

**Teaching Assistant**

**Full Time, Term Time Only**

The School

In addition to being a registered charity, Bethany is a co-educational, independent boarding and day school for pupils aged 11-18 years. There are 325 pupils in the School, including 110 boarding pupils.  The majority of pupils remain in the School until they are eighteen and most proceed to University.  There are 110 pupils in the Sixth Form and the A Level pass rate in 2017 was 98%.  The 2017 GCSE pass rates was 86% at A\*- C grade.

Bethany enjoys an ever-growing reputation, both locally and further afield, for the quality of its teaching and pastoral care. As a result, pupil numbers are very buoyant. The School is in the middle of a major programme of building development including the construction of an indoor swimming pool, an extension to the sixth form building as well as a dedicated fitness building all of which were completed last academic year.

The School is a Christian foundation with a strong community life. All members of staff are expected to be in agreement with the Christian values and to attend Chapel with the pupils. The School is well known for its high level of pastoral care for pupils. In addition, it enjoys an international reputation for the education of dyslexic pupils. Class sizes are small, rarely reaching more than eighteen pupils, and considerably less in the Sixth Form.

The School is set in beautiful Kent countryside and the 60-acre campus is spacious and attractive. It lies in the hamlet of Curtisden Green, mid-way between Goudhurst and Marden. Central London is less than an hour’s journey from Marden Station, as are Dover and the Channel Tunnel. For a small school, the high standard of sporting success and the extensive games programme are made possible by the expertise and commitment of the teaching staff outside normal lesson time. The Duke of Edinburgh’s Award Scheme also enjoys remarkable success, as do the Performing Arts. We have a hugely successful pupil/teacher/exchange programme with a senior school in Taiwan.

The School is forward thinking in all aspects of teaching, learning and curriculum and has recently created a renewed 10-year vision, Bethany 2026, for its education provision.

Bethany 2026 is a school, which is:

* Providing an innovative education relevant to the 21st century;
* Encouraging the virtue of learning in young people delivering 21st century learning habits;
* Living our Christian values through excellent pastoral care.
* A flourishing school investing in the future.

Furthermore, the School has a unique philosophy of learning centred on developing excellent learning habits in its pupils in order to instil in them the ‘Virtue of Learning’. All teaching staff are members of one of five Professional Learning Communities, each one encompassing a different area of teaching and learning, which the school is focused on developing, with the aim of encouraging all teachers to complete their own action-based research. The curriculum was further enhanced in September 2015 with the introduction of Mandarin, GCSE Dance and A Level Economics. Last academic year, we introduced an up-to-date computing course including coding to Key Stage 3 providing pupils for the opportunity to study Computing at GCSE and eventually A level. In addition, all full-time staff are provided with a laptop computer and more than 90% of pupils have their own laptops, including all of the pupils in Years 9 and above. Every Year 7 pupil was given an Apple iPad in September 2013 and their curriculum was adapted accordingly. This has been repeated annually since, which means that every pupil in Years 7 & 8 currently uses an iPad to enhance his or her learning.

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Main Duties and Responsibilities:

In-Class support

* To ensure students are engaged, actively listening, involved and participating in the lesson by questioning, redirecting to look/listen/join in, modelling;
* To ensure students understand, retain and implement instructions by asking them to repeat/explain instructions;
* To ensure students understand and use vocabulary correctly by monitoring the student’s use of vocabulary and scaffolding use of vocabulary;
* To assist students in developing concepts by monitoring student response in whole class sessions and following up during independent work as needed;
* To ensure students develop concepts by leading small group sessions;
* To ensure students are recording work and prep accurately and neatly and in the appropriate form;
* To ensure students are using correct books, equipment etc.;
* To ensure students are reading and understanding information.

Organising resources

* To liaise with the subject teacher prior to the lesson to identify specific tasks and to be familiar with the lesson content;
* To assist the teacher with setting up, distributing and tidying up equipment and other resources;
* To liaise with the subject teacher to agree whether support may be offered in the classroom or elsewhere, where this was more appropriate, and whether it will be with an individual or a small group;
* To support during out of school educational visits;
* To be line managed by the Head of Dyslexia and Learning Support and to provide lesson cover when required.

Student monitoring and record keeping

* Keep accurate notes of student performance;
* Keep notes of any specific issues/misconceptions to follow up next lesson;
* Participate in joint reflective practice with the class teacher;
* Keep records of homework/ test grades etc.

General

As a Teaching Assistant you will ensure that the Bethany School pupil behaviour policy is adhered to at all times by reinforcing expectations with individual students.

As a Teaching Assistant will ensure Health and Safety Procedures are adhered to by reinforcing skills and safety with students during practical activities.

Candidates will be expected to assist in one 50-minute lesson as part of the interview process.

Salary and conditions

The salary for this position will be £14,450.00 per annum and this post is subject to the completion of a confidential medical questionnaire and the self-certification of medical fitness together with the normal DBS checks. Subject to entrance tests and places being available, children of full time Bethany staff may be educated at the School at 50% of the day fee rate.

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In September 2016 Bethany School also introduced Benenden Health Care to its employees. Benenden Health Care is a not-for profit health organisation which was set up over 100 years ago to help reduce the NHS waiting times. It offers its members local consultations and tests, physio and rehab as well as psychological support and financial support if anyone is suffering from a life-changing condition

Application

Details of the post, including job description and application form, can be obtained on the School website under the ‘Contact Us’ section or from [recruitment@bethanyschool.org.uk](mailto:recruitment@bethanyschool.org.uk) The closing date for applications is 12 noon on Thursday 28 June 2018 and interviews are expected to be held the following week.

# The post is subject to the receipt of two satisfactory references, completion of a confidential medical questionnaire and an enhanced Disclosure & Barring Service check.