



## KIRKHAM GRAMMAR SCHOOL

### **Junior, Infant and Pre-School**

### **JOB DESCRIPTION FULL TIME TEACHING ASSISTANT Including Breakfast Club Duties**

**CONTRACT TYPE: PERMANENT**

**SCALE: NJC**

#### **BACKGROUND**

Kirkham Grammar School is a thriving independent school, comprising a Senior, Junior, Infant and Pre-School, with 910 pupils on roll. The Senior School has 660 pupils in an age range of 11-18 years. The Headmaster is responsible for running the school, assisted by his Senior Leadership Team, including a School Business Manager who has responsibility for the financial matters pertaining to the Foundation as well as the grounds.

The Junior, Infant and Pre-School, situated across the road to the Senior School, is overseen by the Headmistress, who is responsible for this area of School. There are 250 pupils on roll in an age range of 3-11 years. The Governing Body and Bursarial Department are common across the Foundation.

#### **THE POST**

Under the direction of the Headmistress, the postholder is to be responsible for supporting the teaching and learning of pupils within the Junior, Infant and Pre-School.

The successful applicant will have experience of working with pupils aged 3 to 11 within an educational setting, with a sound working knowledge of relevant strategies in supporting teaching and learning as well as positive behaviour management. They will have the ability to communicate clearly and concisely both orally and in writing. They will have secure understanding of classroom roles and responsibilities and be able to work alongside all members of the Kirkham Grammar School community in good faith and humour.

#### **RESPONSIBILITIES**

##### Teaching & Learning

- Have excellent levels of literacy and numeracy skills.
- Be enthusiastic, motivated and creative.

- Work under the guidance of the Class Teacher in order to work with pupils on a one-to-one, group or whole-class basis to promote effective teaching and learning.
- Provide general support to the Class Teacher in the organisation of pupils and the classroom.
- Be able to work on their own initiative as well as part of a team.
- Support the teaching of phonics to pupils in EYFS and Key Stage 1.
- Support a range of timetabled sporting activities, where applicable.

### Duties & Events

- Attend School events, training and INSET days as required.
- Attend relevant training courses to keep abreast of developments in education.
- Support fixtures and competitions during the School day, as required and deployed by the Deputy Heads.
- Carry out road crossings, lunch and break time duties in accordance with School procedure.
- Oversee the Breakfast Club Facility, signing in pupils on arrival.

### Monitoring, Assessment, Recording, Reporting & Accountability

- Demonstrate interest and intellectual curiosity in the development of all pupils irrespective of their age, ability and areas for development.
- Show regard to the development of a progressive curriculum for all pupils from EYFS to Year 6.
- Acknowledge the value of physical education within EYFS and its impact during our pupils' formative years on later achievement.
- Assist the Class Teacher in monitoring, reporting and recording pupil attainment and progress, using this data to help, support and inform future planning, teaching, learning and intervention.
- Undertake annual Appraisal in accordance with KGS policy.

### Ethos & Behaviour

- Uphold the Junior, Infant & Pre-School Values (Be Kind, Be Curious, Be Determined), contemporaneously with the foundation Values of Family Ethos, Inspirational Teaching and Fulfil Potential, and reflect these in their role.
- Manage the behaviour of pupils in a positive and supportive way in line with School policies and procedures, including approaching interactions with pupils in a fair and measured way, always demonstrating patience and kindness.
- Promote School by maintaining high standards of personal and professional conduct at all times.
- Engage, and work effectively, with all stakeholders of the School in a personable and courteous manner at all times, including our parents.
- Support the development of a stimulating, vibrant and nurturing environment and curriculum that celebrates the achievements of all pupils, and always be a source of encouragement to them.

### Safeguarding/Health & Safety/Resources

- Be responsible for promoting and safeguarding the welfare of children and young people within School.

- Consider and act in accordance with all School risk assessments as required.
- Alert the relevant personnel of any observations of maintenance requirements in and around the School building, adhering to the School's Health & Safety policy.
- Administer first aid if required.

#### Other criteria

The postholder will:

- Take principal direction/instruction from the Deputy Heads, Academic and Pastoral, overseen by the Headmistress.
- Perform any reasonable duties as requested by the Headmistress.
- First Aid qualifications would be advantageous.

#### **FURTHER INFORMATION**

##### **Hours of Work:**

Teaching Assistant Duties: 7.30 am to 3.50 pm, Monday to Friday, term time only

##### **Holidays:**

This is a term time position and holidays should be taken when the school is not in session.

##### **Salary:**

Commensurate with NJC Payscale and dependent upon skills and experience.

##### **Pension:**

Contributory Pension Scheme, if required.

**Application:** By application form and supporting letter, giving the names, addresses and telephone numbers of two referees, together with details of your current remuneration package to:

The Headmistress  
Mrs K O'Donoghue  
Kirkham Grammar Junior, Infant and Pre-School  
Ribby Road  
Kirkham  
Preston  
PR4 2BD

**Closing date:** 18 May 2022, 12 noon

*All applicants must be aware that the appointed person will be subject to an enhanced disclosure from the Disclosure and Barring Service.*