

RECRUITMENT PACK  
TEACHING ASSISTANT  
FEBRUARY 2019



# Recruitment Pack Contents

Recruitment Pack Contents	2
Introduction by the Principal	3
Notable dates for the advert	3
Job Description	4
Person Spec	6
Staff Code of Conduct	8

## **Introduction**

At Khalsa Science Academy we believe that every child deserves the best possible start in life, which is why we hold high expectations for all our pupils. Through interactive play and investigate learning, we seek to give our children the confidence to think for themselves and develop a natural curiosity in the world around them.

We are very much focused on providing our children with an international education and as such our teaching is underpinned by the national curriculum with a focus on STEM (in particular science) and Spanish. We believe that both STEM and language skills will prepare our children for the 21<sup>st</sup> century, which in turn will allow access to some of the best opportunities available to them as young adults.

At Khalsa Science Academy we welcome all children regardless of their backgrounds or faiths and we aim to help all our children develop a lifelong love of learning, which will support them throughout their academic careers and beyond.

Khalsa Science Academy is not a faith school. We are firmly committed to developing our pupils' understanding and appreciation of the diverse world in which they live.

**Mr H Singh**  
**Chair of Governors**

### **Notable dates for this advert:**

Closing date: 9am Monday 25<sup>th</sup> February 2019

Shortlisting: Monday 25<sup>th</sup> February 2019

Interview Day: TBC w/c 25<sup>th</sup> February 2019

# Khalsa Science Academy Job Description

**Post Title**

Teaching Assistant

**GRADE A2**

**Post to which directly responsible**

Senior Leadership Team

**Post(s) for which directly responsible**

N/A

**Purpose of job**

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

**Responsibilities**

- To attend to the pupils' personal needs, and implement related personal programs, including social, health, physical, hygiene, first aid and welfare matters
- To supervise and support pupils ensuring their safety and access to learning
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all pupils.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To encourage pupils to act independently as appropriate
- To prepare classrooms as directed for lessons and clear afterwards and assist with the display of pupils' work
- To be aware of pupil problems/achievements/progress and report to the teacher as agreed
- To undertake pupil record keeping as requested
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- To gather/report information from/to parents/carers as directed
- To provide clerical/admin support – photocopying, typing, filing, collecting money etc.
- To support pupils to understand instruction
- To support during the lunchtime period.
- To support pupils in respect of local and national learning strategies – English, Mathematics, Early Years etc. as directed by the teacher
- To support pupils in using basic ICT as directed
- To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security confidentiality and data protection, reporting all concerns to an appropriate person
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school
- To appreciate and support the role of other professionals
- To attend relevant meetings as required
- To participate in training and other learning activities and performance development as required
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- To accompany teaching staff and pupils on visits, trips and out of school activities as required
- To ensure promotion and support of Equal Opportunities and Health and Safety
- To undertake any duties that are commensurate with the post.

## **Relationships**

The post holder will be required to work flexibly to deliver an efficient service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers.

## **Physical Conditions**

The post is based at Khalsa Science Academy.

This post is subject to an enhanced Discloser and Barring Service check.

The school operates a non-smoking policy.

## **Economic Conditions**

Grade: A1

Contract terms: Permanent, Term Time Only

Hours: 8.30am – 3.30pm with 0.5 hours lunch (unpaid) plus 1.5 hour staff meeting after school each week

Salary: Grade A1 pa pro rata

**PERSON SPECIFICATION TEACHING ASSISTANT**

	<b>ESSENTIAL ATTRIBUTES</b>	<b>DESIRABLE ATTRIBUTES</b>	<b>How assessed</b>
<b>QUALIFICATIONS/ TRAINING</b>	GCSE or equivalent qualification in English  Completion of Teaching Assistant Induction Programme		Application Form
<b>PROFESSIONAL DEVELOPMENT</b>	Experience of working with or caring for children within EYFS  Participate in development and training opportunities	Experience of working with children in year 1	Application Form  Interview  References
<b>EXPERIENCE</b>	Experience of dealing with queries from a wide range of people  Experience in the use of Microsoft packages		Application form  Interview  References
<b>SKILLS</b>	Good English/Mathematical Skills  Ability to use a range of office equipment (eg laptops, printers, photocopier)  Ability to relate well to children and adults.		
<b>KNOWLEDGE AND UNDERSTANDING</b>	Knowledge and guidance within development matters in EYFS  Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	Appropriate knowledge of First Aid	
<b>DISPOSITION AND ATTITUDE</b>	Willing to abide by the Equal Opportunities Policy in the duties of the post, and as an employee  Willing to carry out all duties having regard to an employee's responsibility under the Health and Safety Policy  To display a responsible and cooperative attitude to working towards the achievement of the service area aims and objectives  Ability to assist children with self help and independent skills  An ability to respect sensitive and confidential work.  Commitment to own personal development and learning		Application form  Interview  references

# Khalsa Science Academy

## STAFF CODE OF CONDUCT 2018-19

Khalsa Science Academy has the following expectations of every adult and trainee student who works in school:

### 1. Dress

Staff and governors should dress in ways which are appropriate to their role. A level of formality and smartness is appropriate. They should also be aware of Health and Safety with regard to their own choice of footwear, clothing and jewellery. Denim jeans/jeggings should not be worn, with the exception of cleaning staff. Jogging bottoms should only be worn for activities such as PE and Educational Visits. Trainers should only be worn in Early Years, for PE & Educational Visits and following advice of medical experts. No member of staff should be chewing gum.

