



The Greenfield & Hurst Drive Federation

www.GreenfieldandHurstdrive.co.uk



Turkish Speaking Teaching Assistant

Title and Grade of Post

Post Title: Turkish Speaking Teaching Assistant

Pay Scale: H2-H3 (pro rata) depending on experience

Contract: Permanent - Term-time only

Introduction

The Greenfield Nursery and Hurst Drive Primary Federation consists of two schools: Greenfield Nursery School and Hurst Drive Primary School. They are situated in Waltham Cross in the Borough of Broxbourne, Hertfordshire – easily accessed by car via the A10 junction of the M25 (Junction 25) or by train being only a ten-minute walk from Theobalds Grove or Waltham Cross railway stations. We are privileged as a federation to serve children from a rich and diverse local community and are committed to providing the very highest quality education for all our children.

Vision Statement

As a federation, we believe in striving for success for all our children through working together within and across our schools and the wider community. We believe in the importance of fostering strong relationships that support children's learning and development.

Our vision is that all children who attend our schools will be successful academically. We consider it of equal importance that they are successful in their social, emotional, cultural and cognitive development.

Purpose of the Job

The candidate will be required to deliver phonics session and understand early literacy development. The ideal candidate must be able to communicate regularly and effectively with parents in Turkish and English, both spoken and written. Act as translator as and when required.

Hold a relevant Level 2/3 Teaching Assistant qualification (desirable but not essential)

Employment Duties

This is a support staff post within the school's staffing structure which involves working closely with class teachers and SENCo The post is otherwise subject to the National Agreement on Pay and Conditions of Service (the 'Green Book') and to locally agreed conditions of employment to the extent that they are incorporated in

the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

This job description is intended as a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the service. It does not form part of the terms and conditions of employment. All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective running of the school.

As a member of the school staff, the post holder will be required to:-

- Comply with policies and procedures relating to child protection, health and safety, equality, confidentiality and data protection; and
- Participate in the agreed scheme for staff development, training and appraisal and be committed to continuous professional development.

Relationships

The post holder is responsible to the Deputy Headteacher. The work is varied and has daily, monthly and termly routines.

The post holder is expected to interact on a professional level with pupils, parents, carers and colleagues, including outside agencies, seeking to establish and maintain productive relationships with them in order to ensure the smooth running of the school.

Key responsibilities

The post holder will be required to work flexibly as part of the Classroom Support team with guidance and training from or organised by the Deputy Headteacher in the following areas:

- Supervise and provide learning support for pupils with or without special needs.
- Assist with the development of individual education and behavioural plans setting challenging expectations for pupils to achieve learning goals.
- Establish trusting relationships with pupils and interact with them according to individual needs and personalities.
- Encourage pupils to interact with the class and engage in activities.
- Provide feedback to pupils and teachers on pupil's achievement, progress and any problems that arise.
- Create and maintain an orderly and supportive environment, undertaking administrative tasks as needed.
- Promote good pupil conduct encouraging pupils to take responsibility for their behaviour.
- Support the use of technology in learning and develop pupils' competence and independence in its use.
- Prepare resources required for learning activities and assist pupils in their use.
- Uphold policies and procedures relating to child protection and data protection.
- Supervise pupils before school, after school and on school trips.
- To work flexibly with reasonable notice (e.g. parents and carers' evening) as required; and,
- To ensure all information is treated confidentially and have absolute discretion at all times.

Notes

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the holder of the post.
- Other duties may be added to the role in line with the successful candidate's commensurate strengths to support the admin team.
- As part of the role you will be part of the wider admin team and therefore may be required to provide support in other areas of school.

Safeguarding

- The Greenfield and Hurst Drive Federation, together with the local authority are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment
- The school is an Equal Opportunity Employer committed to the promotion of equal opportunities and diversity.
- The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references.
- The Greenfield and Hurst Drive Federation actively promotes the core British Values defined by the Department for Education as: democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs
- The Greenfield and Hurst Drive Federation is a safer recruitment school. The successful candidate will be subject to rigorous safeguarding check and will be expected to undertake safeguarding training as part of the induction process.

Employment checks required:

- Enhanced DBS check
- Evidence of entitlement to work in the UK
- Evidence of essential qualifications (see page 2 of this job specification)
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

Person Specification – Administrative Assistant		
	Essential	Desirable
Experience	<ul style="list-style-type: none"> • At least 2 years working in primary setting • 	<ul style="list-style-type: none"> • Experience of working with SEN children
Qualifications / Training	<ul style="list-style-type: none"> • GCSE or equivalent in English and maths 	<ul style="list-style-type: none"> • NVQ in Business and Administration
Knowledge / Skills	<ul style="list-style-type: none"> • Strong IT knowledge, including the ability to learn how to use new systems quickly • Competent spoken and written communication skills (e.g. letter writing) 	<ul style="list-style-type: none"> • Basic knowledge of first aid • Behaviour management skills • Knowledge of SEN Code of Practice
Personal Qualities	<ul style="list-style-type: none"> • Excellent IT skills • Good organisational skills • Good time management skills • Essential Team player • Confident and calm (i.e. to hold difficult conversations, manage in a crisis etc.) • Punctual, reliable and trustworthy (i.e. to ensure the smooth running of the school) • Ability to work independently, using own initiative to solve problems • Enthusiastic, flexible and responsive to change (i.e. a desire to improve oneself and the school) • Commitment to safeguarding and equality 	
Equal Opportunities	<ul style="list-style-type: none"> • Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin. 	