



## **PRIMARY TEACHING ASSISTANT (EYFS/Key Stage 1)**

### ***Pay Scale ILPS***

### ***Required as soon as possible***

We require an enthusiastic Teaching Assistant to work in the Primary phase of our thriving, oversubscribed all-through school. The school's aim is "Excellence for All" and the governors wish to appoint candidates of significant ability and enthusiasm, aware of and stimulated by the challenges and potential of a successful multi-ethnic coeducational school.

### **DUNRAVEN EDUCATIONAL TRUST OVERVIEW**

Dunraven Educational Trust (DET) was established in 2016. DET is a trust committed to one overarching aim: excellence for and from everyone. This is an expectation for both the children and adults in a school community. It is achieved in a variety of ways according to the context of each school but within the clear framework established by the Trust.

We want an educational experience which provides excellence for - and expects it from - everyone. We know that this is best achieved in a school where:

- the offer is broad, balanced, inclusive, enriching and effective in meeting the needs of young people;
- staff and students are supported and challenged to be the best versions of themselves;
- relationships are positive, well established and healthy;
- practice is based on evidence and underpinned by the notion that 'we can always do better'.

We are clear that this supports the development of children and young people (and adults) who are: resilient, courteous, optimistic, hardworking, self-disciplined, enthusiastic and creative

### **DUNRAVEN SCHOOL OVERVIEW**

Dunraven School is an all-through school in South London. This means we have children from Reception to Year 13. We serve our local community and celebrate our cultural diversity. Dunraven School's results are strong, remaining above national averages and representing positive 'value-added'. Recognition of its marked progress has been significant and its journey as a school is important to us.

If you are successful in your application, you will share in the leadership and management of a staff who are hard-working, committed, positive in outlook and dedicated to the achievement of our students.

We offer:

- a high standard of professional practice, with bespoke in-house CPD provision, and affiliation to nationally recognised courses and providers;
- clear pathways for career development and progression with a proven track-record of success in developing leaders;
- a supportive and collegiate environment, with regular staff social and sporting activities (such as yoga, football and House events);
- excellent opportunities for leading work with external partners
- a culture of high trust and accountability that values creativity and innovation, leading practice locally and nationally in a range of fields.

**Further details about the post and how to apply can be found here <https://dunraven.careers.eteach.com/>.  
We look forward to receiving your application.**

**The closing date for receipt of applications is noon on Friday 1 November 2024  
Interviews are currently planned for Wednesday 6 November 2024**

***Dunraven School is committed to the safety and protection of its students. A satisfactory enhanced DBS check is a condition of employment for all employees.***



## **JOB DESCRIPTION**

### **TEACHING ASSISTANT (EYFS/Key Stage 1)**

**Responsible to:** Class Teacher  
**Actual Gross Salary:** £24,951 to £25,328, depending on interview assessment, NJC Scale points 5– 6 (Inner London pay scales)  
**Contract type:** Full time, term time only 8.00 am – 4.00 pm  
**Location of post:** Dunraven School, 94-98 Leigham Court Road, London SW16 2QB and the Primary Phase on Mount Nod Road

#### **Main Purpose**

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for students and provide general support to the teacher in the management of students and the classroom.

#### **Duties and Responsibilities**

##### **Support for Students**

- Provide personal care to a child, whilst at the same time encouraging their independence.
- Encourage and value the involvement of parents/carers in the life of the school and to appreciate and recognise the expert knowledge they have of their child.
- Attend to the students' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support students ensuring their safety and access to learning
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Encourage students to act independently as appropriate
- Work with small groups of students

##### **Support for the Teachers**

- Share responsibility for the preparation of all aspects of children's development within a secure, safe, caring and stimulating environment, with due regard to all aspects of Health and Safety.
- Participate in planning and organising appropriate play and educational activities. To observe, assess and contribute to the written record of each child's progress.
- Be responsible for the assessment of children's overall development, including carrying out observations, recording children's achievement and maintaining developmental records to a high standard.
- Prepare classroom as directed for lessons and clear afterwards and assist with the display of students' work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed



- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate  
Gather/report information from/to parents/carers as directed
- Provide clerical/administrative support e.g. photocopying, typing, filing etc.

### **Support for the Curriculum**

- Support students to understand instructions
- Support students in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher
- Support students in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist students with their use

### **Support for the School**

- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings both during and after the school day as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and students on visits, and out of school activities as required

Undertake any other duties as may be required from time to time to meet the needs of the school.

### **Equal Opportunities**

Take responsibility for tackling racism, all types of discrimination and harassment of any kind. Dunraven Educational Trust is an equal opportunity employer committed to diversity and inclusion in the workplace.

### **Safeguarding**

Have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

### **Health and Safety**



premises or sites controlled by the school.

Ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

### **Data Protection**

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information. Be informed of the data held on you during our recruitment process as explained in the recruitment privacy notice on our website.

**Please note: Dunraven is a non-smoking and non-vaping environment.**



## PERSON SPECIFICATION

Before completing your application form, please read the person specification and job description carefully. In your supporting statement you should demonstrate how your qualifications, skills and knowledge match the requirements for the post.

### Qualifications

#### Essential:

- GCSE Maths and English Grade C or above or equivalent NVQ Level 3

#### Desirable:

- Degree
- Full and relevant NVQ Level 3 qualification
- First Aid qualification or willingness to obtain

### Skills and Experience

- At least one year experience of working with children both in an individual and group setting.
- Knowledge of the Children's Act 1989, relevant Education Acts and related legislation.
- Ability to plan, evaluate children's learning, implement planned activities in line with the Early Years Curriculum.
- Ability to undertake record keeping to a high standard and carry out observations of children and to then use this to inform individual planning.
- Experience of working directly with young children/families including those with SEN. Knowledge and experience of Child Protection Procedures.
- Experience of working directly with young children as part of a team in a childcare setting.
- Proven interpersonal skills
- Effective communicator both orally and in writing
- Excellent organisational and administrative skills
- Ability to work within a clear policy framework with targets
- Effective ICT skills
- Ability to motivate
- Ability to work effectively as part of a team
- Experience of working with SEN

### Knowledge

- Understanding of the education system and current developments
- Awareness of current legislation regarding children



## Other

- An enthusiastic commitment to education and working in partnership with families and other adults.
- An ability to use initiative and be flexible.
- An ability to exercise tact and diplomacy.
- Commitment to the protection and safeguarding of children and young people, with up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of children and young people.
- An awareness of Equal Opportunities issues.
- Play a full part in the life of the school community, to support the aim of 'Excellence for All' and school ethos.
- Promote actively the school's policies.
- Willingness to undertake professional development.
- Comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- Undertake any other duty as appropriate not mentioned in the above.

April 2024