

Orley Farm School



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Appointment of KS2 Teaching Assistant

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:

- Reports to Head of Middle School.
- Salary will be dependent on experience and qualifications.
- The normal hours of work are 40 hours per week, term time only, from 8:00am to 4:30pm, with a 30-minute unpaid break.
- 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.
- Membership of a Pension Scheme.
- Death in Service Benefit.
- A highly competitive salary scale.
- A comprehensive CPD Programme.
- The opportunity to select and attend relevant training courses.
- On-site parking.
- An offer of employment will be subject to a probation period of 12 months. During the probationary period, employment will be subject to termination of one weeks' notice on either side.
- Excellent transport links (we are in close proximity to both the Piccadilly and Metropolitan lines and very close to the A40).
- Breakfast and lunch are provided free of charge in the school's dining hall during term time, including vegetarian options. Refreshments are supplied throughout the day.
- An outdoor swimming pool which staff are encouraged to use throughout the summer months.

Orley Farm School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

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 that may be required by the Line Manager.

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 and make and prepare resources where necessary.
- Use ICT effectively to support learning.

- Encourage development of pupils independent learning skills.
- Attend and contribute to review meetings, including annual reviews
- 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.
- 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 Headmaster 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 adhered to ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, 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 their concerns to the school's Designated Safeguarding Lead in line with School Policy or to the Headmaster.

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

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good basic education to GCSE level in literacy and numeracy, or the equivalent • NVQ Level 2 for Teaching Assistants or equivalent. 	
Knowledge and Skills	<p>The Teaching Assistant should have knowledge and understanding of:</p> <ul style="list-style-type: none"> • the needs of young children; • child development and the ways in which children learn; • the roles played by various adults in a child's education; • behaviour management strategies; • equal opportunities • safeguarding 	

	<ul style="list-style-type: none"> • of relevant legislation and guidance in relation to working with and the protection of children and young people. 	
	<p>The Teaching Assistant will be able to:</p> <ul style="list-style-type: none"> • help professional staff to achieve their objectives; • assist children on an individual basis, in small group and whole class work; • explain tasks simply and clearly and foster independence; • supervise children, and adhere to defined behaviour management policies; • accept and respond to authority and supervision; • work with guidance, but under limited supervision; • liaise and communicate effectively with others; • demonstrate good organisational skills; • reflect on and develop professional practice; • display work effectively, and make and maintain basic teaching resources. 	<p>In addition, the Teaching Assistant might also be able to:</p> <ul style="list-style-type: none"> • monitor, record and make basic assessments about individual progress; • suggest alternative ways of helping children if they are unable to understand; • describe, in simple terms, the process of behaviour management with children; • identify gaps in their own experience that they need help in filling; • demonstrate the ability to use Microsoft word and excel and use a school database.
Attributes	<ul style="list-style-type: none"> • Ability to relate well to children and adults. • Have good numeracy and literacy skills and confident use of ICT communication skills. • Creative, caring, friendly, patient, calm and adaptable. • Excellent verbal and written communication. • Experience of working as part of a team. • Exhibit high morals 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. • Organised, resourceful, an excellent timekeeper, approachable, committed, empathetic and enthusiastic. 	

Training	<ul style="list-style-type: none"> • The successful candidate will be required to complete child protection training online (arranged by the school) where they have not already received training in the past two years. 	
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The Application Process

Suitability for the post will be measured through the application form, interview process, supporting evidence, e.g., certificates, and references undertaken. Copies will be taken of ID documents and qualification certificates when invited for an interview and will be only be kept on file if your application is successful. If you are unsuccessful all copied documents will be destroyed confidentially and securely.

Applications should consist of the school's application form. CVs will not be accepted in place of the School's application form. Candidates should complete the application form provided with details of qualifications and experience and the names, addresses, telephone numbers and email addresses of two professional referees, one of whom should be the Head of their present or most recent school.

Please email these directly to Purvi Patel, HR Manager, at **HR@orleyfarm.harrow.sch.uk** or by post to **Purvi Patel, HR Manager, Orley Farm School, South Hill Avenue, Harrow, Middlesex, HA1 3NU**. If you have any questions or would like to discuss the role further, please contact Purvi Patel on **020 8869 7602**. All applications will be acknowledged and candidates who have not heard from us further a week after the closing date should assume that the post has been filled.

As the information contained in the application form is used during the selection process, it is essential that you complete all sections as fully as possible. If you need more space, please continue on a separate sheet of paper. Please note, incomplete application forms will not be shortlisted for the interview process.

Please note that this role is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview.

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