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| Information for Prospective Candidates  2018Chart  Description automatically generated |
| NOVEMBER 11 2022  Gildredge House  Position: Part-time Teaching Assistant – TA3  22 hours per week (mornings only)  Deadline: Friday 25th November 2022 |

[](http://www.gildredgehouse.org.uk/)

# An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of Part-time 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

PERMANENT PART-TIME TEACHING assistant - TA3

CLOSING DATE : Friday 25th November 2022 at 09.00am

START DATE: Tuesday 3rd January 2023 - Subject to all regulatory checks in place

INTERVIEWS: Week commencing 28th November 2022

HOURS OF WORK: 22 hours per week (mornings only) 43 weeks per year.

We are looking to appoint an exceptional candidate to the post of Part-Time Teaching Assistant in our Primary phase for our 4-19 free school. 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. TA3s will be expected to take some whole class teacher sessions when cover is needed.

We received a ‘Good’ Ofsted judgement (November 2018). The challenge is to sustain and embed this judgement and then to work on achieving an ‘Outstanding’ judgement at our next Ofsted.

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.

Gildredge House offers:

* continuity of education for boys and girls aged 4-19
* an expectation of high academic standards leading to Sixth Form studies
* strong discipline
* excellent pastoral care
* a range of extra-curricular activities
* parent and community involvement

Our school motto: 'Aspire'

* 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?

Starting Salary: £14,733.29 pa pro rata (£17,866.00 FTE) which equates to Grade 3 point 7 on the Support Staff Pay Scale for 2021-2022. You would be required to work 43 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 Pack on our website.

Please complete the Application for Employment and References & Monitoring Form and return to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by Friday 25th November 2022 at 9.00am

If you wish to discuss the post further, please contact the Head of Primary, Mrs Catherine Geldard on the following email address: c.geldard@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 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 (3): Job Description

Responsible to Head Teacher

Main Responsibilities, Tasks and Duties

TA3 - Working under guidance: implement work programmes for individuals/groups which could include those requiring detailed and specialist knowledge in particular areas. To assist in the whole planning cycle and the management/preparation of resources. To provide cover for whole classes under a system of supervision for up to 30% of employed time throughout the school year.

KEY TASKS

1. To work with the teacher to establish an appropriate learning environment
2. To monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives and provide feedback to pupils in relation to progress and achievement
3. To use specialist (curricular/learning) skills to support pupils
4. To establish productive working relationships with pupils, acting as a role model and setting high expectations
5. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities
6. To promote independence and employ strategies to recognise and reward achievement and self-reliance
7. To implement agreed learning activities/teaching literacy and numeracy programmes, adjusting activities according to pupils’ responses/needs
8. To support the use of ICT in learning activities and develop pupils’ competence and independence in its use
9. To be responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested
10. To undertake marking of pupils’ work and accurately record achievement/progress
11. To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
12. To liaise sensitively and effectively with parents/carers, as agreed with the teacher, within your role/responsibility and participate in feedback sessions/meetings with parents as directed
13. To administer and assess routine tests and invigilate exams/tests
14. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
15. To supervise pupils on visits, trips and out of school activities as required
16. Complete routine classroom administration and display work
17. To support playground/break time supervision e.g. educational games, homework clubs etc. (within employed hours)
18. To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment i.e. photocopier, laminator, making books, labels, signs, and undertaking practical tasks to maintain a good standard of classroom appearance
19. To participate in training and other learning activities offered by the school and county to further knowledge (within employed hours)
20. To carry out the above duties in accordance with the Children’s Services Department’s Equal Opportunities Policy.

*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 Head Teacher from time to time, which are commensurate with the grade.

Teaching Assistant: Person Specification

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| **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 |  |  |
| **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 vision is for all students to be co-operative, confident, ambitious and successful members of our 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.

The deadline for applications is **Friday 25th November 2022.** 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 Friday 25th November 2022**.**

We look forward to hearing from you.