



Clifton High School

CANDIDATE INFORMATION
TEACHING ASSISTANT



CONTENTS

INTRODUCTION TO OUR CLIFTON HIGH SCHOOL	<u>PAGE 3</u>
JOB DESCRIPTION	<u>PAGE 4-6</u>
PERSON SPECIFICATION	<u>PAGE 7</u>
CLIFTON HIGH SCHOOL AS A BUSINESS	<u>PAGE 8</u>
BEING A CLIFTON HIGH SCHOOL EMPLOYEE	<u>PAGE 9</u>
OUR CLIFTON HIGH SCHOOL VALUES	<u>PAGE 10</u>



BEYOND A SCHOOL, a place to belong



AN INTRODUCTION TO OUR SCHOOL

Clifton High School is future-focused with traditional values. Located in the heart of the beautiful and picturesque Clifton Village in Bristol, we are a mid-sized, all-through, independent school, educating boys and girls aged 3-18 years.

‘Realising Individual Brilliance’ is more than a tagline at Clifton High School; it is an aspect of education we truly believe in and see exemplified every day. Each child's unique talents and qualities are nurtured and celebrated in ways bespoke to them as an individual.

Clifton High School is renowned for its strong pastoral and family ethos. The safety and well-being of each pupil is our priority, ensuring emotional and personal development is given the same level of importance as academic achievement.

Our community rapport, teacher encouragement and continuous support create an atmosphere where children and young people develop happily and progress successfully. Parents often comment on the excellent relationships between staff and pupils as “relaxed yet always respectful”.



JOB DESCRIPTION

Job Title: Teaching Assistant (EYFS / Infant / Junior)

Department: Infant and Junior School

Reports to: Head of Curriculum - Infants and Juniors

PRIMARY PURPOSE OF THE ROLE

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

Clifton High School staff is committed to safeguarding and promoting the welfare of children and young people across this 3-18 School, both in and out of the School when in their charge and care. The post-holder 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 and include continuous professional development (CPD) days. Standard hours are 29 hours per week. Working Pattern to be confirmed at interview.

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 CONTINUED

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 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, health, and safety
- Be aware of confidentiality in issues of home/child/teacher/Schoolwork
- 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

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

Skills and Abilities	Essential • Demonstrate organisation, planning and communication skills • Ability to encourage and promote inclusion during breaks and lunchtimes Desirable • ICT skills, competent in Microsoft Office and educational applications and platforms
Experience	Essential • Experience of working with children of Junior School age • Recent experience of taking responsibility for delivering learning activities with small groups of children • Knowledge of the KS1 or KS2 curriculum • Knowledge of reasons for using and implementation of phonics programmes • Experience of teaching or supporting phonics • Proven experience with the EYFS/KS1 or KS2 curriculum, fostering a smooth transition from play-based to structured learning. Desirable • Experience of working with children within a classroom environment or similar at different key stages or within different departments • Experience of providing learning support as required for children with special needs or where English is not the first language • Knowledge of a range of issues relevant to education and pupil development • Knowledge of traditional playground games
Qualifications	• Level 3 Teaching Assistant qualification • Possess excellent numeracy and literacy skills
Attitudes and Outlook	• Ability to work flexibly and prioritise between different demands • Self-motivated and possess good team working skills • An interest in the education of children • Demonstrate the patient and friendly approach necessary for working with these age groups • Ability to build good working relationships with a range of colleagues • Willingness to fit in with the ethos of the School



CLIFTON HIGH SCHOOL AS A BUSINESS

Just like other independent schools, Clifton High School is a business.

Our product is a high-quality, desirable education. To ensure we continue to provide the education and experience we are so passionate about, our business must be successful. This is largely down to fees; securing future pupils, retaining families, as well as maintaining and building upon the reputation we uphold.

Our parents are our customers, each making large 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 Bristol population, the demand for an independent education is strong and highly competitive. To illustrate this, there are more independent schools within the city and its outskirts than anywhere else in the country, other than North London.

