



Bristol  
Grammar  
School

# Job Description

Infant School Teaching Assistant  
(Maternity Cover)

Bristol Grammar School: a company limited by guarantee, company number: 5142007  
Registered Office: University Road, Bristol, BS8 1SR  
Registered Charity Number: 1104425

# Information for Applicants

Applications are invited for the full time post of Infant School Teaching Assistant (Maternity Cover) at Bristol Grammar Infant and Junior School from Monday 30 October 2017. The successful applicant may be asked to work with Reception, Year 1 or Year 2 and so knowledge of the EYFS framework and KS1 is important.

Applications are especially welcomed from those who have Qualified Teacher Status (QTS) or Early Years Professional Status (EYPS) or a qualification from a full and relevant Level 3 course in the Early Years Qualification List as defined by DfE and recognised by ISI (for staff ratio purposes), see <http://www.education.gov.uk/eypqd/level3.shtml> for further information.

## About the School

"Excellence in all it does within and beyond the classroom" is perhaps the clearest summary of Bristol Grammar School's last inspection. The School was inspected in October 2015 by a team of ISI Inspectors. The Inspectors confirmed that BGS is the very special school which students, parents, staff, Old Bristolians and Governors believe it to be. "Wall-to-Wall Excellence" is how one of the Inspectors summed up BGS and the report indicates that BGS possesses the professional capacity for continuous, on-going improvement. Inspectors graded BGS as 'Excellent' in all aspects of provision at all ages. Nonetheless staff at BGS believe that whilst many things are done well there are always opportunities to improve the school's provision and that culture of self-evaluation and striving for improvement continues. The inspection report is available on the School's website.

At BGS our ambition is to be exceptional in every facet of our provision. To that end every academic department focuses on providing an exceptional learning experience for every student and all staff seek to facilitate that learning.

Bristol Grammar School is a selective, co-educational, independent day school. The Headmaster of the Infants and Juniors is a member of the Independent Association of Preparatory Schools. There are about 330 pupils within the Infants and Juniors (4-11 years). Since opening in January 2010 the Infant School has expanded rapidly and is full. The Junior School is also currently full. Both the Infants and Juniors are located on the same site as the Senior School, but separate from it with respect to daily routines and organisation. All children progress from the Infant to the Junior School and almost without exception our pupils progress to the Senior School when they leave us at the end of Year 6. There are strong links between all phases of our all through school.

Across the Whole School there are approximately 290 employees being a mix of teaching and support staff.

In the Infant School there are six full time teachers and six full time TAs. There is also a part time teacher who covers Infant teachers' PPA time. Classes are limited to a maximum of 18 children. There are two classes in Reception, Year 1 and Year 2. All the core teaching in the Infant School is done by their form teachers, supported by specialist teachers for French, music, dance and PE as required. We are committed to the principles of the EYFS curriculum and to the benefits of establishing and maintaining collaborative relationships with practitioners in other local EYFS settings as well as with the local authority.

In the Junior School there are twelve full time staff as well as a number of part time teachers and also peripatetic teachers who offer instrumental music lessons, speech and drama and learning support. In the Junior School we have ten classes, two for each of Years 3 and 4 and then three classes in Years 5 and 6. The Year 3 and 4 classes have a maximum size of 24 boys and girls; the Year 5 and 6 classes are restricted to a maximum of 22 children. Form tutors teach the children in at least one of the core subjects, specialist teachers (either subject coordinators or Senior School Staff) often teach the children in other subjects.

ICT plays a very important role in both teaching and learning in the classroom, and also as part of our administration system. In the Junior School we have a designated computer area and sets of laptops for use in classrooms. Our classrooms are also equipped with interactive whiteboards and visualisers. Children are now using iPads in all age groups. All teachers are issued with an iPad.

The role of the Form Tutor is extremely important. This tutor has the overall responsibility for the pastoral care of each child in the class and is the first point of contact for parents.

All staff are expected to play a full part in our rich co-curricular provision for the children by running clubs, accompanying trips and taking teams. All teachers at BGS commit themselves to contribute fully to the life of the School in and outside the classroom and the School operates its own salary structure. All eligible members of staff may educate their children at the School at concessionary rates, subject to the academic entry requirements being met.

The city is a congenial place in which to live, with first class cultural, social and shopping amenities of all kinds. The rail and motorway networks provide quick and easy access to all parts of the country and near to hand are the delightful coastline and countryside of Wales and the South West.

## Our Mission and Aims

### Mission of the School

**Life-changing learning, friendships, and adventure.**

We aim high at Bristol Grammar School and are proud to do so; inspiring a love of learning, fostering intellectual independence and promoting self-confidence and a sense of adventure amongst our young. We set our sights on academic excellence and involve our students in progressive, responsible and engaging debate in everything we do.

Our purpose is to provide an exceptional education for all our students, developing in them a spirit of enquiry and independence of thought through high-quality teaching, warm pastoral care and broad-ranging intellectual, physical and cultural opportunities. We wish to encourage a mature sense of responsibility from an early age, forming well-rounded young people able to use their talents and leadership potential in the service of others, here and in their future lives.

Above all, we are committed to supporting our students so that every one of them may achieve their goals and leave BGS as confident, compassionate and ambitious young adults.

### Aims of the School

For every student to:

- achieve their full academic potential through a rich, stimulating and progressive learning experience
- be prepared and motivated to contribute positively and compassionately to the world through the cultivation of our School spirit
- flourish culturally, intellectually, morally, physically, emotionally and spiritually in a happy and nurturing environment through a wide range of far-reaching opportunities.

