



HOE BRIDGE SCHOOL



TEACHING ASSISTANT
SEPTEMBER 2024



OUR SCHOOL

Hoe Bridge is a thriving independent school for girls and boys aged 2 to 16 and is entering the most exciting phase in the school's history with the onset of our new senior school. Recognising the pressing need for an independent senior school in Woking, we have established 'Hoe Bridge Senior School'. This ensures that children will continue to benefit from our outstanding education right through to GCSE and their choice of further education or career all within an easy reach of home.

Our ethos of high expectations, individual determination, enthusiasm, respect, warmth and care lead to happy, confident and successful children. The community of children, parents, staff and governors thrive on the mutual respect and support embodied in our ethos. Expectations are high and pupils' achievements are measured against these expectations, but equally importantly against their own individual potential. Individual efforts are rewarded and recognised, no matter what the level or the subject and as a community everyone celebrates these successes. Throughout the years, inspiration, care and leadership come from both staff and children alike and ensure the community is vibrant and dynamic.

Our school was awarded a grade of 'excellent' during our last inspection in 2023, something that both the girls and boys, staff and parents are extremely proud of. The atmosphere of every school is unique and the

strength and attraction of Hoe Bridge lies in the atmosphere generated by the staff and pupils. Standards and targets are realistic, though set as high as possible, the bright are challenged and the less able supported; the staff endeavour to instil confidence in all the children and visitors are always amazed to see just how happy the children are, how determined they are to succeed and how much they care about each other. "A busy and fun action packed adventure" is one way life at Hoe Bridge has been described, what a great and accurate description! There is never a dull moment nor is there time to be bored and the children are proud to call Hoe Bridge their school.

The provision of cutting-edge pastoral care is at the heart of Hoe Bridge. There is a genuine commitment to and care for each member of the community and the happiness of every child is central to this. The School provides children with a safe and happy learning environment in which they can enjoy building friendships for life and developing their innate creativity, curiosity and confidence within the framework of our pastoral values.

The School has an extremely good reputation not just in the local area but county wide as well. There is a real energy throughout to preserve the family atmosphere, to constantly strive to improve results and explore all the possibilities available to enrich both the School and the lives of the children.



OUR MISSION

To inspire in children a passion for lifelong learning, where an exceptional education, beyond factual learning, fosters unique life skills, creativity, knowledge and wellbeing.

VISION

A dynamic school community where everyone is encouraged to achieve their true potential through a broad, challenging and diverse curriculum. We enable and foster a passion for lifelong learning, whilst embracing and valuing individuality within the school community and wider society.

RATIONALE

To shape future citizens who have the academic, personal and social skills to make informed choices as well as being empathetic, resilient and responsible members of society fully embracing British values.

A dedicated, caring and well qualified staff provide a varied curriculum, within and beyond the classroom, giving opportunities and challenging abilities to develop independent thinking young people. An engaging, broad, progressive education based on Christian principles and enriched with stimulating and varied opportunities to develop creativity, curiosity and innovation.

ETHOS & AIMS

Happiness ● Confidence ● Achievement

It is the School's stated aim to appoint and retain well-qualified, experienced and talented staff who will inspire excellence and discover talents in every child.



AGES 2 TO 16



WRAPAROUND CARE
7:30am TO 6:30pm



SET IN
22 ACRES



NEW PERFORMING
ARTS CENTRE





THE ROLE

As one of our highly valued and experienced Pre-Prep Teaching Assistants, you will be a reliable and trustworthy person who will be assigned to one class or year group to assist the Class Teacher. There may be times when you will work with other teachers and groups of children. You will be responsible to the Head of Pre-Prep and the Pre-Prep Assistant Heads.

You will be well-qualified and energetic with vision, purpose, warmth and humour, who works positively with colleagues and derives satisfaction from caring for and encouraging all children.

Hoe Bridge staff are accountable for achieving the highest possible standards in work and conduct. They act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up to date and are self-critical, forging positive professional relationships and working with parents in the best interests of all pupils.

