



THE PORTSMOUTH GRAMMAR SCHOOL

JOB DESCRIPTION

Job Title **Teaching Assistant** (primarily 1-1 support)

Line Manager: **Head of Learning Support**

Contract: **Term Time only**

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. The school is an IB World School and offers the IB Diploma alongside A Level.

We are looking to appoint a committed, enthusiastic and caring Teaching Assistant to work with an academically able pupil who requires 1-1 support due to a physical disability. The Teaching Assistant will be responsible for ensuring the pupil can safely access all aspects of school life. This role will offer 1-1 support for the pupil as she moves around the school and will therefore involve some manual lifting and occasional provision of assistance with the use of a wheelchair, Kaye Walker and any other aids needed to support her moving safely around the site. Training in manual handling will be provided.

Line managed by the Head of Learning Support, the Teaching Assistant will co-operate with subject teachers and other staff across the school to ensure the pupil has reasonable access to all the school's facilities. The pupil's tutor will also be a key point of contact.

The successful candidate will be qualified to Level 3 NVQ in Childcare and Education/ Level 3 NVQ in Early Years Care and Education or will hold a Higher Teaching Learning Assistant qualification. Experience of working in a senior school would be an advantage and an interest in digital learning would be desirable.

The pupil is female and the role includes a level of personal care where the post-holder will need to ensure the pupil can access the toilet by holding doors open. For this reason, we believe the role falls under a genuine occupational requirement as permitted under the Equality Act 2010, Part 1, Schedule 9, and therefore we are looking for a female member of staff.

Although the primary purpose of the role is to provide 1-1 support to the pupil, there will be also be some requirement for the post-holder to assist with a variety of duties across different departments in the Senior School. These tasks will be unrelated to the provision of 1-1 support and will be co-ordinated by the Head of Middle School in co-operation with other departments as necessary

This post is offered in the first instance for a fixed term of one academic year from September 2017. This is a non-teaching term time role, to include attendance at all INSET days in the school calendar. The hours of work will be 35 per week, Monday – Friday 8.30am to 4.00pm, with an unpaid 30 minutes for lunch. The annual pro-rata salary for this post, including holiday pay, is £12,367.

The start date will be 4 September 2017.

Key Responsibilities;

1. Provide 1-1 physical support to a named pupil as she goes to and from lessons and other activities during the school day
2. Ensure the pupil has safe access around the school during break and lunchtimes
3. Ensure the pupil can access the toilet by holding doors open
4. Ensure the pupil has access to a variety of aids as needed when moving around the school and assist the pupil in planning these needs
5. Provide physical assistance when needed, to include manual lifting
6. Assist the pupil to complete any physiotherapy exercises given by her physiotherapist
7. Encourage the pupil to correct her posture
8. Support the pupil to be independently mobile where possible, with due regard to safety
9. Contribute to reports and attend Annual Review meetings as directed by the Head of Learning Support
10. Be fully conversant with fire drills and other emergency procedures and how these will be managed with particular reference to the named pupil
11. When not engaged in providing 1-1 support, assist with a range of duties as directed by the Head of Middle School
12. Assist with any other reasonable requests made by the Head of Middle School or the Head of Learning Support
13. Attend all Health & Safety and Safeguarding training as required by the school

Person Specification

We are looking for someone who;

- Has a warm and caring personality with the ability to gain the trust and confidence of an individual pupil whilst maintaining a sensitive and positive attitude to all pupils in the school.
- Is able to work independently and with initiative
- Is patient and flexible
- Is able to work successfully within a team
- Is able to keep appropriate records in accordance with school procedures
- Is an effective communicator
- Understands the importance of maintaining confidentiality at all times within a school environment and the need to work with discretion when dealing with sensitive information

- Will be able to develop a positive relationships with parents, staff, pupils and outside agencies
- Is able to support any specialist programmes supplied by relevant outside agencies, as guided by the Head of Learning Support
- Is able to provide the required level of physical support to the pupil
- Is able to understand and follow the school's policies on Safeguarding and Health and Safety
- Is supportive of the aims and ethos of PGS.

Contract of Employment:

All conditions of employment are detailed in a separate contract issued by the Bursary.

The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body.

Benefits:

The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.

Key financial benefits of employment at PGS include a generous salary structure and leave allowance. A two course lunch is provided to all staff during term time.

The salary for this post will include holiday pay entitlement and staff on term time contracts are required to take their holiday entitlement during the school holidays and not during PGS term times.

The school will auto-enrol eligible support staff into the NEST pension scheme and also offers an alternative pension scheme with Scottish Widows whereby if the employee contributes 6.5% of salary the school will contribute 8.5%. We also have a non-contributory death-in-service policy.

Other benefits include the acceptance of the Government's Child Care Vouchers as well as being an approved operator of the 'salary sacrifice' Cycle to Work Scheme. Additional benefits include free use of the school's Sports facilities which include a well-equipped Fitness Centre.

The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.

How to apply:

PGS is committed to safeguarding children and the successful applicant will be subject to an Enhanced Disclosure DBS check.

Further information is available on the website at www.pgs.org.uk under the 'About Us' section and any queries regarding the vacancy should be emailed to HR@pgs.org.uk.

An electronic application would be preferable, submitted to HR@pgs.org.uk. All applicants should complete a support staff application form, with a full curriculum vitae and a covering letter addressed to The Headmaster, The Portsmouth Grammar School, High Street, Portsmouth, Hampshire PO1 2LN. Please include email addresses whenever available. All applications should be accompanied by the names, addresses, email and telephone numbers of two referees.

The closing date for receipt of applications is noon, Wednesday 28 June 2017 and early applications are encouraged. Interviews are scheduled to take place during w/c 3 July 2017.

June 2017