

# King's Ely Acremont

## Teaching Assistant

### Job Description

#### Department Structure:-

Head of King's Ely Acremont

Classroom Teacher

Teaching Assistant



#### **Key responsibilities:**

- To support the class teacher in class activities with the children
- To offer learning support when appropriate and as directed by a teacher in the same room
- To assist children on a one-to-one basis with work such as reading
- To assist with general classroom duties
- To assist with the supervision of children during morning and lunch breaks
- To care for children in the event of accident and illness
- To assist with the mounting of classroom displays
- To help ensure that all classroom resources are kept in order and ready for use
- To assist the wrap around care supervisor during after-school care

This description is not exhaustive and may well be subject to change over time. The intention is to offer candidates an accurate impression of the expectations commensurate with the post and an outline of the role as it is envisaged at this time.

#### **Remuneration and Hours**

- Hours: 38.75 hours per week term time only, Monday – Friday 8.15am – 5.00pm with one hour unpaid break (40 weeks per year over a complete year). King's Ely term dates are available on the website.
- Start Date: November 2019
- Salary: dependent on experience and qualifications

## **Training:**

King's Ely recognises the value of training its staff in relevant areas to enable them to fulfil their potential, and to maintain a happy and committed workforce. Some Health & Safety and Child Protection training would be essential.

## **Terms & Conditions**

- Anyone not eligible to join the Teachers' Pension Scheme (TPS) will be enrolled in the statutory auto-enrolment pension scheme (age and salary threshold dependent). The employer and employee contribution rates for the auto-enrolment pension scheme are currently Employee contribution 5% and Employer contribution of 3%.
- Members of staff are entitled to educate their own children in any of the three parts of the school. There is a staff discount for children's fees from Reception Year onwards; the total staff discount value for school fees is 50% for full-time staff, reduced pro-rata for part-time staff, subject to an overall school fees remission limit of 50% of their gross salary. All extra items are to be paid in addition.
- The school offers a private healthcare insurance scheme, which staff may opt to join, at their expense, shortly after the start of each academic year (the policy year starts on 1 November each year). The scheme can only be joined at the start of the policy year, not part-way through the year.
- Limited free on-site car parking.
- School lunch provided when at work over lunch time and free tea and coffee throughout the day.
- A cycle to work scheme available (administered by Evans Cycles).
- Use of school gym facilities (during specific times) and use of the school swimming pool at specific times (during summer).
- Employment is subject to satisfactory Enhanced Disclosure certificate from the Disclosure & Barring Service (DBS) and all other statutory checks relevant to the position.

September 2019