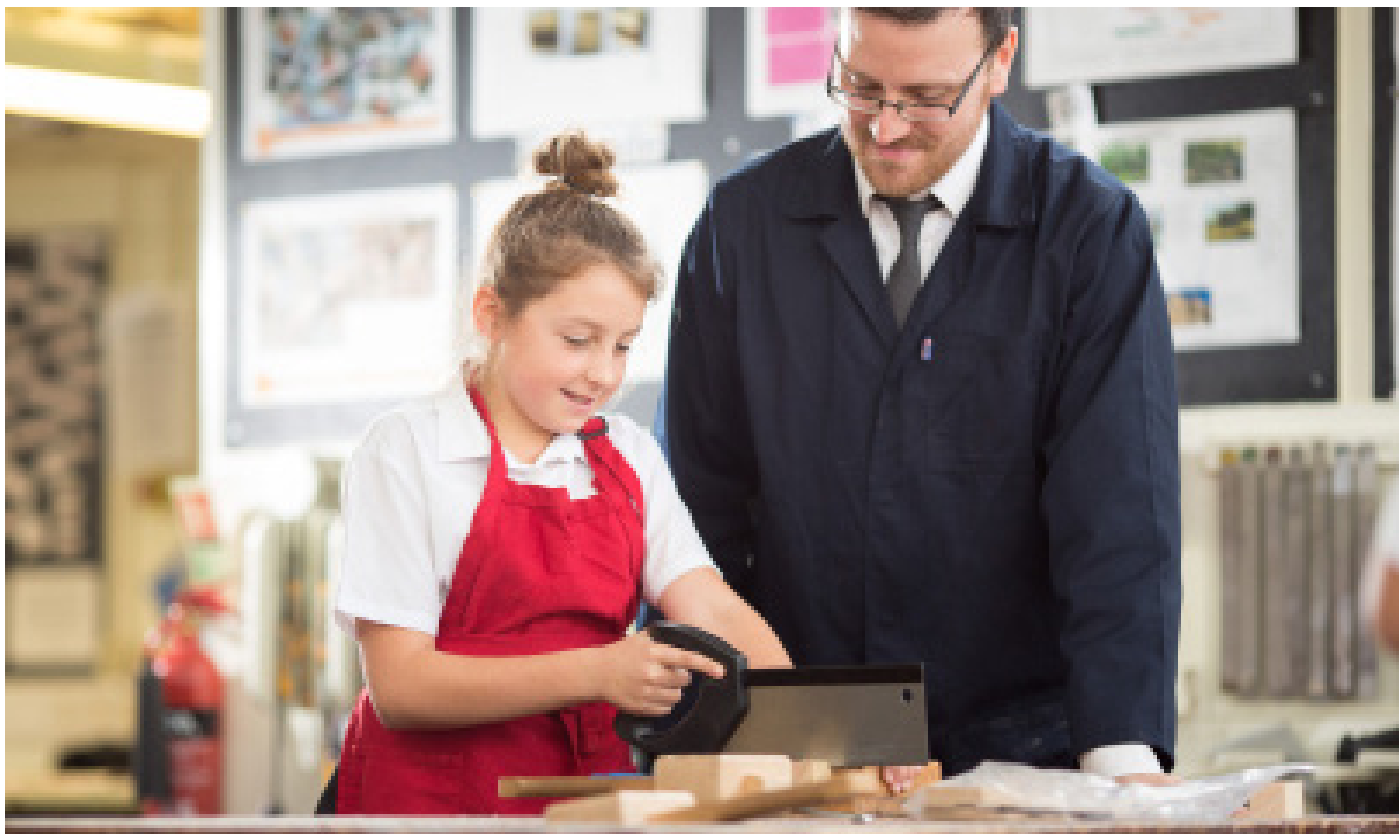




CANDIDATE BRIEF  
HIGHER LEVEL TEACHING ASSISTANT

# LETTER FROM THE HEAD TEACHER



Dear Applicant

I am delighted that you are expressing an interest in working at Queensmead. I took up the position of Head Teacher in 2009 and it fills me with pride when I reflect on what we have achieved in this time and how we continue to build on our outstanding work. We are committed to ensuring that every student at Queensmead excels and has the very best start in life. Our standards are high and our expectations are clear and consistent.

