

## TEACHING ASSISTANT

### Job Description

#### About St Gabriel's:

Founded in 1929, St Gabriel's is a thriving co-educational independent day school for children aged 6 months to 18 years. The key to our success is providing a balanced and inspiring education within a community based on mutual respect and collaboration, creating an environment where pupils are confident, engaged and happy.

While justifiably proud of our pupils' academic results, we see education as being so much more than numbers and grades; we believe strongly in an all-round education and are eager for our pupils to enjoy their educational journey, rather than having their heads down as the world passes them by.



In the last decade, we have successfully established the St Gabriel's Nursery and extended the co-educational offering of our Junior School to the Senior School. The Sixth Form, alongside Year 9, will accept boys from September 2024 with St Gabriel's becoming fully co-educational in September 2026.

Situated in Sandleford Priory, which dates back to the early Middle Ages, St Gabriel's is set in a beautiful Grade 1 listed building within Capability Brown parkland, which provides a gracious setting in which to work.

#### Role overview:

Responsible to the Classroom Teacher and Head of Junior School for the development and care of the pupils at St Gabriel's, ensuring that each child is positively encouraged to develop his/her potential. The Teaching Assistant (TA) will assist both the Classroom Teacher and the Head of Junior School in establishing an ethos of enthusiasm for learning and development through play and formal teaching. He/she will also contribute to the maintenance and development of the profile of the Department both in school and in the wider community.

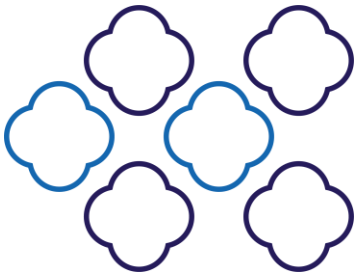
**Reporting to:** Head of Juniors

**Hours and duration:** 12.30 – 16.15 Monday to Friday during term time, plus inset days

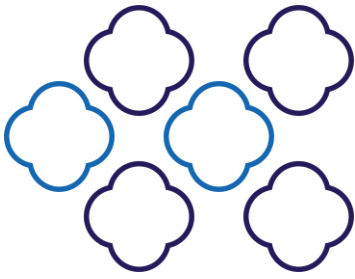
#### Key activities and responsibilities

##### Teaching Assistant Responsibilities:

- 1) Support the Teacher in implementing the appropriate curriculum according to the year group.
- 2) Support the provision and preparation of appropriate classroom activities.
- 3) Promote/undertake positive communication with parents whenever necessary.
- 4) Keep up to date with, and support delivery of curriculum developments and teaching techniques.
- 5) Promote and utilise outdoor learning.



- 6) Implement pupil safety procedures for the end of the session/day.
- 7) Ensure classrooms are vibrant learning environments with effective displays of children's work both in the classroom and other designated areas.
- 8) Arrange, or assist in the arrangement of regular extra-curricular visits or support clubs that promote learning and the enjoyment of learning.
- 9) Accompany the children on extra-curricular visits, clubs or workshops as required by the Teacher or the Head of Junior School.
- 10) Focus support and development of each child through pastoral care.
- 11) Promote positive behaviour at all times.
- 12) Maintain an ethos of mutual trust and respect in an environment that is free from the fear of ridicule.
- 13) Ensure the safety of children within the classroom and playground in accordance with the school's Health and Safety policy.
- 14) Assist in the procedures for Risk Assessment – daily, weekly and annually.
- 15) Accompany the children to assemblies or specialist classes.
- 16) Assist children with self-care especially toileting and hand washing.
- 17) Provide supervision duties as required in and around the classroom.
- 18) Attend Open Mornings, Parent's Evening, Welcome Meetings and Parent Workshop's, School Fete and any other such events as the Head of Junior School may reasonably require.
- 19) Implement the provisions of the school's Child Protection policy.
- 20) Promote equality of opportunity for all children.
- 21) Take part in Professional Development Programmes and appropriate study for appropriate qualifications.
- 22) Attend INSET days.
- 23) Assist in the day to day organisation, preparation at the beginning of the day and general tidying of the classroom under the direction of the Classroom Teacher and/or Head of Juniors.
- 24) Support children's learning activities, on a one-to-one basis, in small groups or the whole class.
- 25) Participate in the staff rota system for playground supervision and lunchtime duties. Circulate amongst the children.
- 26) Ensure that children have had a good meal and a break.
- 27) Assist children with changing for PE/swimming etc.
- 28) Ensure equipment is used and stored correctly and safely.
- 29) Sort and organise children's home bags to include letters/home link books as necessary.



30) Render First Aid according to School procedures.

31) Undertake any other duties that fall within your capabilities and which may be reasonably required.

Whilst this position will generally be associated with a particular class, Teaching Assistants are required to be flexible and work across all other areas of the school at the request of the Head of Juniors.

The post holder is responsible for promoting and safeguarding the welfare of children and young persons with whom he/she comes into contact and will adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare or children of the school, s/he must report any concerns to the school's Child Protection Officer or to the Principal.

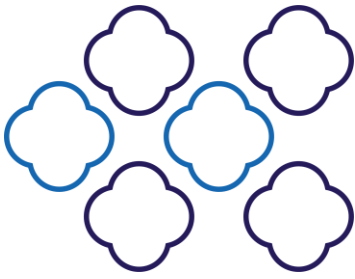


### **Person Specification**

- Relevant childcare Level 3 qualification
- Experience of EYFS and early years practice
- Able to motivate and encourage pupils
- Confidence, creativity and high standards of conduct are essential
- Professionally discreet and able to respect confidentiality
- Ability to communicate effectively with parents, carers and other professionals
- Ability to work as part of a team, reliable, good time keeper, patient and caring

### **Salary and benefits**

- Salary £8,705 (based on 18.75 hour per week)
- Contributory pension scheme
- Financial advice service
- Discounts on new cars
- Life assurance cover
- 24/7 access to a virtual GP
- Free hot or cold lunch, cakes, fruit, tea and coffee
- Free Perkbox subscription which gives you access to discounts and wellbeing content
- Wellbeing support
- Free on-site parking



**To apply**

The St Gabriel's Confidential Application Form is available on the school website [www.stgabriels.co.uk](http://www.stgabriels.co.uk) or from Maria Wall, Human Resources 01635 555694. Completed forms should be returned by email to [hr@stgabriels.co.uk](mailto:hr@stgabriels.co.uk) or by post to Maria Wall, St. Gabriel's, Sandleford Priory, Newbury, Berkshire RG20 9BD.

Closing date for applications is 15th September 2024.

**Applications will be considered as they are received, and candidates may be invited for interview at any stage. Early applications are therefore warmly encouraged.**