



JOB DESCRIPTION

KS2 Teaching Assistant

Reports to	Head of Middle School
Location	Orley Farm School
Working Hours	7:15am – 4:30pm – Term time only with a 30 minute unpaid lunch.
Salary	Dependent on experience and qualifications

Background

Orley Farm School is a leading co-educational independent preparatory school set in 36 acres on beautiful grounds. We are a friendly, stable and caring community, proud of our academic achievements and dedicated to bringing out the full potential of each of our 500 pupils.

Benefits of working at Orley Farm School include:

- An extremely committed, loyal and happy staff and highly motivated pupils
- A beautiful working environment set in a 36 acre site in Harrow on the Hill
- A highly competitive salary scale
- A comprehensive CPD Programme
- The opportunity to select and attend relevant training courses
- On-site parking
- Excellent transport links (we are in close proximity to both the Piccadilly and Metropolitan lines and very close to the A40)
- Free breakfast, lunch and refreshments
- An outdoor swimming pool which staff are encouraged to use throughout the summer months

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.

The Role

To work with teachers to raise the learning and attainment of pupils whilst also promoting their independence, self-esteem and social inclusion.

Duties and Responsibilities

The job description is subject to change. The post holder is expected to undertake such other duties within their capabilities and the Line Manager may require that.

The Teaching Assistant shall fulfil the following:

- Work with pupils, the class teacher, family and support assistants.
- Be involved in planning for the needs of the pupil.

- Gather curriculum materials for modifications in advance of lessons, make, and prepare resources where necessary.
- Use ICT effectively to support learning.
- Encourage development of pupils' independent learning skills.
- Contribute to the monitoring and evaluation of the support given.
- Work closely with the teaching and support staff in the pastoral work of the school.
- Contribute to the home/school links according to the school policy.
- Maintain the discipline and standards of the school.
- Communicate effectively with pupils, colleagues and parents.
- Be aware of current school policies and ensure their implementation.
- Supervise break-times as required.
- Start at 7:15am for Early Class and supervise children.
- Complete administrative tasks for Head of Section and other staff as required.
- Plan with other members of staff where appropriate.
- Provide First Aid, in the absence of the School Nurses.
- Carry out any additional reasonable requirement of the Head or Head of Section.
- Attend and support Sectional events, within school and out of school hours.
- Attend in service training and professional development courses when appropriate.
- Carry out any other duties that may be commensurate with the post.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead in line with School Policy.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application.

Person Specification

The Teaching Assistant should be:

- Ability to relate well to children and adults.
- Have good numeracy and literacy skills and confident use of ICT communication skills.
- Creative, friendly, patient, calm, caring and adaptable.
- Excellent verbal and written communication.
- Willingness to undertake training when required.
- Experience of working as part of a team.
- Exhibit high moral standards in dealing with confidential and sensitive issues.
- Understand relevant policies/codes of practice and awareness of relevant legislation in relation to working with and the protection of children and young people.
- Willing to engage in ongoing professional development.
- Organised, resourceful, an excellent timekeeper, approachable, committed, empathetic, and enthusiastic.
- With a sense of humour and the ability to make learning fun.
- Sympathetic to the aims and ethos of our school
- Patient and Resourceful

How to apply

Please send your completed application form and letter of application to:

Purvi Patel, HR Administrator

Orley Farm School
South Hill Avenue
Harrow,
HA1 3NU

Or alternatively, email to: hr@orleyfarm.harrow.sch.uk