



**ABBOTSFORD PREPARATORY SCHOOL**  
Striving for Excellence

211 Flixton Road · Urmston · Manchester · M41 5PR

<b>Job Description</b>	
<b>Abbotsford Preparatory School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.</b>	
<b>Post title:</b>	Teaching Assistant
<b>Hours of work:</b>	7.5 hours per day
<b>Remuneration:</b>	Commensurate with experience
<b>Responsible to:</b>	Headteacher
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"><li>• Work one-to-one or with small groups of pupils to support their individual and collective development, both academically and in their general wellbeing.</li><li>• Supervise individual and groups of children.</li><li>• Support teaching staff in preparing for lessons, including activities such as photocopying, setting up tables, etc.</li><li>• Support teachers and pupils at school outings or school events when appropriate.</li><li>• Support teachers in managing challenging pupil behaviour, and report any issues where appropriate and necessary.</li><li>• Help with the running of extracurricular activities when necessary and support pupils outside of normal class hours when appropriate.</li><li>• Carry out all duties in accordance with Crown House School's Health &amp; Safety Policy and Safeguarding Policy.</li></ul>
<b>Monitoring, Assessment, Recording, Reporting, and Accountability</b>	<ul style="list-style-type: none"><li>• To support the class teacher in the processes of identification, assessment, recording, and reporting for the pupils in their charge.</li><li>• Support the class teacher in assessing pupils' work systematically, using results to inform future planning, teaching, and curricular development.</li><li>• Direct reporting to the Headmaster, but also accountable to the Governors and Directors of Alpha Schools Limited when required.</li></ul>
<b>Subject Knowledge and Understanding</b>	<ul style="list-style-type: none"><li>• Have an up to date knowledge and understanding of the KS1 and KS2 National Curriculum programmes of study and its level descriptors for examinations.</li><li>• Have some understanding of the requirements of the 11+ exam.</li><li>• Keep up to date with research and developments in pedagogy and relevant subject areas.</li></ul>

<b>Professional Standards and Development</b>	<ul style="list-style-type: none"> <li>• To be a role model to pupils through personal presentation and professional conduct.</li> <li>• To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.</li> <li>• To cover for absent colleagues as is reasonable, fair and equitable.</li> <li>• To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health &amp; Safety, and that of any other persons who may be affected by their acts or omissions at work.</li> <li>• To be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety.</li> <li>• To establish effective working relationships with professional colleagues and associate staff.</li> <li>• To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.</li> <li>• To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.</li> <li>• To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.</li> <li>• To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.</li> <li>• To undertake any reasonable task as directed by the Head of Science and Senior Leadership Team.</li> <li>• To be aware of the role of the Governing Body of the School and to support it in performing its duties.</li> <li>• To train in basic first aid.</li> <li>• To be familiar with and implement the relevant requirements of the current SEN Code of Practice.</li> <li>• To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who: <ul style="list-style-type: none"> <li>○ have SEN;</li> <li>○ are gifted and talented;</li> <li>○ are not yet fluent in English.</li> </ul> </li> <li>• To uphold the school's core values.</li> </ul>
---	---

**Person Specification**

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• A strong qualification in related subject area.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven commitment to continued personal development.</li> </ul>	Production of the Applicant's certificates
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of working with or caring for</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting pupils preparing for their 11+ exam.</li> </ul>	Contents of the Application Form

	<p>children of primary school age.</p> <ul style="list-style-type: none"> <li>• Experience managing challenging behaviour.</li> <li>• Experience using a number of varied resources to deliver their lessons.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of the independent school sector, and how individual schools operate within.</li> <li>• Experience dealing with pupils with SEN.</li> </ul>	<p>Interview</p> <p>Professional references</p>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• An excellent written and verbal communicator.</li> <li>• Excellent time management skills.</li> <li>• The ability to contribute to the school as a whole.</li> <li>• Plan support that reflects individual needs.</li> </ul>		<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Understanding a range of assessment approaches, and how to use the data collected from it to best benefit the pupil, and the ability to deliver this support in line with direction from teachers.</li> </ul>	<ul style="list-style-type: none"> <li>• An up to date, working knowledge of the National Curriculum and how independent schools operate within it.</li> </ul>	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
<b>Personal competencies and qualities:</b>	<ul style="list-style-type: none"> <li>• A commitment to lifelong learning for all.</li> <li>• The ability to remain calm in many situations that involve children, adults and wider members of the school community.</li> <li>• Flexible, adaptable and enthusiastic.</li> <li>• The ability to motivate and inspire.</li> <li>• A willingness to contribute to extra-curricular activities and other aspects of school life.</li> </ul>	<ul style="list-style-type: none"> <li>• A strong commitment to continued personal development.</li> </ul>	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>