# Job role and specification

Post: Infant School Teaching Assistant (Maternity Cover)  
Line Manager: Infant School Assistant Head

## Purpose of the job

Teaching Assistants are integral members of the Infant and Junior Staff team. Teaching Assistants play a full part in the life of the School. The primary duties of a TA are to support the work of teachers and the learning of children in the classroom. TAs also play a key role in the welfare of the children. Some TAs will be designated to work closely with particular classes (all Infant TAs and Junior TAs most likely with Year 3). Establishing a detailed knowledge of each of the children as unique individuals and an effective working partnership with the class teacher is the key to success.

## Duties and Responsibilities

TAs have a varied day. Work will include some breakfast club, after school club, break and lunch duties (on a rota basis) as well as various tasks such as:

- Work with a group of children under supervision and guidance of the teacher
- Work with individual children as required
- Supervise a class of children for a limited period of time
- Assist with assessments conducted by the teacher
- Carry out observations of children's progress
- Record evidence of children's progress using Tapestry (EYFS ONLY)
- Accompany children on a day trip, at Failand or swimming etc.
- Help prepare sets and costumes and assist with childrens' practices for school productions
- Tidy and replenish resources in classrooms
- Prepare worksheets and other resources – laminating, photocopying etc
- Monitor, order and tidy stationery (inc. photocopying paper)
- Upkeep / maintenance of displays of the children's work
- Prepare / put up display material that supports the children's learning in the classroom
- Keep notice boards around the school tidy, attractive and up to date
- Interact positively and professionally with parents and/or carers
- Proactively supervise children at all times including when on lunch/break duty

This list is not meant to be definitive, but sets out the general expectations. Many of these jobs will be shared between Teaching Assistants, and good collaboration will be expected. On a day to day basis Infant TAs report to Mr Adam Turpin (Assistant Head – Infant Leader).

Infant TAs and TAs working with Year 3 classes are directed by the class teacher with whom they work in partnership but may be asked to do other jobs for other colleagues, as agreed by their line manager. When doing specific jobs for members of staff they should explain clearly what they would like you to do. If you are in any doubt please ask. If you have any problems or queries, do speak to the Assistant Head in the first instance. If the matter remains unresolved you should speak to the Headmaster.

# Candidate specification

It is expected that the Infant School Teaching Assistant will possess the following attributes:

L = assessed through evidence from application form, references and letter of application	I = assessed at interview	E / D = Essential / Desirable	
5 GCSEs (A*-C) including English & Maths	L	I	E
2 A Levels or equivalent	L	I	D
Relevant further qualification (CACHE Level 3 Diploma or above)	L	I	E
Polite, friendly and outgoing		I	E
Experience of working with primary aged children	L	I	E
Recent paediatric first aid training or experience	L	I	D
Ability to support children with music, drama, dance and/or games	L	I	D
A confident person with common sense and initiative		I	E
Flexible and adaptive work ethic	L	I	E
Good sense of humour		I	D
Ability to plan and lead relevant learning activities with young children	L	I	E
Trustworthy and proactive i.e able to work under minimal supervision with maximum levels of confidentiality	L		E
Empathy and patience with young children and parents		I	E
Good interpersonal and communication skills	L	I	E
Strong literacy and numeracy skills	L	I	E
Self-motivation and drive		I	E
The ability to work in a team	L	I	E
A willingness to work at Breakfast Club and After School Club for additional remuneration	L	I	E
A willingness to run a club for children once a week until 4.15pm for additional remuneration	L	I	E
Ability to communicate well with children and in particular be prepared to demonstrate: <ul style="list-style-type: none"> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with any challenging behaviour</li> <li>• Professional attitudes to use of authority and maintaining discipline</li> <li>• Understanding of safeguarding and promoting the welfare of young people</li> </ul>	L	I	E

# Working hours and conditions

Working Hours	Monday – Friday, term time only (36 weeks) Standard Hours: 8.30am – 3.45pm  Additional hours: It will be essential for the successful applicant to be available for at least 2 sessions before and at least 2 sessions after the normal school day, for which there is additional remuneration. A rota is organised by the Infant Leader.  Breakfast club: 7.45-8.30am Infant After School Club: 3.45-5.45pm
Salary	The salary will be determined by the BGS Technical and Clerical scale and will be dependent on relevant experience and technical expertise.
Pension	The School will automatically enrol support staff in to the Pension Trust “Defined Contribution” pension scheme provided they meet certain eligibility criteria. Those choosing not to be a member of the Scheme may opt-out in accordance with the rules of the Scheme.
Lunch	School lunch is provided during term time.
Education	At present the School’s policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subjects to their children meeting the academic entry requirements and subject to a place being available.
Sports Facilities	Free use of school sports facilities.
Library	Free use of the school Library.
Car Parking	No car parking is provided during term time.

## How to apply

Application forms, to which may be added a personal *curriculum vitae* if desired, should be accompanied by a *brief* covering letter addressed to the Headmaster, Mr P R Huckle, and should be sent to Miss Rose Moscrop, HR Administrator, Bristol Grammar School, Elton Road, Bristol, BS8 1SR, [bgshr@bgs.bristol.ac.uk](mailto:bgshr@bgs.bristol.ac.uk)

The closing date for applications is Monday, 4 September 2017, at 9am.

Interviews are currently planned for Monday, 11 September 2017. Candidates must be available for this date.

***Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared when applying. The applicant may post such a declaration in an envelope marked ‘Private & confidential for the Headmaster’ which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.***