

# RIVERSIDE PRIMARY SCHOOL AND NURSERY

**EVERY CHILD A HAPPY LEARNER**



## TEACHING ASSISTANT APPLICATION PACK



**RIVERSIDE PRIMARY SCHOOL AND NURSERY**

Donnington Gardens, Cookham Road, Maidenhead, Berks. SL6 7JA

[www.riversideprimaryschool.org.uk](http://www.riversideprimaryschool.org.uk) Tel: 01628 621741

Email: [office@riversideprimaryschool.org.uk](mailto:office@riversideprimaryschool.org.uk)

# Job Description

## **Purpose:**

To assist in the provision of learning and educational opportunities for pupils.  
To support individual pupils and groups of pupils.

## **Accountable to:**

Reports to Deputy Headteacher

Works under the direction of Deputy Headteacher and Phase Leaders

Works within a team of Teaching Assistants.

## **Key duties:**

- To work with the class teachers and the team of Teaching Assistants to support pupils' learning, behaviour and wellbeing in class and on the playground;
- To develop positive relationships with pupils and their families identified as needing support;
- To work in a variety of ways to support, motivate and challenge pupils including through support in class or at break times, (1:1 support and group activities);
- In conjunction with school staff and external agencies as appropriate, to participate in the comprehensive assessments of pupils to identify those in need of extra help to overcome barriers to learning;
- To act in accordance with the school policy on health and safety issues;
- To implement the school's Behaviour Policy;
- To demonstrate skill and imagination to ensure creative solutions when dealing with a range of challenging and complex issues affecting children and their families and their ability to engage with school and education in general;
- To attend all relevant training including that relating to safeguarding;
- To liaise closely with other staff about how to best support children;
- To carry out any other reasonable duties as directed by the Deputy Headteacher, Head Teacher or Phase leaders.

**This Job Description will be reviewed on an annual basis and may be subject to amendment or modification at any time after consultation with the post holder.**

**Riverside Primary School aims to select on merit, irrespective of race, sex, disability, age or any other protected characteristics.**

# Person Specification

The tables below indicate the essential and desirable qualities we expect applicants to possess, and the stages of the application process at which these will be assessed.

	Essential	Desirable
<b>QUALIFICATIONS AND EXPERIENCE</b>		
Good standard of general education, (to GCSE standard or equivalent -GCSE grade C or equivalent in Maths and English)	X	
Entitled to live and work in UK	X	
Good level of literacy and numeracy	X	
Experience of working with Early Years or primary setting	X	
Experience of supporting children with SEN		X
<b>ABILITY/SKILLS</b>		
Relates well to children	X	
Ability to review and assess pupils' progress and set appropriate targets	X	
Able to motivate students	X	
Able to maintain confidentiality	X	
Good communication skills	X	
Willingness to participate in in-service training and professional development	X	
Strong organisational and self-management skills	X	
Creative problem solving and decision-making skills	X	
Ability to work on own initiative	X	
Good ICT skills		X
<b>DISPOSITION</b>		
Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour	X	
Interested in children as individuals, in how they learn and be committed to the needs of all and having a positive approach to working with children and a commitment to our safeguarding procedures	X	
Belief in the importance of teamwork and a collaborative approach, and able to build supportive working relationships with colleagues.	X	

	Essential	Desirable
Ability to work independently	X	
Able to work in a busy and often active environment with interruptions	X	
Able to work with children who can be emotionally or physically demanding	X	
Energetic and enthusiastic with a naturally positive outlook	X	
Punctual, reliable and trustworthy	X	
Commitment to CPD	X	
Commitment to Equality of opportunity	X	

**RIVERSIDE** Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will therefore be subject to:

- An enhanced Disclosure and Barring Service check
- Receipt of two satisfactory employer references (ideally one of which must be from your current or most recent employer)
- Satisfactory verification of relevant qualifications



## Selection Process

The first step in the selection process is the application; please complete the Royal Borough of Windsor & Maidenhead (RBWM) application form and make sure you read through the Person Specification and Job Description carefully.

Applicants should provide a covering letter and/or documents to demonstrate how they meet all areas of the Person Specification.

The application form, a covering letter, and any supporting documents should be submitted, preferably by email ([finance@riversideprimaryschool.org.uk](mailto:finance@riversideprimaryschool.org.uk)) as soon as possible. **All applications will be considered on arrival, whilst advertised on school website**  
Any applicants wishing to post or hand deliver their application should deliver it to the school office addressed to the School Business Manager.

Successful applicants will be invited to interview.

If the selection panel or governing body does not feel that it is appropriate to make an appointment from the people who have applied for the post, applicants will be advised accordingly and the post will be re-advertised. We do, though, hope to be able to make a decision in time to allow the chosen candidate to give sufficient notice so that they can take up the position as soon as possible.

**Any appointment will be subject to the receipt of satisfactory references and pre-employment checks.**



Contact details:



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