



Maiden Erlegh School

currently requires

2 x Teaching Assistants

Hours: 27.5 hours per week. Term Time only plus 2 INSET days

Salary: Grade 3, SP5 (fulltime equivalent £19,650. Actual from £12,246)

Closing date: 9am 4 July 2022

Interviews: ASAP

This is an exciting opportunity for 2 enthusiastic and passionate Teaching Assistants to work at our Maiden Erlegh School. Day to day responsibilities will be varied but will include:

- Providing day to day classroom support to students, and assisting with pupil behaviour
- Committing to raising the aspirations and achievement of all our pupils
- Establishing good relationships and acting as a role model
- Encouraging students to engage in activities led by the teacher
- Helping to plan lessons by preparing materials and resources

Our ideal candidates will:

- Have highly effective communication skills (both written and verbal)
- Have the ability to recognise and manage challenging behaviour
- Work as part of a team or on your own initiative.
- Understand that punctuality is imperative
- Be a hard worker
- Want to and be part of a really supportive Inclusion team

The successful applicants will enjoy working with 11-18-year olds. You must be adaptable and willing to be involved in all aspects of school life, have a calm manner and be able to work as part of team. You will share our inclusive values of “opportunity, diversity and success for all” and you will have a willingness to develop your own practice in line with our ethos of continuous improvement.

Maiden Erlegh School is an over-subscribed secondary school which is as committed to the welfare of students and staff as it is our high standards. One of the privileges of joining our school is working with our dynamic, ambitious and positive students. Another privilege is joining our team of optimistic, talented and supportive colleagues, and particularly our very successful Inclusion team. You will have a passion for young people and a passion for education, you will enjoy seeing young people grow in confidence and flourish personally and you will want to share and develop your own practice further.

For more information on this wonderful school please click on the following link

<https://youtu.be/A3PsOquZJww>

If you would like to have an informal chat with the hiring manager or visit the school, please email our recruitment team on recruitment@maidenerleghtrust.org who can help organise this.

The Trust reserves the right to interview and appoint before the closing date.

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check



**Maiden Erlegh Trust
Job Description**

Role	Teaching Assistant	School/Department	Maiden Erlegh School
Grade	Grade 3, SP 5-6	Reports to	Inclusion Team
Job Evaluation Code	MES009A	Date of evaluation	April 2022

Purpose	To facilitate learning by supporting the needs of individual pupils and small groups of pupils in accordance with school policy and government initiatives in the pursuit of high standards of pupils achievement.
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Scope	Main contacts: pupils, staff, parents, external agencies	Staff responsibilities: None	Financial accountability: None
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Main duties and responsibilities	<ul style="list-style-type: none"> ▪ Liaise with class teacher on a daily basis to discuss class tasks and enable students to become independent learners within their own ability and assisting the teacher with social skills. Regularly report back to the teacher on student progress and areas of concern ▪ Work with small groups or individual students, clarifying and explaining instructions, ensuring that students are able to use equipment and materials whilst motivating pupils to complete work - this may include after school Homework club or working within a subject area such as Maths, English, Science or PE ▪ Establish productive working relationships with students, acting as a role model and setting high expectations. ▪ Assist the teacher in classroom discipline re-enforcing the teacher's standards of behaviour and tidiness within the classroom ▪ To help deliver educational programmes, assist with the development of reading, writing, spelling, and listening skills ▪ Prepare resources ▪ Monitor and assess students and record and report on achievements and development ▪ Various duty rota activities under the general direction of the Head of School ▪ Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder.
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Other requirements and responsibilities	Level of DBS required: Enhanced with Children's Barring List
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Structure chart	<pre> graph TD IM[Inclusion Manager] --- TA[Teaching Assistant] </pre>
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**Maiden Erlegh Trust
Person Specification**

Role	Teaching Assistant	School/Department	Maiden Erlegh School
Grade	Grade 3	Job Evaluation Code	MES009A

Qualifications, training and education	<ul style="list-style-type: none"> • NVQ Level 2 / CACHE Level 2 Certificate or equivalent • NVQ Level 2 or equivalent in English and Maths
Experience	<ul style="list-style-type: none"> • Knowledge of the school curriculum • Knowledge of the standard of work expected from pupils • Some experience with children with special needs is desirable but not essential
Skills and abilities	<ul style="list-style-type: none"> • Good questioning skills • Good observation and assessment skills • Understanding of open-ended questioning and investigative work • Understanding of their role to assist and supervise pupils on particular tasks and the expected outcome of individual activities within the allocated timescale • Excellent communication skills and interpersonal skills • Ability to work within a team working environment and able to work independently. • Confidentiality at all times • Calm under pressure, adaptable and energetic • A caring and positive attitude, a good listener and sensitive to pupils needs • A sense of responsibility • Positive behaviour management • A good sense of humour • Flexibility and use of initiative is very important • Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others) • Good organisational and planning skills, able to manage own time, prioritise and meet deadlines
Requirements specific to the role	All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

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Signed: _____
Post holder

Date: _____