During my time I have seen some exceptional teachers and also witnessed remarkable growth in teachers. I am proud that several members of my leadership team started their careers as NQTs in our school. We are committed to your development and providing you with the opportunities and support to progress in your career.

I wish you luck with the application process and invite you to visit us and see the school for yourself. Indeed, it was the students and the team that inspired me and many others to join Queensmead!

If you have any questions on the recruitment process, please email [recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk) or visit our website:- [www.queensmeadschool.org.uk](http://www.queensmeadschool.org.uk)

Yours sincerely

Rhona Johnston  
**Head Teacher**

# HOW TO APPLY

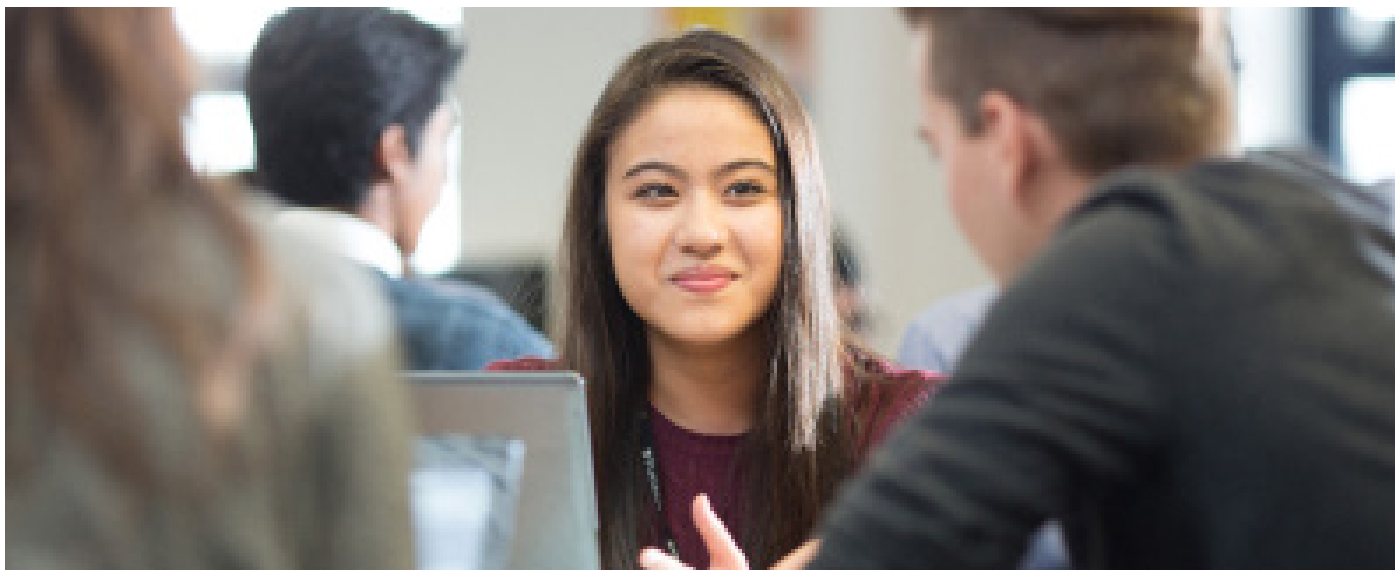


Applications must be received by **9am** on **Tuesday 22nd June 2021**.

Please email your completed application form and covering letter for the attention of the Head Teacher to:  
**[recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk)**

If you have any questions, please email [recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk)

# JOB DESCRIPTION



## Purpose of Role

- To complement teachers' delivery of the national curriculum and contribute to the development of other support staff, students, school policies and strategies
- To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources
- To supervise whole classes occasionally during the short-term absence of teachers
- To provide support for students, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of school life

## Main Duties

- Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/plans
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to student need
- Provide verbal and written feedback on lesson content, student responses to learning activities and student behaviour, to teachers and students
- Motivate and progress students' learning by using clearly structured, interesting teaching and learning activities
- Be familiar with lesson plans, subject targets and learning objectives
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Promote and support the inclusion of students, including those with specific needs, both in learning activities and within the classroom
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work cooperatively with each other
- Progress students' learning in a range of classroom settings, including working with individuals, small groups and whole classes
- Organise and safely manage the appropriate learning environment and resources
- Promote and reinforce student's self esteem and independence and employ strategies to recognise and reward achievement and self-reliance

