



# Clifton High School

**TEACHING ASSISTANT  
INFANT AND JUNIOR SCHOOL  
CANDIDATE INFORMATION**



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# BEYOND A SCHOOL, a place to belong



## AN INTRODUCTION TO OUR SCHOOL

Clifton High School is a forward-looking school set in beautiful surroundings in the heart of Clifton. We are a mid-sized, all-through, independent school, educating boys and girls from 3-18 years. 'Realising Individual Brilliance' is more than just a tagline at Clifton High, it is something we truly believe in and see exemplified in many ways, every day at our School. Each child's unique talents and qualities are nurtured and celebrated, in ways bespoke to them as an individual.

Clifton High School is known for its strong pastoral and family ethos. The safety and wellbeing of each pupil is our priority. We are a School that ensures a child's emotional and personal development is given the same level of importance as their academic achievements. Parents comment on the excellent relationships between staff and pupils - relaxed but always respectful. The rapport, encouragement and support available to every single child, pupil and student create an atmosphere where children and young people can develop happily and progress successfully





## **JOB DESCRIPTION**

<b>Job Title:</b>	Teaching Assistant
<b>Department:</b>	Infant School and Junior School
<b>Reports to:</b>	Head of Curriculum - Infants and Juniors

### **GENERAL QUALITIES**

The Clifton High School Teaching Assistant will have a professional attitude and strive to maintain very high educational standards. They will have a strong regard for pupil safety and wellbeing, always putting the child first. They will provide a high level of support of the education, social and physical needs of the pupils and have the ability to motivate and inspire.

### **SAFEGUARDING**

All staff at Clifton High will be committed to Safeguarding and promoting the welfare of children and young people across this 3-18 School, both in and out of the School. They will also ensure that any volunteers they have engaged to work with the children and young people are also committed to Safeguarding and are fully aware of the School's policies and procedures beforehand.

### **TERMS AND CONDITIONS SPECIFIC TO THE ROLE**

Teaching Assistants work predominantly during term time only, which includes continuous professional development (CPD) days. Standard hours are 37.5 hours per week, Monday to Friday, though part-time roles may also be required.

There is a pension scheme for all Business Support Staff and a school fee remission scheme is available. All staff are entitled to a two-course daily lunch during term time and to refreshments throughout the School day.





## MAIN RESPONSIBILITIES

The Teaching Assistant will demonstrate high levels of competence in the following areas:

### Supporting pupils to learn as effectively as possible:

- Clarify and explain instructions
- Ensure pupils are able to use equipment and materials provided
- Recognise and respond to pupils' individual needs
- Motivate and encourage pupils as required
- Assist in a range of areas, including language, Mathematics, handwriting/presentation, reading, and spelling
- Help pupils to concentrate and finish work set
- Meet physical needs as required whilst encouraging independence
- Assist the class teacher in developing appropriate resources to support the pupils
- Liaise with the class teacher to support the implementation of Individual Education Plans (IEPs)
- Work in a supportive relationship with the Class Teachers
- Be familiar with the EYFS, KS1 or KS2 curriculum
- Have good knowledge of age-related expectations of pupils, the main teaching methods and the assessment frameworks in the areas of learning/subjects and age ranges in which you are involved
- Understand the aims, content, teaching strategies and outcomes for lessons/activities in which you are involved
- Use ICT to advance pupils' learning and use common ICT tools for personal and pupils' benefit
- Develop methods of promoting/reinforcing pupils' self-esteem
- Encourage acceptance and inclusion of pupils with special needs
- Promote positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with the School's behaviour management policies and encourage pupils to take responsibility for their own behaviour
- Have high expectations of all pupils regardless of their educational needs or aptitude, respecting their social, cultural, linguistic, religious and ethnic backgrounds, and be committed to raising their educational achievement
- Supervise pupils in and out of class activities such as during break duty, Dining Room duty, Early Birds duty, Homework Room
- Participate in staff meetings and teacher/teaching assistant meetings as agreed
- Support Open Days and other key events in the School Calendar
- Assist with ensuring the learning environment is kept smart and presentable
- Be punctual, appropriately attired and a good role model for the pupils