In this role, you will be expected to:

- to follow the programme of work designed by the class teacher
- to supervise children at work as required, hearing reading or working with small groups
- to take whole class sessions to enable the teacher to take small groups or work with individuals
- to organise the mid-morning break for the class to help when children in the class are ill or distressed
- to take a pastoral role in looking after the children
- to take duties in rota with other assistants and teachers for lunch, play and first aid

- to take the lead whilst on duty and inform teachers and Head of Pre-Prep of any behaviour problems or organisational difficulties
- to encourage children to follow the school rules
- to promote the School's best interests both in and out of working hours
- to follow the code of conduct laid down in the Staff Handbook
- to assist the teachers in the tidying up and preparation for the new school term
- to attend staff meetings prior to the beginning of each term and other wise as required
- to attend Parents' Evenings on a rota with other assistants, Sports Day, Open Morning and other meetings or events in the evenings or holidays as required
- to join the PE Teacher for outdoor games lessons

Please note that this is illustrative of the general nature and level of responsibility of the role. This is not a comprehensive list of all tasks that the post holder will carry out and they will be required to carry out other duties appropriate to the level of the role.





WORKING AT HOE BRIDGE

REMUNERATION

The salary will be competitive and commensurate with the importance of this appointment and will reflect qualifications and experience. Dependent children, whom the successful candidate wishes to attend the school, will be subject to the normal admissions criteria. Once admitted, they will be eligible for the discretionary staff concession on school fees.

HOURS OF EMPLOYMENT

This is a part time role working 8.00 am to 1.30 pm, five days a week. Staff are entitled to take holiday during the usual Hoe Bridge School holiday periods; holiday cannot be taken during Hoe Bridge School term time. In addition, teachers may be required by the Headmaster or Head of Pre-Prep, upon reasonable notice, to work for varying short periods after the end and before the beginning of any term. The post is subject to the agreed terms and conditions as laid out in the letter of appointment and subsequent individual contract. All appointments are probationary for a period of two terms.

EXPERIENCE

You will be expected to have had previous experience within a school or nursery and are a qualified Teaching Assistant.

CAREER DEVELOPMENT

This is a vital position with an attractive salary and will afford the successful candidate the opportunity to work in an innovative, caring, skilled and committed team. This post would be an appropriate stepping stone for one who aspires to take on further responsibility in the future.

STAFF BENEFITS

All Hoe Bridge staff receive the following benefits in line with their employment status: concession on school fees, pension scheme, free parking on site, free lunches and refreshments during term time, free wrap around care for staff children whilst their parents are on duty and working at school, termly celebration events and the opportunity for paid work at our Holiday Camps with concession on camp fees.





The closing date for applications is 9.00 am on Friday 27 September 2024. Following a meeting of the Selection Committee, successful candidates will then be invited for interview.

All applications must be made online via the school website. In the 'Suitability' section of your application, please give your reasons for applying for this post and state why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other roles or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. All applications will receive a response confirming receipt and applicants selected for interview will be informed shortly after the closing date.

For all applications, references will be sort before candidates are invited for interview and as part of our shortlisting process, all applicants, regardless of the role being applied for, will be subject to an online search as part of our due diligence on shortlisted candidates. You are encouraged to read our Safer Recruitment Policy and Safeguarding Policy for further details before completing your application, both of which are available on our [website](#). Candidates selected for shortlist interviews will be required to bring to interview proof of ID, qualifications and their right to work in the UK. The post is subject to the agreed terms and conditions as

laid out in the letter of appointment and subsequent individual contract. All appointments are probationary for a period of two terms.

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments, please let us know at the application stage if you have any special requirements. The offer of appointment at Hoe Bridge School is conditional upon the provision of a self-declaration of physical and mental fitness to discharge the responsibilities of the post.

This role will involve contact with children. Hoe Bridge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Applications will be considered as they are received and the School reserves the right to appoint at any time during the application process.





HOE BRIDGE SCHOOL

HAPPINESS • CONFIDENCE • ACHIEVEMENT

GIRLS & BOYS - 2 TO 16 YEARS OLD