Graduate Teaching Assistants for Teddington School

Are you thinking of teaching as a career? If so, we may be able to assist you on that path.

Teddington School will join the Bourne Education Trust on 1 September 2019. We have Graduate Teaching Assistant vacancies to work in our Inclusion team from September 2019. We believe this is a unique opportunity to join our large, 11-18 school at a turning point in its development.

As a Graduate Teaching Assistant you will initially be supporting the class teacher, working with small groups or individuals, developing in time to whole class support to ensure that children make good progress in academic, personal and social well-being. The ideal candidate will be flexible, adaptable and have an appetite for learning.

We are committed to providing the very best for our staff. The benefits you can expect by working here include:

- A focus on staff well-being and a commitment to reducing staff workload
- A shorter academic year (37 weeks per year), which means more holiday time and a good work-life balance
- Training and support

The contract is for 30 hours per week over 37 weeks to include time to attend teaching staff training sessions. Starting salary details: £22,377 pro rata (actual £15,451).

Interested candidates should complete an application form, which can be downloaded from our school website along with a full pack of details. Application forms should be emailed to hrdepartment@teddingtonschool.org Visits to the school are welcomed.

Teddington School is committed to safeguarding and protecting the welfare and safety of its staff and pupils, and follows safeguarding interview procedures. We expect all candidates to meet the highest standard of safeguarding and successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check.

Deadline for applications: 24 July 2019. Interviews will take place shortly after processing of submitted applications.
Dear Candidate

9 July 2019

Thank you for expressing an interest in the position of Teaching Assistant at Teddington School. We have included the Job Description and Person Specification for the position below.

The successful applicant will be joining the school at a very exciting time. The school continues to raise its standards at both GCSE and A Level and continues to be a very popular local community comprehensive school. Our aim is to ensure all students, regardless of their starting point, achieve highly. We invest heavily in the professional development and care of our staff as we are committed to ensuring all members of our school community benefit by being part of our school.

The ideal candidate will be self-motivated and flexible and interested in the development and welfare of young people.

We look forward to receiving your application, please be aware that the closing date for applications is noon on the 24 July 2019. It is very important that you include a telephone number for both day and evening so that we can contact you by telephone if necessary.

If you have any further queries about the school or the post, or would like to make a preliminary visit, please do not hesitate to contact Kim Bradstreet, HR Administrator at kbradstreet@teddingtonschool.org

For those wishing to apply, please complete our application form (please note CVs will not be accepted) and submit it by email to: hrdepartment@teddingtonschool.org

Thank you for considering Teddington School for the next phase in your career and I very much look forward to receiving an application from you.

Yours sincerely

Kathy Pacey
Headteacher
TEDDINGTON SCHOOL
JOB DESCRIPTION

Graduate Teaching Assistant

Is teaching your long term career goal? Would you like to gain experience in the classroom with a vision to moving into the teaching profession? Would you like to work at a school that not only encourages progression into teaching but also helps to facilitate the move?

Salary £22,377 pro rata (actual £15,451) 30 hours per week – 37 Weeks per year
Responsible to: SENCo

Purpose:
To provide support for pupils, the teacher and school in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

We can offer
- Hands on experience for graduates who plan to train as a teacher.
- The opportunity to move into the School Centered Initial Teaching Training Program.
- Enthusiastic, responsive children who are ready to learn.
- Quality professional development and staff training during working hours.
- A strong, supportive team of colleagues.
- Excellent support and guidance from Senior Leaders.
- A genuinely inclusive school.
- A positive and caring culture.

Responsibilities
- Work as part of a team at the direction of the SENCo/Class Teacher to support teaching provision and pupils’ learning.
- Under the guidance of the class teacher and following school policies, to work with individuals and groups of pupils in class and encourage their learning.
- Provide support for pupils’ emotional and social development and modelling positive behaviour, and dealing with disruption as agreed in the school's Behaviour Policy.
- Ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed. This may include assisting with a child’s personal hygiene when required.
- Communicate and liaise with other members of school staff in order to ensure the most effective provision for pupils’ academic, emotional and social development.
- Attend evening training sessions.
- Undertake any other reasonable duties from time to time as may be directed by the Headteacher.

Duties
- Provide support in the classroom under the direction of the Teacher. This may include:
  - Encouraging language development.
  - Supporting the development of skills.
  - Supporting the emotional development of children.
  - Undertaking practical activities e.g. baking, art.
  - Supporting and carrying out behaviour management.
  - Supporting reading, writing and other aspects of the learning process.
  - Carrying out tasks planned, prepared and monitored by the Teacher.
  - Supervising children during break and lunch times.
**Personal Responsibilities**

- Be aware of key school plans, policies and procedures, especially the Health and Safety Procedures and Child Protection Policies.
- Take part in Performance Management in order to identify and agree development and training needs.
- Within your contracted hours, undertake Induction Training and other training as identified in Performance Management processes, as may be required to enable you to provide the school with effective support.
- Within your contracted hours, attend staff meetings as required.
- Be aware of the learning and physical needs of the children you support.
- Respect the confidentiality of children information and respond sensitively to children’s needs.
- To promote the safeguarding of children.

**Essential**

- The ability to build good relationships with children, parents/carers and teachers.
- To work as part of a team.
- To be flexible and creative.
- Excellent literacy and numeracy skills (GCSE Grade C or equivalent in Maths, English and preferably Science).
- An undergraduate degree or equivalent.

For more information or to download an application form please visit our school website www.teddingtonschool.org

Completed application forms should be sent to Mrs Kim Bradstreet, HR Administrator at hrdepartment@teddingtonschool.org

**Teddington School is committed to safeguarding and successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check.**