

**Applicants may apply for (*and be appointed to*) more than one post. Please clearly indicate in your application which positions you are interested in.**

### **Job Description TA (Primary) - currently Year 1**

**Line Manager** *Head of Primary*

**Hours of Work** - *8.45am-1.15pm Monday-Friday, term-time only.*

#### **Main responsibilities and tasks**

- To create (if appropriate) and deliver intervention sessions particularly in Literacy (including Phonics) and Mathematics to individuals and groups of pupils.
- To keep records of intervention and liaise with staff as necessary
- To show willingness to seek and accept direction and tasks from teaching staff
- To work collaboratively with staff and assist with planning for the teaching and development of pupils within the class
- To competently use ICT for general administrative tasks
- To foster good and positive relationships with staff, pupils and parents
- To display a patient and supportive approach to pupils
- To show initiative and a willingness to be proactive and involved in school life
- To prepare teaching resources and help to prepare work for displays
- To carry out daily supervision duties as required
- To adhere to school policies on safeguarding
- To adhere to school health and safety policies including risk assessment and safety systems.
- To adhere to school policies on equality and diversity.
- To carry out duties and work in other year classes, as required and as directed by the Head of Primary
- To undertake broadly similar duties commensurate with the level of the post as required by the Head of Primary

### **Job Description After School Care Supervisor**

**Line Manager** *Head of Primary*

**Hours of Work** - *3.45-5.45pm Monday-Friday, term-time only.*

#### **Main responsibilities and tasks**

- To lead and engage pupils in activities
- To show a willingness to seek and accept direction from the member of teaching staff on duty and their Line Manager (Head of Primary)
- To work collaboratively with all staff working at the Teatime Club
- To foster good and positive relationships with staff, pupils and parents
- To display a patient and supportive approach to pupils
- To show initiative and a willingness to be proactive
- To adhere to school policies on safeguarding

- To adhere to school health and safety policies including risk assessment and safety systems.
- To adhere to school policies on equality and diversity
- To undertake broadly similar duties commensurate with the level of the post as required by the Head of Primary

## **Job Description Holiday Club Manager**

**Line Manager** *Head of Primary*

**Hours of Work** *8am-6pm Monday-Friday, 10 weeks a year, during school holidays.*

### **Main responsibilities and tasks**

- To create an interesting and varied programme for a wide age range
- To liaise with various centres/providers/charities when arranging visits and/or visitors
- To lead and engage pupils in activities
- To show a willingness to seek and accept direction from their line manager (Head of Primary)
- To organise and work collaboratively with staff working at Holiday Club and other staff members as necessary e.g. Bursar, Finance
- To foster good and positive relationships with staff, pupils and parents
- To display a patient and supportive approach to pupils
- To show initiative and a willingness to be proactive
- To adhere to school policies on safeguarding
- To adhere to school health and safety policies including risk assessment and safety systems.
- To adhere to school policies on equality and diversity.
- To prepare activities and resources and help to prepare work for displays e.g. photos
- To undertake broadly similar duties commensurate with the level of the post as required by the Head of Primary

## **Job Description - Holiday Club Assistant (2 positions)**

**Line Manager** *Head of Primary*

**Hours of Work Position 1** *8am-6pm Monday-Friday, 10 weeks a year, during school holidays.*

**Hours of Work Position 2** *12noon-6pm Monday-Friday, 10 weeks a year, during school holidays.*

### **Main responsibilities and tasks**

- To lead and engage pupils in activities
- To show a willingness to seek and accept direction from the Holiday Club Manager and their line manager (Head of Primary)
- To work collaboratively with staff working at Holiday Club

- To foster good and positive relationships with staff, pupils and parents
- To display a patient and supportive approach to pupils
- To show initiative and a willingness to be proactive
- To adhere to school policies on safeguarding
- To adhere to school health and safety policies including risk assessment and safety systems.
- To adhere to school policies on equality and diversity
- To undertake broadly similar duties commensurate with the level of the post as required by the Head of Primary