## **MAIN RESPONSIBILITIES CONT.**

### **Supporting Teaching:**

- Assist with teaching groups of pupils or individuals as directed by the class teacher
- Contribute to the records of evidence of pupils' progress
- Teach intervention groups under the direction of the class teacher
- Assist with any personal or medical needs of the pupils that may arise
- Assist, with class teacher (and other professionals as appropriate), in the development of a suitable programme of support (IEPs) for pupils who need learning support
- Provide regular feedback about the pupils to their teacher
- Accompany pupils on off-site activities such school trips, sports activities and Adventure lessons
- Support and encourage pupils during sporting activities such as PE, Gym, Swimming and Adventure
- Assist with displays, filing, tidying, photocopying and the maintenance of resources

### **Supporting the School**

- Attend planning meetings, staff meetings and relevant CPD as requested
- Participate in the School's Performance Management
- Improve own practice through observation, evaluation and discussion with colleagues
- Adhere to all Clifton High School policies and procedures
- Assist in the implementation of the School's policies towards discipline, child protection and health and safety
- Be aware of confidentiality in issues of home/child/teacher/school work
- Communicate with parents with regard to organisational matters at the request of the class teachers
- Be prepared to assist in any aspect of school arrangements commensurate with the level of the role
- Be responsible for own self-development on a continuous basis and to source CPD courses relevant to both the School Development Plan and own personal targets

## **MAIN RESPONSIBILITIES CONT.**

### **Communications - Relations with Parents and the wider community**

- Establish effective links with parents
- Liaise and work effectively with colleagues
- Promote the ethos of Clifton High School in the wider community

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post.





## PERSON SPECIFICATION

<b>Skills and Abilities</b>	<p>Essential</p> <ul style="list-style-type: none"><li>• Demonstrate organisation, planning and communication skills</li><li>• Ability to encourage and promote inclusion during breaks and lunchtimes</li></ul> <p>Desirable</p> <ul style="list-style-type: none"><li>• ICT skills, competent in Microsoft Office and educational applications and platforms</li></ul>
<b>Experience</b>	<p>Essential</p> <ul style="list-style-type: none"><li>• Experience of working with children of Infant or Junior School age</li><li>• Recent experience of taking responsibility for delivering learning activities with small groups of children</li><li>• Knowledge of the EYFS, KS1 or KS2 curriculum</li><li>• Knowledge of reasons for using and implementation of phonics programmes</li><li>• Experience of teaching or supporting phonics</li><li>• Experience of fostering a smooth transition from EYFA to KS1 or KS1 to KS2</li></ul> <p>Desirable</p> <ul style="list-style-type: none"><li>• Experience of working with children within a classroom environment or similar at different key stages or within different departments</li><li>• Experience of providing learning support as required for children with special needs or where English is not the first language</li><li>• Knowledge of a range of issues relevant to education and pupil development</li><li>• Knowledge of traditional playground games</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Level 3 Teaching Assistant qualification</li><li>• Excellent numeracy and literacy skills</li></ul>
<b>Attitudes and Outlook</b>	<ul style="list-style-type: none"><li>• Ability to work flexibly and prioritise between different demands</li><li>• Self-motivated and possess good team working skills</li><li>• An interest in the education of children</li><li>• Demonstrate the patient and friendly approach necessary for working with these age groups</li><li>• Ability to build good working relationships with a range of colleagues</li><li>• Willingness to fit in with the ethos of the School</li></ul>



## CLIFTON HIGH AS A BUSINESS

Just like any other independent school, Clifton High is a business. Our product is a high-quality, desirable education. However, to ensure that we can continue to provide the education and experience that we are so passionate about, we must function as a successful business. This is largely down to fees; securing future pupils and retaining families, and maintaining and building on the good reputation we have. Our parents are our customers and are making big financial and emotional investments in our School. As such, all employees are representatives of the School and play a part in its success.

With a flourishing and affluent population, the demand for independent education in Bristol is strong. However, the offering from the independent sector is highly competitive, with more independent schools within the city and its outskirts than anywhere in the country other than North London.

As a school, we have learnt never to be complacent but to strive to keep competitive and ahead of the game. Clifton High School has a unique offering where extra-curricular activities and personal and social development are given emphasis alongside academic excellence. Our parents very much value this; indeed, it is an important reason why they choose us. Competition to attract pupils is high and as such we seek to appoint and retain staff of the highest calibre who act as ambassadors for the School and embrace and reinforce our ethos and values.



## Being a Clifton High Employee

Working at Clifton High School involves a commitment to the vision, culture and heart of the School; all staff work with colleagues to ensure that the School fulfils its aims.

