



ST MARGARET'S PREP
CALNE

**Teaching Assistant (Maternity Cover)
February 2021**

St Margaret's Prep is a co-educational day school for 180 pupils aged 3-11. We have a Kindergarten class and one class running from Reception through to Year 2, and thereafter, two parallel classes at each year from Year 3 – Year 6. The school shares a 27-acre campus, and facilities, with St Mary's School Calne.

Teaching Assistants at St Margaret's work under the day to day supervision of a class teacher and are responsible for supporting them in all aspects of the academic and pastoral education provided for the children in their care. Specific roles and responsibilities will be determined by the Deputy Head Pastoral (Pre-Prep) and may change in line with school development and pupil need. The TA role is a term time position, the salary for which is pro-rated for working hours (if not full time), and for working weeks (plus holiday pay). Attendance for staff training and classroom preparation during the holidays is expected.

Position:	Teaching Assistant (Maternity Cover)
Salary Range:	S8 – S11 dependent on experience (£19,223 - £21,278 FTE)
Normal Hours:	36.75 per week
Pension:	Scottish Widows scheme with generous employer contributions.
Holidays:	5 weeks' paid holiday (pro-rated where applicable) calculated as part of salary. Term time only staff work 36 full weeks per year and cannot take holiday in term time.
Line Manager:	Deputy Head Pastoral (Pre-Prep)
Closing Date:	15 th January 2021
Interview Date:	20 th January 2021

THE SCHOOL

The school broadly follows the 2014 Primary National Curriculum in England; the children are assessed in line with national expectations and the Foundation Stage Profile, and take standardised tests from Y2-Y6, achieving well above the national averages. However, there is much more on offer. In addition to the academic side of life, there is a rich programme of Music, PE, Drama and Art. Class Teachers deliver a broad curriculum with ICT, PE, Music, Art and MFL being taught by specialists. We want our pupils to achieve their potential in every aspect and play a full part in the life of the school. Above all, we want happy, independent and confident children!

The facilities offer first class opportunities to challenge and stimulate the children in their learning. Classes are housed in attractive purpose-built teaching rooms linked to the original Victorian building. There are specialist teaching rooms for Computing, Music, Languages and Art/Design & Technology, whilst The Southwell Hall offers a large space for assemblies, drama and a wide range of extra-curricular activities. In addition, we share a number of facilities with St Mary's; a dining room, Chapel, Science laboratories, an indoor swimming pool, sports hall and a range of sports courts and playing fields. Our after-school club 'Maggots' provides wrap-around care until 6pm. The children enjoy the benefit of fresh air and exercise in an extensive, secure environment which includes fields, playgrounds, swings and other play equipment.

Maintaining a happy, purposeful atmosphere is of paramount importance, as this will allow the pupils the best opportunity to develop into well-rounded, confident children. It is vital that the pupils and the staff at St Margaret's feel that their lives here are enriched and rewarding.

JOB DESCRIPTION

It is expected that the successful candidate will possess most, if not all, of the following qualities:

- A caring approach to the children in his/her care
- A friendly and approachable manner
- A sense of humour
- The ability to work in a team

TAs/ESAs will be expected to:

- work closely with all the staff, but in particular with specific class teachers, Deputy Head (Pre-Prep & Prep), referring back to teachers about issues requiring professional judgement
- support all areas of the curriculum both inside and outside the classroom, activities will generally take the form of:
 - Booster Group – activities planned under supervision and led by TA/ESA who is responsible for preparing any resources required and recording observations
 - Focus Group – targeted activities planned by the teacher and delivered by the TA/ESA
 - individual or small group support as required
 - assistance with lesson resources

- encourage children to feel confident and play a full part in class and school life, offering positive support in a calm and consistent manner
- encourage and enable children to acquire appropriate and targeted degrees of independence through a range of strategies such as: supporting children to complete tasks both academic and physical, guiding through questioning, intervening to prevent frustration, repetition to help children process information, scribing or using voice activated technology
- encourage children to behave responsibly within the classroom and school environment
- identify potential problems/difficulties both socially and academically and inform the class teacher immediately
- contribute to planning and provision maps when required
- support the school as a whole by taking part in duty, assembly and other rotas as required
- attend all whole-school functions and additional departmental events when appropriate
- support the St Margaret's extra-curricular programme
- keep abreast of changes in education, attend courses, read professional literature and develop professional abilities

S/he may also be required to:

- assist pupils in relation to mobility or toileting
- support pupils to behave appropriately
- support identified pupils on school trips

Additionally, TAs/ESAs will need to be familiar with the school's handwriting style and follow all school policies and procedures. Good relationships between TAs/ESAs and class teachers are essential. Teachers are individuals and may approach their jobs in different ways. They will vary their approach to suit what they are teaching and the pupils with whom they are working. When TAs/ESAs are working in a classroom they should respect the teacher's approach and never undermine his/her authority. Should they have any concerns/questions – approaching the teacher directly in the first instance would be encouraged

TAs/ESAs will need to know:

- classroom rules
- who they will be supporting and the child/ren's needs
- what the teacher wishes them to do and the level of support expected
- appropriate responses to specific medical or behavioural difficulties
- where to get learning resources

St Margaret's staff are expected to be professional and discreet towards colleagues, pupils and parents at all times They must also maintain confidentiality. They should openly seek to promote the good name of the school and the goodwill of the support staff, peripatetic staff and others who come into contact with St Margaret's. The successful candidate will be required to undertake an enhanced DBS check.