Clifton High School has learnt never to be complacent but to strive to keep competitive and ahead of the game. Our unique offering, together with co-curricular activities and personal and social development, is emphasised alongside academic excellence. 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, embracing and reinforcing our ethos and values.



BEING A CLIFTON HIGH SCHOOL EMPLOYEE

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

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

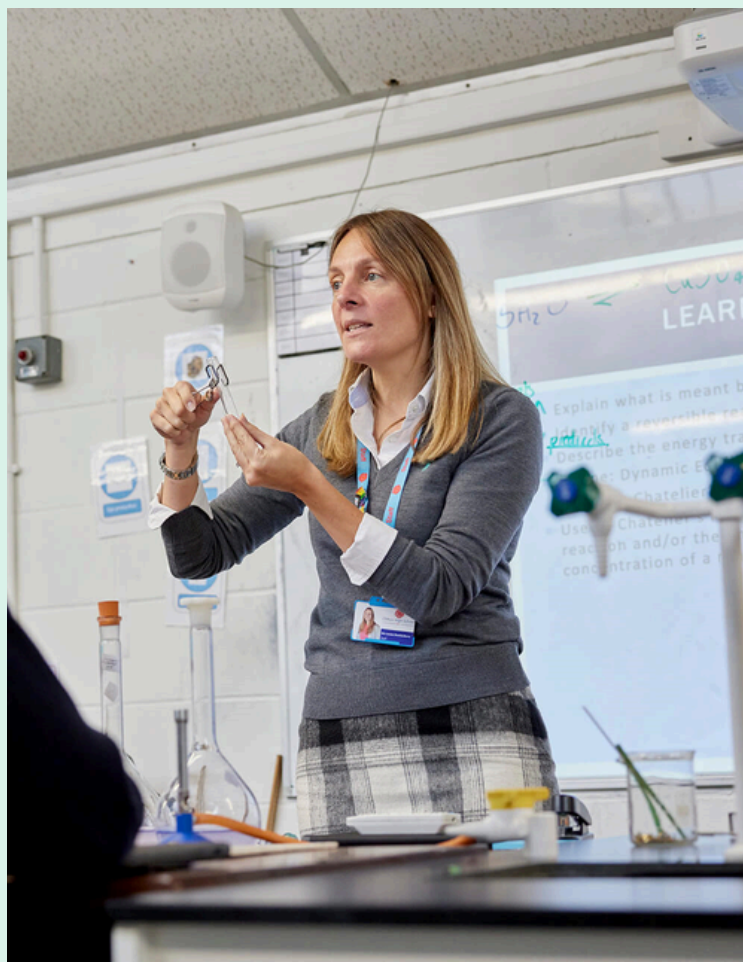
Focusing priority on excellence in the teaching and learning of our young people, as well as their personal development, staff are also encouraged to learn new skills and advance their own professional growth. Whilst Clifton High School encourages its young people to acquire skills, its staff must also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

We very much hope every individual, whether part of teaching, support, business administration or otherwise, to feel they belong to our Clifton High School community, sharing our common goal of 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 School.

What do we have to offer you?

- A committed and supportive staff community
- 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 with School values that our children and staff members carry with them 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 educate our young people to be informed, inquisitive individuals with the ability and knowledge to use the art of questioning to explore the development of new, independent ideas. This, in turn, instils in them confidence and a lifelong love of learning.



EMPATHY

Relationships are enhanced when the value of love, for oneself and others, is achieved. This is something we encourage in all pupils, alongside a love of the planet we live on, the natural world around us and a passion for preserving it.



EMPATHY

The consideration of alternative perspectives is something we encourage in our pupils. It enables them to go out in the world with a desire to make positive change, through kindness, respect and understanding.



DIRECTION

We constantly support pupils to strive for ambition through a commitment and dedication to achieve personal goals that provide individual and personal direction, give purpose and drive motivation.

OUR STRATEGIC AIMS

At Clifton High School our strategy identifies six key areas that form the basis of our future:

- Pastoral Heart
- One School, One Team
- Beyond Academic Excellence
- Strong Community
- Secure and Successful
- An Environment to Thrive





Clifton High School

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