

Anfield School
Anfield International Kindergarten
Anfield St. Bosco Koon Ying School
Anfield International Kindergarten & Nursery



Teaching Assistants Job Description

RESPONSIBLE TO: The Head of School

As a teaching assistant at Anfield School/Anfield International Kindergarten/Nursery, you should:

- Be true to the Anfield Mission Statement and work to achieve its ideals
- Maintain excellent relationships with children and their families, being aware of the pastoral role that is necessary in a successful school
- Be wholeheartedly committed to the Christian aims and ethos of the school and be able to implement those aims in your work
- Contribute to the ethos of Anfield
- Demonstrate a duty of care for all children at the school
- Encourage the home/school partnership and contribute to the life of the school
- Foster a learning environment and educational experience which provides students with the opportunity to fulfil their individual potential
- Have knowledge of, and commitment to, all current safeguarding procedures

INTRODUCTION

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head of School or other Senior Manager if appropriate, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation.

GENERAL DUTIES / RESPONSIBILITIES

- Liaising with class teacher to support children's learning
- Helping pupils access all areas of the curriculum
- Liaising with parents
- Assisting with the preparation of the learning environment
- Planning learning with teachers
- Helping to assess pupil progress and support the teacher in maintaining the children's records
- Maintaining and respecting confidentiality
- Carrying out duties during playtime and lunch time breaks
- Contributing to children's educational experiences outside of the school day
(Anfield School only)

PERSON SPECIFICATION

- The teaching assistant is an outstanding and enthusiastic practitioner with relevant and appropriate teaching assistant experience.
- The teaching assistant is able to support the tracking, monitoring and assessing of pupil progress.
- The teaching assistant is committed to quality, inclusive education.
- The teaching assistant is committed to supporting learning through creativity, using cross - curricular approaches to raise standards.
- The teaching assistant is willing to work as part of a team.
- The teaching assistant will contribute to all aspects of school life.
- The teaching assistant will contribute to the school's busy after school programme. **(Anfield School only)**
- The teaching assistant will follow all school procedures and policies as appropriate.
- The teaching assistant is an effective communicator with staff and parents.
- The teaching assistant is committed to their continuing professional development.

SAFEGUARDING DUTIES

- Understand and carry out the duties arising from the Child Protection Policy in relation to safeguarding children as this applies to the teaching assistant's role within the school.
- Understand and apply the principles of safeguarding relating to vulnerable adults within the teaching assistant's role.
- Ensure that the designated person for child protection is kept fully informed of any concerns which the teaching assistants may have in relation to safeguarding.

PERSONAL AND PROFESSIONAL DEVELOPMENT

- To represent the School and its interests in the wider community.
- Teaching assistants will abide by the terms and conditions for their employment as outlined in their contract with the School.
- Teaching assistants are expected to be punctual and well-presented.
- Participate in the performance management system for the appraisal of their own performance.
- Attend INSET and courses as deemed appropriate for professional development and participate in school-based training.
- Be aware of current trends in teaching and learning.

GENERAL RESPONSIBILITIES

Take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and school policies; including taking responsibility for raising concerns with an appropriate manager.

PASTORAL RESPONSIBILITIES

- To establish and maintain a happy, positive and working environment within the classroom.
- To encourage positive relationships between pupils and to act according to the school's Anti-Bullying Policy and Child Protection Policy.
- To maintain positive links with parents through regular meetings and to report the outcomes of all such contacts to the Head of School.

FUTHER REQUIREMENTS

- Should be fully committed to the school and enthusiastically involved in its activities, thus helping to promote a flourishing corporate life within the school.
- To be aware of the school's policies, to act in accordance with these and to help in their revision and preparation, as and when required to do so by the Head of School.
- Be prepared to assist pupils anywhere directed by the Head of School given due notice, guidance and support.
- Undertake additional responsibilities which may reasonably be required by the Head of School.
- Attend all Open Days, Parents' Evenings, School concerts and productions, meetings for new parents/pupils as required by the Head of School.
- Support functions organised by the Friends of Anfield of Anfield School. (**Anfield School only**)

VISION STATEMENT

Our vision is to ensure each child is given a solid foundation of learning, has a sense of self-confidence and self-belief, and is self-motivated, flexible and cooperative.

MISSION STATEMENT

Anfield is a Catholic school, in an international setting, where all are committed to creating a loving and joy-filled environment that is inspired by Jesus Christ. Anfield is a culturally diverse environment where all children are challenged, both academically and spiritually, to embrace and expand their international connections, enabling them to achieve their full potential and thrive within the global community.

GOALS

- To encourage the development in all students, the qualities of personal responsibility, consideration, courtesy and respect in their relationships with one another, their teachers, the local and global community and the environment.
- To work for excellence in all academic, cultural and sporting endeavours, stimulating excitement in learning and requiring discipline in study, whatever the ability of the child.
- To encourage children to be self-motivated, to strive to do their best in everything they do and to have confidence to take risks.
- To encourage children in independent and critical thinking about the standards and values in society and the global community, and to discover and develop a personal faith to guide them throughout their lives.
- To develop in each child a knowledge, understanding and respect for the Catholic faith.
- To prepare children for their next stage of learning in an internationally-minded environment that encourages high standards of achievement and a life-long love of learning.
- To provide an environment where everyone in our school community feels safe and is aware of their rights and responsibilities.
- To continually move forward, through innovation, creativity and endeavour, and to explore the world with its myriad of opportunities and challenges.

VALUES

In support of our school's vision and mission statement and stated goals, all students are expected to uphold the following tenets. These are not rules but values that are rooted in the Mission statement, which actively encourage positive behaviour and form the foundation of our school's behavioural policy.

- To be honest at all times
- To respect myself and others
- To treat others with kindness
- To respect my property and the property of others
- To be responsible
- To always try my best

Anfield is committed to safeguarding and promoting the welfare of children/young people and expects all staff and volunteers to share this commitment. Appointment to the post is subject to an enhanced DBS in UK or the Sexual Conviction Record Check (SCRC) in Hong Kong.