



## Job Description and Person Specification

<b>Reports to:</b>	Teacher and/or Inclusion Officer/Manager
<b>Start date:</b>	ASAP
<b>Salary/Hours:</b>	Term time salary £15,285 FTE 0.8081 (Gross £23,406 – G4, P13)

### The Role

To enhance the school's vision which aims to nurture each pupil on their own journey of self-discovery and is based upon the three key pillars of Educational Excellence, Character Development and Spiritual Insight.

To contribute to the achievement of the educational vision of Avanti House School through efficient and effective strategic planning and management of the school's finance resources

To promote the highest standards of the ethos of the Trust across the school.

Avanti House is an all-through 4-19 school which opened in 2012. It comprises a two-form entry primary school and a six-form entry secondary. When full, in around 2020, it will provide for 1680 students; projected currently to be the largest Free School in the UK.

Avanti House is part the growing family of Avanti schools. The key responsibilities laid out here are those, which will be assumed by the successful candidate upon appointment. Specific responsibilities are likely to change over time as the school settles down onto two sites – one for primary and one for secondary.

Avanti schools are Hindu-designated faith schools. However, all staff members at Avanti House School will **not be required to present themselves** from any specific faith background and there will be no preference given in this regard. Applications are very welcome from practitioners of any faith and of none. The successful candidate will, however, be expected to be in sympathy with the unique ethos and vision of the School – following closely the expected behaviours laid out in the Ethos Handbook.

### Key responsibilities

- To implement agreed work programmes with individuals/groups, in or out of the classroom.
- The teaching assistant may also supervise whole classes occasionally.

**To provide pupil, teacher, curriculum and school support as detailed below:**

### Support for the Pupils

- Establish productive working relationships with pupils, acting as a role model, setting high expectations and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils



## Teaching Assistant

- Supervise and support pupils to ensure their safety and access to learning, in line with the school's Safeguarding Policy
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and follow strategies to recognise and reward achievement of self-reliance in line with the school's Behaviour Policy
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters. (This may include nappy changing.)
- Set challenging and demanding expectations, promote self-esteem and independence
- Observe & assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use

### Support for the Teacher

- Working in partnership with the class teacher on the planning of learning activities, evaluating and adjusting plans as appropriate
- To work with individual pupils and small groups on tasks specified by the teacher
- Work with the teacher to establish an appropriate learning environment, including meeting regularly with the Class Teacher and attending phase meetings
- Produce lesson plans, worksheets, plans etc.
- Monitor and evaluate pupils' responses to learning activities through observation and recording of achievement against pre-determined learning objectives.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the school's Behaviour Policy and guidelines for manual handling.
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested
- Establish constructive relationships with parents/carers, supporting home, school and community links

### Support for the School

- Assist with the supervision of pupils out of lesson times, including before and after school and at breaks and lunch time as required
- Accompany teaching staff and pupils on visits, trips and out of school activities, as required and take responsibility for a pupil/group under the supervision of the teacher
- Establish effective relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievements and progress of pupils
- Participate in whole school activities where appropriate such as staff meetings, INSET days, parents evening, sports days, fetes and other after-school activities by agreement



# Teaching Assistant

## General responsibilities

- To read understand, and adhere to all the school's policies and procedures
- Ensure compliance with the school's Equal Opportunities Policy and take an active role in promoting equality and diversity
- Support the school's vision, mission, faith and ethos.
- Take proactive responsibility for safeguarding and promoting the welfare of pupils
- Undertake and deliver training and professional development as appropriate to keep up to date with current developments
- Undertake other duties appropriate to the post that may reasonably be required from time to time commensurate with the grading of the post
- Commitment to the school's Equal Opportunities and Safeguarding Policies and the welfare of children and young people



## Person Specification

Criteria	Requirement Level	Evidence
Qualification – NVQ3 or equivalent	Essential	A
First Aid qualification, or willingness to undertake relevant training and be prepared to administer as required	Essential	A/I
Commitment to high standards in all areas of school life	Essential	A/I
The ability to encourage and support pupils with a range of school activities	Essential	A/I/T
The ability to make detailed observations of pupils in order to provide next steps for learning	Essential	A/I/T
The ability to encourage and support pupils with a range of school activities	Essential	A/I/T
The ability to interact and deal sensitively with people	Essential	A/I/T
The ability to make decisions in consultation with the Class Teacher and colleagues as appropriate	Essential	A/I
The ability to use ICT	Essential	A/I
Knowledge of safeguarding procedures and equal opportunities	Essential	A/I
Knowledge of and ability to implement behaviour management programmes	Essential	A/I
To adhere to the confidential nature of pupil information	Essential	A/I
The ability to communicate effectively, orally and in writing with pupils and a wide range of adults in and beyond the school	Essential	A/I/Y
A willingness to take responsibility for their own professional development	Essential	A/I
Flexible, enthusiastic and resourceful to meet new challenges as the school grows	Essential	A/I
Good organisational skills and ability to manage, and use resources effectively and efficiently	Essential	A/I
Able to move equipment and support pupils with mobility difficulties	Essential	A/I/T
The ability to use your own initiative and work under pressure	Essential	A/I
The ability to enthusiastically and loyally promote the schools vision mission statement through behaviour, words and actions	Essential	A
Ability to contribute to curriculum and class planning	Desirable	A/I
The ability to lead initiatives that develop pupils' learning	Desirable	A/I
Experience of working with outside agencies	Desirable	A/I/T
Experience of Makaton	Desirable	A/T

A = Application Form I = Interview T = Task/Lesson Observation



### Selection Process

Avanti House School is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment. All successful candidates are required to have a DBS check.

References will be taken up for all short-listed candidates prior to interview.

We welcome applications from both men and women of all ages from any background and from candidates with disabilities. This position is not suitable for a job share.

The closing date for receipt of applications (hard copy or electronic) is **8:00am on Friday 14th July 2017**.

Applications can be downloaded at [www.avanti.org.uk/avantihouse/](http://www.avanti.org.uk/avantihouse/)

Completed applications should be signed and posted to the school FAO Mrs. Nilam Panjwani, secondary site, Beaulieu Drive, Pinner – address is on accompanying letter.

Alternatively, the application may be emailed directly to [HR.ahs@avanti.org.uk](mailto:HR.ahs@avanti.org.uk) but it will be required to be signed by the shortlisted candidate on the day of interview

Applications submitted by post must reach the school by the closing date above and should be written for the attention of: Mrs. Nilam Panjwani (HR Officer).

Any appointment subsequently made will be subject to the receipt of satisfactory references and other pre-employment checks.