

Information for Prospective Candidates



Gildredge
House

An Ofsted
GOOD
School



Position: Primary Teaching Assistant TA2
Hours: 35 hours per week. Term-time only.
Start date: 01 September 2025. Fixed-term contract
Deadline: Please see closing date on the website

An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of **Primary Teaching Assistant**. We hope this pack is informative and useful but if you require any additional information or have questions, please contact careers@gildredgehouse.org.uk

TEACHING ASSISTANT - TA2 - Fixed-term contract until 31.08.2026 in the first instance.

CLOSING DATE: Please refer to the closing date on the website

START DATE: 01 September 2025 or as soon as possible thereafter

INTERVIEWS: During the week following the closing date (please refer to the website)

HOURS OF WORK: 35 hours per week, term-time only. Contracted for 43.2 weeks per year, including paid holidays.

- Do you want to be part of a school where your contribution is valued and celebrated?
- Would you like to support children with high aspirations who are keen to learn?
- Do you want to join a staff team that is diverse, collegiate and respected?

We are looking to appoint an exceptional candidate to the post of Teaching Assistant in our Primary phase for our 4-16 free school, working in either Key Stage One or Key Stage Two depending on candidates experience and skill set. You will be working within a team of highly dedicated and flexible staff members who understand the need to be flexible in approach, so that all children can be successful. We are seeking candidates that have energy and enthusiasm for supporting students in a busy school environment.

At Gildredge House each individual is known and valued. Students are inspired to discover their passions and realise their academic potential. You will join a strong team of inspirational Teachers and Teaching Assistants in an exciting environment where learning is fun. If you are an imaginative and dynamic practitioner - with the capability of engaging and enthusing all students and the belief that everyone can succeed - we want to hear from you.

As a Teaching Assistant at Gildredge House you will be expected to have the flexibility and skills to work within the department, providing appropriate support to the children and staff team in delivering the curriculum.

We would welcome visits from prospective candidates - please contact us to enquire:

careers@gildredgehouse.org.uk

Gildredge House offers:

- continuity of education for boys and girls aged 4+
- an expectation of high academic standards and personal conduct
- excellent pastoral care
- parent and community involvement

Our school motto: 'Aspire'

As an employee of the school, you would benefit from:

- A two-week break in the Autumn Term, allowing for holidays to be taken out of peak season
- A supportive induction programme for new staff to the school.
- Investment into your career development through appropriate, regular CPD.
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to a full employee assistance programme, in support of wellbeing
- LGPS Pension Scheme
- Complimentary tea and coffee in our staffroom
- On-site parking

Starting Salary: £18,830 p.a. pro rata (£24,027 FTE) which equates to Grade 3 point 7 on the Gildredge House Support Staff Pay Scale for 2024-25. You would be required to work 43.2 weeks per year (includes 36.4 weeks of term-time plus 1 week of INSET plus 5.6 weeks' paid holiday).

If you are interested in the position, please download the Application Form on our website.

Please complete the Application for Employment Form and return to careers@gildredgehouse.org.uk by the closing date on the website.

If you wish to discuss the post further, please contact the Head of Primary, Mrs Helen Punter-Bruce on the following email address: h.punter-bruce@gildredgehouse.org.uk

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration that you are not a disqualified person under the Childcare (Disqualification) Regulations 2006.

Please note that under the UK GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>

Teaching Assistant (Level 2): Job Description

Responsible to Head of Primary

Main Responsibilities, Tasks and Duties

TA 2 -To assist in promoting the learning and personal development of all pupils, including, but not exclusively, those with special educational needs.

KEY TASKS

1. To aid pupils to learn as effectively as possible both in group situations and on his/her own
2. Under the guidance of teaching staff, provide support for pupils who require help to enable access to learning and to assist in the management of pupils
3. To establish supportive relationships with the pupil(s) concerned
4. To promote the acceptance and inclusion of the pupil(s) with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
5. Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes. Give feedback on achievements in order to reinforce and develop self-reliance and self-esteem, including marking children's work
6. To provide a high standard of physical, emotional, social and intellectual care for children within the setting
7. To support the use of ICT in learning activities
8. Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development. Provide this feedback on the pupil(s)' learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
9. When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
10. To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment as required i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of classroom appearance.
11. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
12. To take part in training activities offered by the school and the county to further knowledge (within employed hours)
13. To accompany teacher and pupils on educational visits
14. To carry out the above duties in accordance with all relevant policies

Additional Duties and Involvement

The following duties and areas of Involvement are specific to this role within Gildredge House and are in addition to those listed above. It is accepted that these items are appropriate to the salary scale for this post.

General Expectations

To abide by and apply all school policies e.g. Behaviour and Exclusions, Health and Safety, Equal Opportunities and Data Protection etc.

To perform such other tasks as may reasonably be required by the line manager or by Head Teacher
Maintain confidentiality at all times and uphold the professional standards of the school both in and out of the workplace.

Professional Development

- Attend relevant training as instructed by the school to improve self-performance
- Take ownership of performance management targets, achieve and review with the Line Manager through to successful annual completion

Additional Information

- All School based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the School's Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.
- All School based staff will be subject to a full Enhanced DBS check.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning and the safeguarding, well-being and care of students.
- The post-holder is expected to carry out such duties as may reasonably be required by the Senior Leadership Team from time to time, which are commensurate with the grade.

Teaching Assistant: Person Specification

EXPERIENCE & QUALIFICATIONS	Essential	Desirable
Experience of supporting students	✓	
A willingness to undertake professional qualifications to support the needs of our children	✓	
Experience of supporting children with managing their behaviour	✓	
Evidence of supporting children with emotional needs	✓	
A proven ability to engage with primary and or senior aged children	✓	
GCSE English and Maths at Grade C+/Grade 4+		✓
SKILLS AND KNOWLEDGE		
A knowledge and understanding of school curriculum	✓	
A knowledge and understanding of assessment, monitoring, target-setting and evaluation, using this information to inform future planning.		✓
PROFESSIONAL SKILLS		
Able to reflect on and analyse own practice	✓	
High expectations of achievement and behaviour	✓	
Flexibility and desire to work as part of a team	✓	
Good organisational skills in work-related matters	✓	
A good level of ICT skills		✓
A good understanding of the principles of positive behaviour management	✓	
PERSONAL QUALITIES		
A caring nature and a genuine love of children	✓	
An enthusiasm and desire to provide the best possible experience for the children	✓	
The willingness to challenge yourself and achieve excellence	✓	
Able to show resilience and sense of humour	✓	
Able to work to deadlines and to work well under pressure	✓	
The ability to inspire confidence in parents and colleagues in equal measure	✓	
Tactful, respectful and sensitive to the needs of others	✓	
Flexible and adaptable in approaching new ideas	✓	
Strong commitment to the values and ethos of Gildredge House	✓	


OUR MISSION - ASPIRE, IN ALL THAT WE DO

At Gildredge House, our vision is clear and underpinned by a strong value-based education where learning in and out of the classroom is prioritised, to support students to achieve their potential and beyond. We have the highest aspirations for our school and every member of our school community

If you think like us and share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly makes sure each child reaches their full potential.

If you are interested in the position, please complete an Application Form, available from the school website:

<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>



Please return the completed Application for Employment to careers@gildredgehouse.org.uk by 9.00am on the closing date.

We look forward to hearing from you.