



# SURBITON

HIGH SCHOOL

## Job Description

<b>Job Title:</b>	<b>Teaching Assistant at Surbiton High Girls' Preparatory School (Upper Key Stage 2/Key stage 3)</b>
<b>Job Purpose:</b>	To work with and support the classroom teachers at Surbiton High Girls' Preparatory School to promote the highest standards of teaching, learning and pastoral care within all sections of the School
<b>Reporting Line:</b>	Head of the Girls' Preparatory School
<b>Start Date:</b>	September 2018
<b>Tenure:</b>	Full time, term time only Monday to Friday, 8:00am – 4:00pm, 37.5 hours/week, 38 weeks of the year
<b>Salary:</b>	Competitive

### Key Responsibilities:

#### 1. Academic

- To foster interest and enthusiasm for learning amongst the children as well as encouraging a general spirit of intellectual enquiry and rigour
- To assist class teachers with the preparation and carrying out of all classroom activities
- To take academic intervention sessions with groups of children
- To assist and support teachers in the setting up of lessons and the preparation and display of art and written work
- To help in classroom maintenance and lesson preparation, including sorting, tidying, filing, photocopying, sharpening pencils etc.
- Take groups for curriculum support, such as: Maths/spelling tests, reading, ICT, Art and in any sessions where extra help may be necessary
- Assist with recording observations on children as part of ongoing assessment e.g. reading records
- To attend and support the children in swimming or sports lessons where requested
- Where requested, to work with an individual child who may need individual support
- To run the Eco Club

#### 2. Pastoral

- To know the children, throughout the School, but especially those in the classes taught, for whom they are a point of contact on matters of the children's wellbeing
- To participate in the School's programme for the personal and social development of the children
- Under the guidance of the Head Teacher, to promote the development and progress in the social, academic and extra-curricular spheres of all the pupils in their care
- Supervision duties, including: early morning duty, morning playtime, lunch, after school duty and First Aid
- Assisting with co-curricular clubs



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## 3. General

- To uphold and enforce School rules and to work in cooperation with colleagues to promote the high standards of behaviour and concern for other that are part of the School's tradition and purpose
- To attend meetings, curriculum sessions, INSET sessions and other such meetings as may be necessary for the discharge of teaching support, pastoral or other duties
- To undertake supervisory duties as requested
- To be fully aware of and to implement the School's policy on Health and Safety
- To be committed to safeguarding and promoting the welfare of children and young people
- To liaise with colleagues over all matters relating to children's progress and wellbeing as appropriate
- To develop and maintain good working relationships with children, staff and parents
- To be aware of the need for professional development
- To participate in the School's appraisal system
- To take part in peer observation sessions
- To be available to offer support at evening activities such as school productions / parent evenings, as reasonably requested by the Head
- To undertake any other duties, which the Principal may reasonably request



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## Person Specification

**The successful candidate will be likely to fit the following profile:**

### **Qualifications**

- HLTA or Level 3 would be an advantage, but is not essential
- First Aid qualification would be an advantage

### **Skills**

- Ability to work co-operatively within a team
- Flexibility and openness to change
- Proven ability to develop effective professional relationships with pupils, colleagues and parents
- Commitment to the personal development of pupils
- High levels of communication skills in English, both written and spoken, to enable effective communications with pupils, with colleagues and with pupils' parents
- Proficiency in Mathematics would be an advantage

### **Experience**

- Professional experience of working with pupils at Key Stages – KS3
- Eco-credentials, or experience leading on an eco initiative

### **Personal Qualities**

- Enthusiasm for education
- Commitment to the personal and educational development of pupils and to an ethos of respect and service
- Keenness to develop further as a Teaching Assistant in a well-resourced and supportive environment with co-operative and highly-motivated staff and pupils
- Self-motivation and high levels of organisational and self-management skills
- Commitment to personal professional development, and therefore willingness to develop own skills
- Willingness to contribute to the wider education of pupils through the extra-curricular programme, including attending residential trips
- Professionalism, high standards of personal presence and presentation, and attention to detail
- Appropriate levels of personal presentation



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## To Apply

Please apply online by clicking on the following link:

<https://unitedlearning.current-vacancies.com/Jobs/Advert/1303910?cid=1567>

**Closing date for Applications:**

**8:00am, Tuesday 28 August 2018**

**Interviews to be held week commencing:**

**3 September 2018**

*Please note that the School reserves the right to appoint at any stage during the recruitment process.  
For any queries relating to the role or your application, please email [recruitment@surbitonhigh.com](mailto:recruitment@surbitonhigh.com)*



## The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



## About Surbiton High School

***We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.***

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a School with a real heart and soul, where we look beyond the A\* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational Teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1495 pupils aged between 4 and 18. Our Junior Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: [www.surbitonhigh.com](http://www.surbitonhigh.com)



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## Additional Information

### **Equal Opportunities**

*Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.*

*In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.*

### **Eligibility for Employment**

*Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and on proof of right to reside and work in the UK.*

### **Choice of Referees**

*We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.*



### **United Learning**

*United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.*