



NOTTINGHAM HIGH
INFANT AND JUNIOR SCHOOL

CANDIDATE INFORMATION PACK

TEACHING ASSISTANT 0.8 - 1 FTE

To start September 2025



COME AND JOIN US!

We have vacancy for a **Teaching Assistant** to join Nottingham High Infant and Junior School in September 2025.

Completed application forms should be sent electronically to jobs@nottinghamhigh.co.uk by **9am Monday 23rd June 2025**. Interviews will be held on Friday 27th June 2025.





THE SCHOOL

Nottingham High School is an independent day school (HMC/IAPS) for boys and girls aged 4 to 18. Our Junior School, Senior School and Sixth Form are based on-site at Waverley Mount and our Infant School is based across the road at Lovell House. The Infant and Junior School comprises of children from EYFS to Year 6 with its own leadership and management team which works as part of the whole-school.

We are a School with a rich history dating back to 1513 and we pride ourselves on developing happy, confident and motivated pupils who have a love of learning.

Nottingham High School is not your average School, we have a very strong academic reputation and achieved the best examination results in the region last summer. We won the Independent Schools of the Year award in 2022, were named the East Midlands Independent Secondary School of the Decade by The Sunday Times Good Schools Guide 2021 and ranked first for academic results in the East Midlands by The Sunday Times Independent Schools Guide 2022.

Development of teaching and learning is a key emphasis of the School and we seek to develop our pedagogy to deliver lessons that are challenging, fun and inspiring. We are looking for dynamic, forward-thinking teachers who engage with learning and teaching initiatives, share best practice and who are willing to adapt to new technologies as appropriate. In recent times, our remote learning programme has been crucial to our success and one of the strongest around and we look to develop this in the coming years.

Our teachers are at the forefront of the School's success and we work hard to make Nottingham High School a place where people love to work. All staff are part of our Nottingham High community and we all work closely to achieve the aims and objectives of the School.

Students and pupils come from a wide range of backgrounds and the School is committed to maintaining a representative entry, supporting this with generous bursary and scholarship funds in the Senior School. Together, these mean that about a fifth of students receives some form of financial assistance. Entry to all parts of the School, including EYFS, is by age-appropriate assessment in the Spring Term.

As well as our academic success we put a strong focus on our extra-curricular programme and the wider life of the School. With a wide variety of clubs, we offer pupils the opportunity to try a whole range of activities including Lego club, board games, chess, music and sport to name a few. All of our teaching staff contribute to the extra-curricular side of school.

VIRTUAL TOUR

Take a look inside our Schools!

[Infant School tour](#)

[Junior School tour](#)

[Senior School & Sixth Form tour](#)



THE SUNDAY TIMES

**SCHOOLS
GUIDE
2021**

**EAST MIDLANDS
INDEPENDENT
SECONDARY
SCHOOL
OF THE DECADE**

THE SUNDAY TIMES

**INDEPENDENT
SCHOOLS
GUIDE
2022**

**RANKED FIRST
FOR ACADEMIC
RESULTS IN THE
EAST MIDLANDS**



THE INFANT AND JUNIOR SCHOOL

In the Infant and Junior School we aim to develop each pupil's potential and personality to the full. EYFS and KS1 pupils begin their journey at the High School in a separate building known as Lovell House. The pupils then transfer to recently extended and upgraded Junior School Building on the main school site. The dual site arrangement helps to provide age-appropriate nurturing and supportiveness and the best educational experiences and facilities for all our pupils.

Our School aims to be an inclusive, caring and stimulating environment where education is tailored to pupils' learning needs and is relevant and challenging. We encourage each child's individual development and promote their confidence, social responsibility, self-worth and integrity, as well as their talents and range of interests. Staff encourage enough freedom to build independence, self-esteem and trust, whilst maintaining security and stability. We are a happy and diverse community of learners. From a young age, the pastoral development of the pupils is planned, supported and stretched to enable them to be ready for the 'next stage' in their journey.

