



## **Sessional Key Stage 2/3 Teaching Assistant - JOB DESCRIPTION**

Title of Post: Key Stage 2/3 after-school club Teaching Assistant

Pay Scale: £15 per hour

Session hours: Tuesday 4.45 pm - 5.45 pm

Responsible to: Manager

Job type: Sessional

Location: Thamesmead, London

Start date: 16th January 2024

Apply by: 1st December 2023

### **Job context and purpose**

Divine Buzz welcomes teaching assistants of high professional standards and collaborates with each teaching assistant for continued review and development of expertise to benefit the pupils.

The teaching assistant is to work under the instruction/guidance of tutor to undertake after school club sessions for Key Stage 2&3 pupils, to enable access to learning for pupils and to assist the tutor in the management of pupils and the sessions.

Each teaching assistant will assist the tutor in English and Maths sessions, in accordance with the Teacher's Standards and in line with the standards of the national curriculum, to Key Stage 2&3 pupils. The teaching assistant will also support the tutor to ensure that the delivery of the sessions contributes to the overall learning outcomes of the project.

### **About Divine Buzz**

Divine Buzz is a community interest company (CIC) based in Thamesmead Moorings. Our goal is to eliminate isolation and loneliness and create a community where people work well together with few instances of solitude. Our mission is to empower women, children, and their families through physical exercise, social and educational programmes that promote physical health, mental well-being, and personal development. A community where everyone feels welcome and included, regardless of race, colour, gender, or sexual orientation.



## **Planning, teaching, and session management**

### **Support for pupils**

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of after school activities
- Establish constructive relationships with pupils and interact with them
- according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the tutor
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the tutor
- To carry out administrative duties as necessary e.g. maintain accurate attendance registers etc.
- Be aware of the need to take responsibility for your own professional development outside of the regular training provided by Divine Buzz.

### **Support for tutor**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the tutor, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as needed
- Provide detailed and regular feedback to the tutor on pupils achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with Divine Buzz policies and encourage pupils to take responsibility for their own behaviour.
- Administer routine tests and undertake routine marking of pupils' work.
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.

All applicants need to have the Right to Work in the UK to be considered for the role.

By applying to this job advertisement you are providing consent for Divine Buzz to keep your data on their database for the allocated duration.

By applying to this role, you consent to undertake a Disclosure and Barring check



Please note that we are unable to accept CVs sent to us via email so please use the application form on the Divine Buzz website.

## **Sessional Key Stage 2/3 Teaching Assistant - Person Specification**

### **Qualifications and Skills**

- Strong academic record **including** Maths and English GCSE grade C (or equivalent) or better. (Please include this information in your application form).

### **Knowledge and experience**

- Experience of supporting children in Key Stage 2 or Key Stage 3.
- Experience of working in a school context.
- Excellent literacy knowledge and skills.

### **Additional Key Duties**

- To engage with children, and their parents where applicable.
- To administer First Aid where required and to accurately record and report any injuries or accidents.
- Any other duties considered appropriate to the role.

All applicants need to have the Right to Work in the UK to be considered for the role.

By applying to this job advertisement you are providing consent for Divine Buzz to keep your data on their database for the allocated duration.

By applying to this role, you consent to undertake a Disclosure and Barring check

Successful applicants will need to provide references

Please note that we are unable to accept CVs sent to us via email so please use the application form on the Divine Buzz website.

Divine Buzz accepts applicants from all backgrounds

### **Personal Qualities**

- Good people skills, able to motivate and work effectively independently but also within a team
- Good planning and organisational skills
- Flexible – able to adapt plans to suit different pupils



- Able to manage time and prioritise
- Ability to use own initiative for the benefit of the participants and Divine Buzz
- Caring
- Good sense of humour
- Enthusiastic, positive and conscientious
- Provide a happy, stimulating environment where children enjoy their learning
- Working knowledge of Microsoft office including Word and Excel.

To apply, [Click here](#)