### 2. Smoking/Alcohol/Drugs/Food

Alcohol may not be consumed during working hours. Staff are not permitted to smoke anywhere on the school premises or grounds or within view of the school. Leeds guidelines are that staff should be seen at all times as positive role models to children and young people, so any smoking should be done outside the premises and ***completely out of sight of children***. Staff must be aware of the school's Smoke Free Policy. No meat/egg derivatives to be given to children for consumption unless parent gives express consent at the end of the school day.

### 3. Conduct with Pupils

High standards of behaviour will be expected and promoted at all times in lessons and throughout every aspect of the school's life. All members of staff are expected to set high standards and use a positive approach to behaviour management.

Staff are expected to work with all pupils, irrespective of their demeanour or ability and should never attempt to refuse to do so. Staff should be careful not to be alone with pupils. They should leave a door open, or ask for someone to sit in if concerned about an interview.

There will be no personal contact other than in certain exempted circumstances between staff and current/former pupils of school age outside the normal working environment. Such exempted examples could include: sporting activities, organised social circumstances. Guidance on Safer Working Practice is explicit that staff should not establish or seek to establish social contact with pupils for the purpose of securing friendship or to pursue or strengthen a relationship. This includes non-direct contact such as telephone, via text message, email or on social networking sites.

### 4. Use of cars

Staff should never give lifts to pupils without clearing it with a senior member of staff. Two members of staff should accompany any children in cars

### 5. Use of mobile phones

- Staff must have their phones on 'silent' or switched off during class time.
- Staff may not make or receive calls during teaching time.
- Use of phones must be limited to non-contact time when no children are present.
- Phones must be kept out of sight (e.g. drawer, handbag, pocket) when staff are with children.
- Calls/texts must be made/received in private during non-contact time.
- Phones will never be used to take photographs of children or to store their personal data.

## **6. Data Protection**

Staff should not at any time disclose any information about pupils, staff colleagues or governors to members of the public. Staff are not allowed to discuss individual pupils outside of school or in a public place. When dealing with media enquiries, only approved staff and governors should communicate to the media about school. When taking photographs of children, staff and governors should check that parental permission is obtained.

## **7. Social Networking**

Social networking, e.g. Facebook, Instagram, Twitter and texting is a way of life for many adults. Staff should be aware of the potential risk to their professional reputation and that comments made on a social network site which relate to the school, pupils, staff or governors could lead to disciplinary action. Please observe the following:

- Staff should not use school equipment, or the school internet connection, to access or update personal social websites.
- Staff should not have any child under 13 as "friends".
- It is strongly recommend that staff do not have parents or ex-pupils as "friends."
- Staff should use strong passwords and apply security settings so that all aspects of their profile are secure and controlled.
- Staff should NOT post anything, on a social website or text, about the school community including about incidents, pupils, staff or governors.
- Staff are expected to uphold professionalism and dignity on a public website, which would include the use of language, including profile name, and content, including photos. They should think of this in respect of being a role model. Staff and governors should not use inappropriate comments in relation to gender, race, disability, age, religion or sexual orientation.
- Images of pupils taken during school time or on educational visits must **never** be posted.
- Images of work colleagues or governors should not be posted without their permission.

## **8. Technology**

- Only school equipment should be used to take photos of pupils. Photos should be uploaded to the secure staff shared drive and images erased from the portable device.
- A school PC or laptop should only be used for school work and not for personal use. Staff should ensure that they have absolute control of a school laptop allocated to their use.
- Staff are expected to restrict internet access to work related sites within work hours and on school equipment. Any abuse of this privilege may result in disciplinary action.
- A school/LA email account should be used for all work related communication. It must not be used to circulate personal emails. Abuse of this may result in disciplinary action.

## **9. Reputation**

Staff must be careful to ensure that nothing they say or do brings the school's name into disrepute. Gossip in our communities can be very damaging. Staff should not gossip, or speak inappropriately, about the school, pupils, parents, staff or governors, including discussing incidents.

The reputation of our school is very precious. It takes a long time to build and can be knocked down in a moment.

## **10. Attendance**

All staff are expected to be punctual at all times and all teaching staff are required to be on the premises by 08.00am.