



**St John with St Michael CE Primary School**  
 Moss Side Street,  
 Shawforth,  
 Rochdale, Lancs.  
 OL12 8EP  
 Tel / Fax. (01706) 852614  
 Headteacher: Mr Steven Rooney  
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***'Living in the LIGHT of Christ'***

*'I am the Light' John 8:12*

## **Job Description**

### **KS2 Teaching Assistant**

Vacancy Title	Key Stage 2 Teaching Assistant (Level 2) Scale Point (6-10)
School Name	St John with St Michael
Hours	25 hours per week (+ 5 hours per week Lunchtime Welfare Assistant)
Contract Length/Type	Fixed Term
Closing date	03/01/2023 (10am)

#### **About the Role**

A Key Stage 2 Teaching Assistant is required to join our team, where we wish them to share our educational philosophy on the provision of high-quality, creative learning opportunities with a view to developing the whole child. The successful candidate will be supporting to provide a safe, happy, and well-disciplined learning environment, which enables our children to acquire a wide range of knowledge, skills and practical abilities.

#### **Key Accountabilities**

Under the guidance of teachers, the successful candidate will be involved in working with individuals, small groups or a whole class of pupils to support the education, personal and social development of pupils and establishing positive relationships to assist pupils to complete structured learning activities. Duties may include:

- Support to implement learning activities, working with individuals, small groups or a whole class of pupils when required,
- Support to assist the development of varying skills that support pupils' learning,
- Support in producing learning resources,
- Support to assist in pupil supervision,
- Support in monitoring and recording of pupil progress and developmental needs,
- Reporting pupil progress to the teacher,
- Work within the school's policy and procedures,
- To follow the direction of the Class Teacher

#### **If relevant:**

- Working to the relevant standard/framework by completing work in a timely manner,

#### **Skills and Experience**

Experience of working with or caring for children of a relevant age in a voluntary or work experience capacity is desirable.

The successful candidate would also have the following skills:

- Good team player
- Good communicator with parents, teachers and pupils
- Good time management skills
- Good organisational skills
- Knowledge and understanding of confidentiality
- Ability to use ICT
- Applicants wishing to apply for this position should ideally have GCSE Maths and English at grade C/4 or equivalent although this is not an essential requirement for the role



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 CE ACADEMY TRUST

## **Person Specification Form**

### **Key Stage 2 TA (Level 2)**

<b>Personal Attributes required (on the basis of the job description)</b>	<b>Essential (E)or Desirable (D)</b>	<b>To be identified by: (Application form (AF), Interview (I), Reference (R), Initial Assessment(IA))</b>
<b>Qualifications</b>  Have achieved a minimum of Maths and English GCSE A-C/4 or equivalent, if not already achieved the ability to work towards achieving functional skills level 2  Qualified at least TA Level 2	  E    E	      AF/IA
<b>Experience</b>  Experience of working with or caring for children in a school setting	    E	    AF/I

Experience of working in a relevant classroom environment	E	AF/I
Experience of Administrative work	E	AF/I
Experience of supporting pupils with Key Stage 2 SATS preparation	E	AF/I
<b>Knowledge/skills/abilities</b>		
Ability to relate well to children	E	AF/I
Ability to work as part of a team	E	AF/I
Good communication skills	E	AF/I
Ability to assist pupils	E	AF/I
Time management skills	E	AF/I
Organisational skills	E	AF/I
Knowledge of classroom roles and responsibilities	E	AF/I
Knowledge of the concept of confidentiality	E	AF/I
Administrative skills	E	AF/I
Ability to make effective use of ICT	E	AF/I
Flexible attitude to work	E	AF/I
<b>Other</b>		
Commitment to apply themselves to the apprenticeship with commitment and diligence	E	AF/I
Commitment to undertake in service development	E	AF/I
Commitment to sustaining good attendance at work	E	AF/I
Commitment to safeguarding and protecting the welfare of children and young people	E	AF/I