



Job Advert - Teaching Assistant including Midday Supervisor

St Matthew's is looking to appoint a capable and proactive teaching assistant to support children's learning in the classroom.

Start date:	4 th November 2024 (option of an earlier start date)
Closing date:	18 th October 2024
Interview date:	22 nd October 2024 (for suitable early applicants, there is the option of 17 th / 26 th September 2024)
Salary:	TA: 30hrs per week / 38.6wks P.A. (term-time) Actual salary (Surrey 3): £16,729 MDS: 30hrs per week / 38wks P.A. (term-time) Actual salary (Surrey 1/2): £1,316

At St Matthew's Church of England Primary, we are proud of our diverse and inclusive school where in all we do we aim **high, encourage** and **have faith**. St Matthew's is a two-form entry school with its own nursery class and special needs support centre.

At St Matthew's:

- We are committed to high quality teaching and to excellent professional development opportunities for all our staff
- We have a resilient staff team from a wide range of backgrounds and experiences who work closely together to secure the best outcomes for our children

The successful applicant will:

- Be committed to the development of all children in our inclusive church school
- Have the resilience and drive to work to secure the very best outcomes for all our children
- Work with our dedicated staff team to ensure the education, well-being, behaviour and personal development of children enhances their futures

If interested in joining our hard-working team, we can offer you:

- A well-resourced school set in extensive grounds
- Support and development from the SDBE MAT including a generous staff benefits scheme
- A school committed to wider education including a full extra-curricular programme
- Coaching and bespoke CPD opportunities

Thank you for your interest in this vacancy. We would be delighted to hear from you, arrange a visit to show you around our school, or simply have an informal discussion.

Applicants are expected to be sympathetic to the Christian ethos of the school.

St Matthew's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

All appointments are subject to a satisfactory enhanced DBS check and references.



Job Description - Teaching Assistant including Midday Supervisor

Job Purpose	<p>To support children’s learning and development in the classroom and the wider school environment.</p> <p>To deliver personalised learning and timetables to children with SEND</p> <p>To assist the teacher with their responsibility for the development and education of all children in the class.</p> <p>To support the Mission and Aims of the school and understand and apply school policies.</p> <p>To participate in the general life of the school.</p>
Accountable to	<p>Class teacher, Phase Leader, SENCO and Senior Leadership Team.</p>
Duties and responsibilities specific to the post	<p>Under the direction of the teacher to:</p> <ul style="list-style-type: none"> • Supervise learning and play activities inside and outside the classroom • Support children with SEND, including those with EHCPs, on a 1:1 basis in the classroom • Provide targeted support for children with an EHCP inside and outside of the classroom • Assist in the planning and delivery of interventions • Discuss with and report to the teacher on the planning and assessment of pupil learning and development • Record observations and contribute information towards pupil assessment • Organise and maintain a stimulating learning environment
General Duties of all school staff	<p>The post is subject to compliance with:</p> <ul style="list-style-type: none"> • School policies and guidelines on the curriculum and school organisation and SEN Code of Practice • National Curriculum 2014 • Keeping Children Safe in Education • School Safeguarding policy and procedures • Encourage appropriate social behaviour • Maintain confidentiality inside and outside the workplace
Other Duties	<ul style="list-style-type: none"> • Support the Christian Ethos of the school • Attend collective worship as required • Supervise playtimes on a rota basis • Participate in staff meetings, INSET activities and parent curriculum events • Undertake other such duties as can be reasonably expected

Person Specification - Teaching Assistant including Midday Supervisor

	Essential qualities	Desirable qualities
Qualifications and Training	<ul style="list-style-type: none"> • Keeness to learn • Dedication to professional development to support with the role 	<ul style="list-style-type: none"> • Evidence of continuous professional development linked to SEND/ASD / British Sign Language
Experience	<ul style="list-style-type: none"> • Successful previous experience working with children (this could be in a voluntary capacity) 	<ul style="list-style-type: none"> • Successful completion of Teaching Assistant role or Teaching Assistant qualifications
Knowledge, understanding and skills	<ul style="list-style-type: none"> • A high standard of English and Mathematics skills • Excellent communication and spoken language skills • A positive attitude and willingness to train and develop new skills • Evidence of being a team player 	<ul style="list-style-type: none"> • Experience and understanding of working with children, including children with Special Educational Needs
Personal Qualities	<ul style="list-style-type: none"> • Sympathy with the Christian ethos of the school • Self-motivated and hard working • Dependable, reliable, with an excellent record of attendance and punctuality • Commitment to inclusion & equal opportunities • Able to initiate ideas and put them into practice • Have a commitment to personal development and take an active part in the appraisal process • Evidence of organisational skills, the ability to remain calm under pressure and to meet deadlines • Willingness to participate in the wider life of the school • Energy, enthusiasm, adaptability and a sense of humour 	
<p>We reserve the right to close this vacancy early if we receive suitable applications. If you are interested in working with us, please apply without delay.</p>		