- With teachers evaluate students' progress through a range of assessment activities
- Assess students' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs
- Monitor students' participation and progress and provide constructive feedback to students in relation to their progress and achievement
- Assist in maintaining and analysing records of students' progress
- Prepare reports of students' progress for end of year reports to parents and for parent interviews.
- Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking training
- Support and guide other Learning Support Assistants' work in the classroom when required and lead training for other teaching assistants
- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school
- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable
- Understand and implement school child protection procedures and comply with legal responsibilities
- Provide support and assistance for student's pastoral needs
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links
- Supervise students at times other than during lessons according to the schools duty arrangements
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the student's education. These may include social workers, health visitors, language support staff, speech therapists, educational therapists, educational psychologists and physiotherapists
- Any other duties required by the class teacher, Deputy Head teacher, or the Head teacher, which is in the scope of the post

## PERSON SPECIFICATION

### Essential

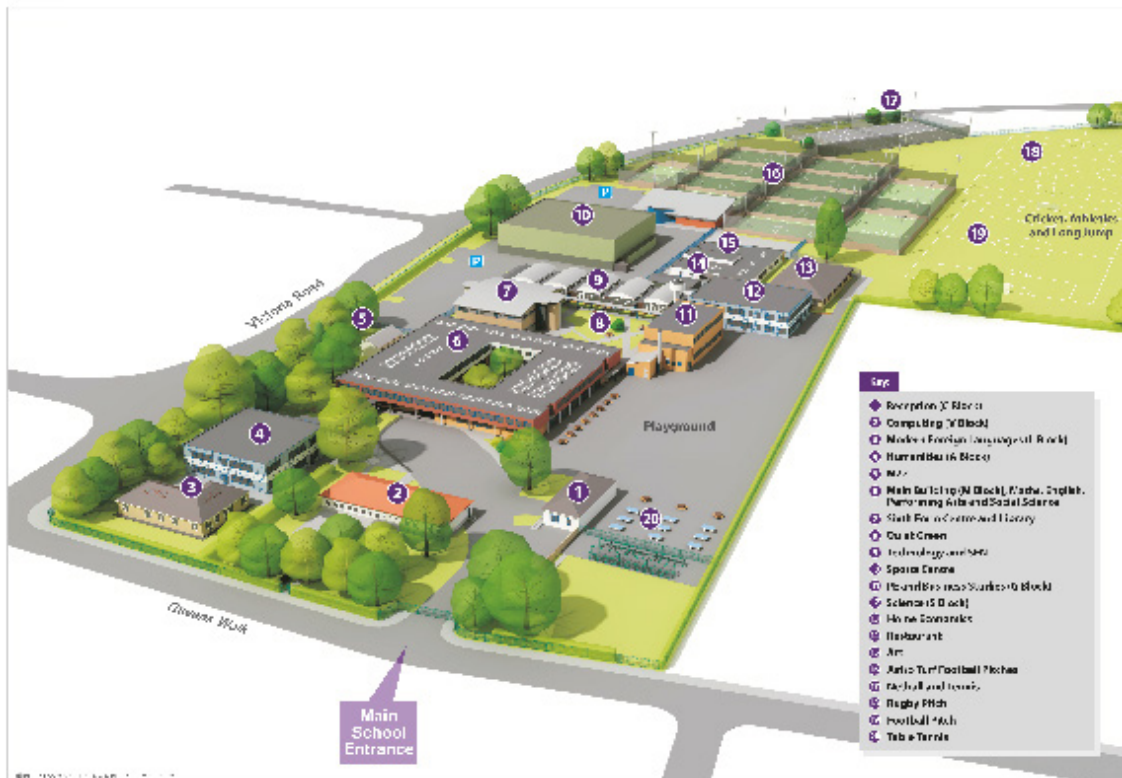
- Educated to Degree Level
- Effective written and verbal communication skills
- Excellent organisational skills
- Ability to prioritise and delegate
- Experience of dealing with difficult and sensitive situations in a diplomatic confidential and non-confrontational manner
- Up to date knowledge and skills in dealing with young people
- Sound understanding of Child Protection and Safeguarding procedures

### Desirable

- Experience of working with children
- Experience of working with EAL students
- Experience of working with students with learning difficulties

# QUEENSMEAD

excellence through learning



T: 020 8845 6266

F: 020 8845 8852

E: [recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk)

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