



**Job Title:** PT KS2 Teaching Assistant  
**Reports to:** Head of Junior Department  
**Hours:** 26 hours per week (2 days 8:15 - 15:15 and 3 days 8:15 - 12:15)

### **Job Purpose**

We are looking for an enthusiastic and caring KS2 Teaching Assistant to work as part of our successful Junior Department supporting pupils in all areas of school life. To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes enabling all pupils to progress and learn, and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area and across the school.

### **Support for Teachers**

- Assist with the preparation and delivering of learning activities
- Support individuals and groups within the class, e.g. phonics, mathematics and focused activity learning
- Monitor pupils' responses to learning activities, provide objective feedback and accurately record achievement/progress as directed
- Support with behaviour management strategies employed in the classroom and across the school promoting self-control and independence
- Support with the management of the learning environment and resources

### **Support for Children**

- Develop a positive and supportive relationship with pupils and be a role model by presenting a positive personal image and attitude
- Be aware of and respond appropriately to the differing and individual needs of pupils
- Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes as and when needed
- Set challenging and demanding expectations and promote the inclusion, self-esteem and independence of all pupils
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities

### **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes of intervention, recording achievement and progress and feeding back to the teacher
- Assist in the display and presentation of learning cues and pupils' work inside and outside of the classroom environment as required

### **Support for the School**

- Be punctual and professional at all times
- Be a role model for pupils and colleagues in terms of behaviour and attitude
- Undertake training and CPD
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, as required
- Assist with the supervision of pupils outside of lesson times, for example at playtime/lunchtime, as required
- Accompany teaching staff and pupils on visits, trips and out of school activities, as required, and take responsibility for a group under the supervision of the teacher

- Maintain confidentiality and comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Actively support the school equal opportunity policies and ensure that all pupils have equal access to opportunities to learn and develop

### **General**

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

### **Safeguarding and Child Protection**

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons' for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead or to the Head.

The successful candidate will be required to provide an enhanced DBS check. In seeking references on short-listed candidates, the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

**St. Michael's is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services (DBS).**

### **Procedure for application**

Applications should be made using the online application form through the TES online application system. Candidates are also required to write a covering letter, stating suitability for the post and reasons for applying. This should be completed by **19th March 2025** after which references may be taken for those candidates considered for the shortlist. All queries can be sent to [recruitment@stmichaels.je](mailto:recruitment@stmichaels.je)

Failure to use the correct application form or to forward a covering letter may count against an applicant. Shortlisted candidates will be contacted by on **20th March 2025**.

Interviews will be held on **24th March 2025** and a conditional offer of appointment will be made as soon as possible thereafter. The appointment will be conditional upon satisfactory references being received and pre-employment checks being completed. The successful candidate will begin work on 1st September 2025.