



The Abbey School

The independent day school in Reading for girls aged 3-18

Head: Mrs Rachel S E Dent, BA (Hons); QTS

Junior School Science Teaching Assistant

The Abbey Junior School is part of the highly regarded Abbey School where happy, well-behaved and highly motivated girls work and play in a very well resourced, supportive and stimulating environment. The Teaching Assistants are important and valued members of the staff team who make a strong contribution to the life of the Abbey Junior School both in and out of the classroom.

This post is likely to suit an individual ideally with previous experience in a school environment, wishing to work as a specialist Science TA, who is comfortable working in Key Stage 2. Secure knowledge and strong skills in Science, Maths and English are essential.

This document does not form part of an employee's Terms and Conditions of Employment and it may be amended from time to time.

We offer specialist Science teaching from Year 3, and this post is based in our Science Team. The JS Science Teaching Assistant answers to the Head of The Abbey School through the Head of the Abbey Junior School, and takes detailed direction from the Head of Junior School Science.

Key skills and qualities

The Science Teaching Assistant will be:

- Scientifically and technically competent and able to prepare and support lessons for science teachers, usually Years 3 to 6, but from time to time in Years 1 and 2. GCSE Science will suffice, but one or more Sciences at A level will be a significant advantage, as would a STEM based degree and/or interest.
- A person who enjoys working with pupils in small groups as well as in whole classes.
- A clear communicator who can share his/her expertise with pupils and colleagues.
- Adaptable, reliable, resourceful and self-motivated, able to liaise with members of staff throughout the school, and work effectively as a member of the team.
- Organised and efficient in ordering and monitoring supplies of resources, materials and equipment.
- Mindful of the requirements of Health and Safety for maintaining a safe working and teaching environment.

The JS Science Teaching Assistant will be expected to:

- support the teaching and learning of Science and any other lessons in the Junior School where appropriate and as the timetable allows, at the request of the Head of the Junior School.
- work with groups of pupils to facilitate scientific enquiry skills and the use of Science vocabulary.
- provide practical support for covering staff if the Science teacher is absent.
- liaise with relevant teachers and teaching assistants to ensure KS1 and EY Science teaching and learning resources are loaned from the lab as needed, and returned.

- produce and maintain displays in the Science area, including the corridor displays, and other Science display in other parts of the school.
- provide or support extra-curricular clubs as agreed, at least one per term.
- liaise with the Head of Junior Science on a regular basis regarding orders, equipment, repairs, photocopying requirements, safety, display and notice boards and any other matters relating to Science.
- maintain Science photographs area of the shared area including regularly adding photos from the camera.
- set up and maintaining record keeping systems including assessments and budget monitoring.
- prepare and set up equipment for demonstrations and practical work in Science.
- check other teaching and learning resource requirements and preparing these for use, including apparatus, worksheets, paper, books and internet resources.
- wash and clean equipment as necessary after lessons and returning to storage.
- ensure that the Science Laboratory and the Science areas in the prep room are always tidy and organised.
- maintain and restock equipment in the Science Laboratory and prep area including consumables, chemicals, glassware, stationary etc.
- be involved with the wildlife area pond and school garden in respect of use as a Science resource liaising with Estates staff and others as necessary regarding their upkeep.
- look after and collect, when appropriate, plants and animals for use in teaching.
- liaise with Estates, TST and other colleagues as necessary to ensure that equipment and the lab environment are available to use when needed.
- provide for the general welfare and pastoral care of children.
- attend educational visits supporting the girls' learning and will have the opportunity to attend residential visits.

General duties will include:

- undertaking supervisory duties throughout the day.
- attending all relevant staff meetings, parents' meetings, open days, staff planning or INSET days, (which may fall outside core hours).
- keeping up to date with the relevant policies of the school and remaining sufficiently aware of the personal needs of individual pupils to act confidently and consistently alongside staff colleagues.
- covering for absent colleagues.
- being involved in extra-curricular activities.
- Such other duties as the Head or Assistant Head of the Abbey Junior School may reasonably require.

It is expected that all teaching assistants will:

- support the ethos of the school
- work as a supportive member of staff
- consult colleagues for guidance when necessary
- adopt professional standards of behaviour and appearance at all times
- participate in the school's performance management procedures
- be a person who enjoys working with children and understands their physical, emotional and intellectual needs and has experience in this field
- be able to work with individual girls and with small groups with confidence
- be organised and efficient and able to work as part of a team and to a timetable
- be reliable, punctual and adaptable

Hours of work

- The full-time Science teaching assistant role is 37.5 hours per week, term time only, plus INSET days (approximately 5 days in total). Occasional attendance at out of hours meetings or mandatory training outside this time may be required.
- The hours of work are routinely Monday to Friday, 08:30 - 16:30 with a comfort break in the morning and a half hour break for lunch per day.
- Teaching assistants should attend the weekly Staff Briefing. If unable to attend the briefing, they should familiarise themselves with the minutes of the Staff Briefing.
- Teaching assistants will have the opportunity to supervise after school activities for additional pay.

Salary and Benefits

- Salary is dependent on skills and experience. Staff are paid monthly and in arrears.
- The School offers a non-contributory pension scheme worth 8.35% of salary, which all non-teaching staff are automatically enrolled following 3 months of employment.
- Lunch is provided.
- Staff fee concession is available to employees' daughters who satisfy the entrance requirements and for whom there is a place available.
- Parking is normally available, but not guaranteed.

Health and Safety

It is a duty of employees:

- To be familiar with, and conform to, the School's Health and Safety Policy and procedures
- To take reasonable care of themselves and other persons who may be affected by their acts or omissions at work
- To co-operate with employers in order to ensure that employers' duties can be performed and complied with
- To report all accidents and damage immediately
- To report all observed hazards or dangerous occurrences immediately
- To neither intentionally, nor recklessly, interfere with any equipment provided.

Security

- All employees are required to remain vigilant on the school premises and to report any security issues to the Head of Finance and Resources immediately.

Child Protection

- The Abbey School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This post may involve unsupervised contact with children and young people. The School therefore expects from the successful candidate the level and degree of adult leadership of children and young people expected in a School environment.
- The successful candidate should expect to undertake the Disclosure and Barring Service (DBS) clearance process.

Equal Opportunities

The Abbey School aims to promote equality of opportunity for all with the right mix of qualifications and abilities, talent, personal qualities, skills and potential. The Abbey School welcomes applications from candidates of diverse backgrounds and personal circumstances. A detailed Equal Opportunities policy is available on request.

Terms of Employment

Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Disclosure and Barring Service enhanced disclosure. Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining a position at this School. For further information, contact the Disclosure and Barring Service on 0870 9090 811 or visit the Disclosure website at www.disclosuresdb.co.uk

For more information on our lively and well resourced school and for an application form, please visit the Vacancies Page on our website www.theabbey.co.uk.

To apply for this position, please complete an application form in full, including details of suitable referees as instructed, then send this with your full CV and covering letter by email to recruitment@theabbey.co.uk.

Interviews will only be arranged following our receipt of a completed application form. Early applications are encouraged and an early appointment may be made.

Interviews to be held: From Monday 24 September (or sooner by arrangement).

For enquiries please contact recruitment@theabbey.co.uk