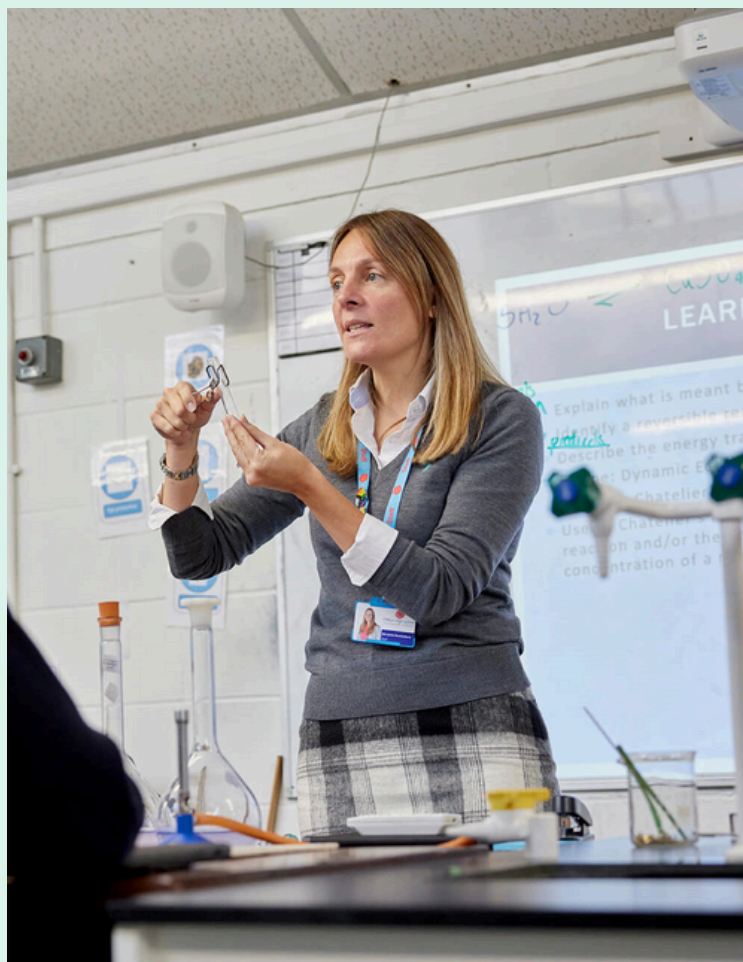
Our pupils are fun, inquisitive, enthusiastic and rewarding, and staff are expected to share and champion our passion for bringing out the best in each and every one of them. Classes are small, giving staff the opportunity not only to strive to achieve the highest standards within it, but also to make a significant contribution beyond it. All staff enrich and strengthen the wider life of the school by undertaking duties and offering and supporting activities or clubs. As role models for our young people, you are encouraged to show planned and focused career development.

Whilst focusing priority on excellence in the teaching and learning of our young people, as well as their personal development; staff are also encouraged to learn new skills and advance their own professional growth. The School encourages its young people to acquire skills and its staff must lead by being open to new skills and knowledge .

We very much want every individual, whether part of teaching, support, business administration or otherwise, to feel that they belong to our community and share our common goal with the health, safety, well-being and education of our young people at its core. Realising Individual Brilliance is not just for the pupils, but for everyone at Clifton High.

### What do we have to offer you?

- Committed and supportive staff
- Motivated children with a desire to learn
- A drive to change and be better
- A culture of high ambition and excellent pastoral care throughout the school
- A history of embedded excellent best practice
- A creative and inspiring ethos and school values that our children and team carry for life
- Strategic, committed and supportive leaders
- Regular support and training to update skills
- Healthy and nutritious two-course lunch during term times
- 'School Fee Discount Scheme' for permanent staff members
- Regular staff socials





## OUR VALUES



### CURIOSITY

We want to encourage a natural and joyful interest in our pupils that inspires playful exploration and discovery in the world around them



### LOVE

We want children to understand and appreciate the importance of showing love and respect; not only to fellow humans, but to the world around us.



### EMPATHY

We place huge importance on our ability as humans to put ourselves in other people's shoes and show compassion towards them.



### DIRECTION

We believe in guiding and supporting individuals to discover their own unique brilliance and helping them find the right path to fulfil their potential.



## OUR STRATEGIC AIMS

At Clifton High School, our aims are based around six key areas:

- Raising Expectations and Academic Outcomes
- Mental and Physical Wellbeing
- Technology for Learning and Communicating
- The Business of Education
- Learning and Teaching
- Our Environment



# Clifton High School

**THANK YOU FOR YOUR INTEREST IN  
WORKING AT CLIFTON HIGH**