



## **AEN TEACHING ASSISTANT (MORNINGS)**

**AEN TEACHING ASSISTANT  
PART TIME (0.63 FTE) PERMANENT  
MONDAY-FRIDAY 8.30AM-1.30PM**

**TO START: JANUARY 2019  
TERM TIME ONLY**

**PAY RANGE: £ £14,140K -  
£16,348K**

**TO BE PAID PRO RATA FOR PART TIME  
HOURS depending on experience  
and qualifications**

## AEN TEACHING ASSISTANT - MORNINGS

St Michael's Prep School is a co-educational day school, rated 'Excellent' by the ISI in March 2017, with 440 children aged 2-13, enjoying a beautiful location, overlooking 90 acres of land. Our state of the art Pre-Prep building sets each child on a learning journey that is rich, active and inspiring. Children continue into the Prep School, taught by a large number of specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities.

### Additional Educational Needs Assistant - Mornings

Do you have the ability to inspire children and support them with Maths and English? Would you like to be given the opportunity to determine the support required for children in Reception and Key Stage 1 and lead small group sessions? Do you have SEN experience and/ or qualifications? Come and join the Pre-Prep team at St Michael's as an AEN teaching assistant 5 mornings per week. You will work closely with the Head of Learning Development and the Head of Pre-Prep to support children both in and out of the classroom setting, in small groups and on a one to one basis. You will be expected to follow structured interventions and plan, organise and support children who need a little additional help with their learning. You will have bags of initiative and will be a discrete and reliable member of the Pre-Prep team. It will be helpful if you have prior knowledge of a structured phonics programme.

Please send a covering letter together with a completed non-teacher application form (downloadable from our website) to [recruitment@stmichaels.kent.sch.uk](mailto:recruitment@stmichaels.kent.sch.uk).

**APPLICATION DEADLINE:** Monday, 10<sup>th</sup> December 2018

**INTERVIEW DATE:** Thursday, 13<sup>th</sup> December 2018

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.

**JOB DESCRIPTION – AEN TEACHING ASSISTANT**

**RESPONSIBLE TO:**

- Head of Pre-Prep / Head of Learning Development
- Pre-Prep Deputy Head
- The Head
- Governing Body

**JOB PURPOSE**

- To develop and maintain the outstanding provision of St Michael's, ensuring the smooth day to day running and offering support and care to children and their families.
- To ensure the well-being, happiness and success of each child in an Early Years setting.
- Promote children's independence and self-esteem through enabling their success.
- Work with and support the Pre-Prep staff in all aspects of the school life.

**KEY RESPONSIBILITIES**

Supporting Teaching and Learning

- To assist, as directed, the work of individuals and small groups
- Plan and conduct group / one-to-one teaching, in line with teacher's plans and individual education plans as appropriate
- Prepare material to support group / one-to-one teaching
- Co-operate with colleagues within the school in the planning and delivery of high quality, differentiated learning for all children
- Use experience to support all pupils' learning and support the promotion of positive behaviour
- Keep records of progress of groups and individuals
- Supervise and provide support for pupils both in class and at other times
- Liaise with class teachers and the Deputy Head of Pre-Prep to track progress of children with pupil portraits and Tapestry.
- Administer standard tests, screen children and undertake routine marking of pupils' work as appropriate
- To contribute to the broader life of the school, for example by supporting extra-curricular, social and other activities
- To maintain displays of children's work in and around classroom areas
- To support equal opportunities for all children and staff

Pastoral Care

- To ensure the well-being, happiness and success of each child
- To promote children's independence and self-esteem through enabling their success



Communication

- To treat children at all times in a manner consistent with specific school policies and the broader ethos of the school
- To maintain and foster links with parents / families through formal and informal parents' meetings and other meetings as necessary

**PERSON SPECIFICATION**

St Michael's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our staff need to be:

- passionate about working with children
- committed to excellent provision for all children
- great communicators
- organised
- efficient
- reliable
- flexible
- great team players
- computer literate
- eligible to work in the UK

Our Teaching Assistants need to have:

- a warm and encouraging manner
  - experience of working with children in EY & KS1
  - relevant qualifications NVQ3 or equivalent experience
  - strong literacy and numeracy skills (GCSE Grade C or above in English and Maths)
  - the ability to plan learning activities for individuals and small groups
  - experience of working with children with a range of emotional and behavioural difficulties
  - the ability to form and maintain suitable relationships and personal boundaries with children and young people
  - curricular knowledge to support all children's learning
  - a respect for the confidential nature of the post
  - imagination, creativity and lots of energy
  - energy, patience and initiative
  - a sense of humour
- vary from time to time without changing the general character of the duties or the level of responsibility entailed.