



Bristol  
Grammar  
School

Life  
changing

## Job Description

Infant and Junior School  
Supply Teaching Assistant

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

# Job role and specification

**Post:** Infant and/or Junior School Supply Teaching Assistant

**Line Manager:** Infant or Junior School Assistant Head

## Outline of Infant & Junior School

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.

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 visiting 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.

## 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. 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 breakfast club, after school club, break and lunch duties 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
- Accompany children on a day trip, at Failand or swimming etc.

- Tidy and replenish resources in classrooms
- Prepare worksheets and other resources – laminating, photocopying etc
- 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
- Conforming to the School's Code of Conduct.
- Adherence to the School's safeguarding procedures

This list is not meant to be definitive, but sets out the general expectations.

## 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	D
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
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, confident, polite, friendly and outgoing	L	I	E
Strong literacy and numeracy skills	L	I	E
The ability to work in a team	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	Flexible to provide unplanned cover at short notice as well as pre booked cover  Standard working day hours are split in the following way: <ul style="list-style-type: none"><li>● Breakfast club: 7.45-8.30am</li><li>● School day: 8.30am – 3.45pm</li><li>● After School Club: 3.45-5.45pm</li></ul>
Salary	Competitive hourly/daily rate.
Lunch	School lunch is provided when working for a full day
Car Parking	No car parking is provided during term time.

## Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

## How to apply

Application forms should be accompanied by a *brief* covering letter addressed to the Headmaster, Mr P R Huckle, and should be sent to Mrs Lucy Lloyd-Smith, PA to Headmaster, Bristol Grammar School, Elton Road, Bristol, BS8 1SR, [llloydsmith@bgs.bristol.sch.uk](mailto:llloydsmith@bgs.bristol.sch.uk)

The closing date for applications is Monday, 25 February at 9am  
Interviews are currently planned for week commencing 04 March 2019

***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.***