communicate</u> effectively with a wide range of people, including children, staff, parents, governors & external agencies	✓	
Flexibility, <b>initiative</b> and the ability to maintain a <u>positive</u> approach	✓	
The ability to <b>manage</b> self & time well	✓	
<u>Empathy</u> with young people facing barriers to their learning	✓	



## Information about the school

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### Ofsted Report

For the latest report on Roxbourne Primary School please [click here](#)

### School Website

Our school Website: [Roxbourne Primary School](#)

### School location map

Torbay Road  
Harrow  
Middlesex  
HA2 9QF



## Details of selection process

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### Application Deadline

Applications will be reviewed as they are received so early application is recommended. The school reserves the right to appoint prior to the closing date.

Completed online application forms must be received by 21 July 2023.

Please note we do not accept CVs or hard copy application forms.

### Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

For further information or a confidential discussion please email [hr@roxbourneprimaryschool.co.uk](mailto:hr@roxbourneprimaryschool.co.uk)

### Selection process

The selection process may have a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for the Recruitment Day.

### References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

### Safeguarding

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection and Keeping Children Safe in Education.