

## **Job Description and Person Specification**

### **Prep School Teaching Assistant (Permanent)**

St Paul's Cathedral School is pleased to announce an opportunity for a full time Teaching Assistant in our Prep School. This role will be on a permanent basis, commencing at the start of the Spring term in January 2025, or later as required to honour contractual notice.

Working hours will be 08:00 to 16:00, term time only, supporting with a one hour after school activity on one of these days.

#### **Background**

St Paul's Cathedral School is a co-educational independent preparatory school (Reception to Y8). The majority of our 285 pupils are Day Pupils. We also educate the Choristers of St Paul's Cathedral who are boarders at the school, accommodated in a purpose-designed boarding house. Until September 2023, all Choristers were boys; we have recruited our first girl Probationers who are currently Day Pupils. From September 2025 girl Choristers will take up boarding places, following a major refurbishment of what is now staff accommodation and will become a second boarding house.

#### **Safeguarding Statement**

Safeguarding is the responsibility of all staff at St Paul's Cathedral School and all staff are expected to share our commitment to safeguarding and promoting the welfare of the children in our care.

Staff must be aware of the procedures within the school which support safeguarding and must act in accordance with the school's Safeguarding Policy and Staff Code of Conduct.

#### **Role Purpose**

To support the class teachers in Maths and English by carrying out tasks to enable the safe and effective operation of the class. To promote and support the wellbeing, academic and social progress of the pupils.

To work under the direction of the class teachers or subject teachers, supporting the care and education of pupils and the smooth running of the classroom.

To implement the measures and interventions put in place by the learning support department and the Deputy Head Academic for specific pupils or groups.

#### **Structure**

The Teaching Assistant is line managed by the Heads of English and Maths.

## **Responsibilities**

Under the supervision of the teachers:

- To assist with supervision of and maintaining the safety and wellbeing of pupils.
- To enable pupils to access the curriculum and participate in activities.
- To encourage social skills and academic independence in pupils.
- To offer care and attention to children when they are unwell or requiring basic first aid, under the supervision of the school nurse. To offer comfort and support as required. First aid training will be provided.
- To provide clerical/administrative support to the teachers as required, including preparing classrooms for lessons, creating displays of pupils' work, maintaining classroom equipment and helping to plan activities, to assess work and record progress.
- To attend assemblies and Cathedral services with the pupils.
- To undertake break and lunch duties as required throughout the school day.
- To liaise with the learning support department to provide support to pupils with special educational needs and disabilities.
- To accompany groups on out-of-school visits.
- To participate in team meetings and attend INSET training as required.
- To understand and adhere to school policies.
- To liaise with parents supporting home-school partnership as required.
- Any other duties reasonably requested by the Head.

## **Terms and Conditions**

### **Working Hours:**

Mondays and Fridays, term time only, from 08:30-16:00 plus one, one hour after school club (paid at £30 per hour session) on either of these days, by mutual agreement.

Attendance at termly INSET is also required.

A competitive salary is offered, commensurate with qualification and experience.

The school has adopted many of the Cathedral HR policies, including a generous employer Defined Contribution pension scheme. Employees may also be entitled to discounted school fees on a pro rata basis. Lunch is provided.

We are committed to supporting the professional development of all our team members; all staff may apply to the Deputy Head for support with relevant training courses.

## Application

All applications must be made via our **School application form** on the TES (not the TES form) or the St Paul's Cathedral School website, accompanied by a letter addressed to the Head, Mrs Judith Fremont-Barnes. The deadline for application is Wednesday 4<sup>th</sup> December 2024.

### Person Specification: Teaching Assistant

|   | Essential   | Desirable   |
|---|---|---|
| <b>Qualifications, Experience and Knowledge</b> | <ul style="list-style-type: none"> <li>• Previous experience of working with children aged 9-13.</li> <li>• Practical experience and understanding of the social, emotional, academic, health and safety needs of this age group</li> <li>• Good general IT skills (training can be provided)</li> <li>• Commitment to safeguarding of children and young people</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of working in a primary or secondary education context</li> <li>• Experience of working with children, either in an employment or voluntary capacity, including safeguarding training.</li> <li>• ELSA training.</li> </ul> |
| <b>Personal competencies and qualities</b>      | <p>In addition to sharing our whole staff commitment to safeguarding and promoting the wellbeing of our pupils and to our Aims and Principles, the successful candidate will be able to provide examples from work or wider life experience of:</p> <ul style="list-style-type: none"> <li>• Ability to work effectively as part of a team</li> <li>• Effective communication with children, colleagues and parents</li> <li>• A caring and supportive approach</li> <li>• Commitment to undertaking professional development</li> <li>• Commitment to equal opportunities for all in our community</li> </ul> <p>Key qualities for this role are: reliability, organisation, punctuality, flexibility, enthusiasm, creativity, patience and empathy.</p> |   |

Please note that suitability for the post will be assessed through production of the applicant's qualifications, the interview and application letter. In line with Keeping Children Safe in Education, online checks are conducted as part of our application process for all new employees and all appointments are made subject to pre-employment checks including an enhanced Disclosure and Barring Service certificate.