The Infant and Junior School follows many parts of the National Curriculum, but as an independent school, there is freedom to broaden the learning for all pupils. The curriculum is taught in a creative way with a lot of hands-on learning and the use of the outdoor areas. All pupils take part in Swimming, Games and PE as well as Music and Modern Foreign Language lessons. Pupils are encouraged to broaden and extend their learning further with a wide variety of trips and in-school enrichment activities. The year is punctuated with in-house competitions such as the 'Poetry Plate' or 'Creativity Cup' and focus weeks for example, 'Stem Week' or 'Creative Arts Week'. Pupils enjoy the facilities shared with the senior school such as the swimming pool, theatre and Sports Fields at Valley Road or Highfields.

There is an extensive range of co-curricular activities for infants and juniors as well as competitive sports fixtures for Junior School pupils against other schools. All staff are expected to contribute to the wider life of the school and to the extra-curricular programme. From Reception, each child is affiliated to a 'House' in which they stay for their time at Nottingham High School.

Our supportive NHIJS community of around 30 teachers, teaching assistants and support staff works as part of the whole-school and has its own senior and middle management team.



THE ROLE

Primary Purpose

We believe Teaching Assistants have a very important role within the School and the contribution they make to the management of the School and the care and welfare of the children, is valued very highly.

Responsibilities

- To work as part of the Nottingham High Infant and Junior School, working equally with others providing quality care and education as defined by the School, its policies and its ethos.
- Work closely with the class teacher(s) to promote excellent learning including reporting on pupil performance and assisting in recording children's progress by updating relevant records.
- Work closely with the class teacher(s) to contribute to the management of pupil behaviour, including implementation of the School's behaviour policies.
- To assist in preparing classroom and teaching resources and the including maintenance of these resources within the classroom areas.
- Establish and promote productive relationships with pupils, acting as a role model and setting high expectations and promoting the inclusion of all pupils within the School.
- Establish constructive relationships and good communication with colleagues to support pupils' learning and progress.
- Establish good relationships with parents and carers.
- Ensure the health, safety and welfare of pupils is maintained at all time by setting a positive personal example.
- Sharing in supervisory duties, including lunchtime and break, and dealing with any immediate problems or emergencies in accordance with the school's policies and procedures.
- Participate in appropriate school-based meetings and training activities including after hours and at weekends, if necessary.
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's performance management and supervision arrangements.
- Maintain confidentiality at all times and to observe Data Protection Guidelines.
- Promote and safeguard the welfare of all the children at our School
- Embrace any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post including working in or out of the classroom.
- To have a relevant first aid qualification or be willing to attend training.



THE PERSON

The following are the essential criteria to undertake the job competently and must be demonstrated in the application:

- Relevant NVQ Level 3 qualification (or equivalent) recognised for working with children and EYFS pupils.
- Qualified in paediatric first aid (or willingness to become qualified within 3 months of appointment).
- Able to relate well to children and adults.
- Proven literacy/numeracy skills.
- Excellent communication and interpersonal skills.
- Able to use own initiative.
- Flexible and able to adapt to changing demands.
- Able to work constructively as part of a small team.
- Ability to maintain confidentiality and handle such information sensitively.
- An understanding of child protection.

All staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- Undertake training as required.
- Support and contribute to the School's responsibility for safeguarding students.
- Work with the school's Health and Safety Policy to ensure a safe working environment for staff, pupils and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students and colleagues.
- Empathise with the ethos and values of NHIJS.
- To undertake other tasks which fall reasonably within the remit of the points listed above. The role might require the performance of other duties reasonable requested by school management which on occasion could be in other areas of the school in order to meet demand.



SAFEGUARDING

Child Protection

Nottingham High School is committed to doing all it can to ensure the safety and wellbeing of its students.

All adults who work at the School must recognise that there is an absolute duty to respond to any issues that are brought to their notice and as such, this post is subject to an enhanced DBS check. The post holder's responsibility for promoting and safeguarding the welfare of children for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times. Any safeguarding concerns must be reported to the School's Designated Senior Lead.

Mandatory training in safeguarding children is given to new members of staff.

All posts in School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

As a part of our pre-employment checks, your past and current employers will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although a current employer may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.

BENEFITS OF SERVICE

Professional Development

The High School believes in, supports and resources an extensive system of continuing professional development and all teachers and non-teaching staff participate in it throughout their careers. The School has developed an Appraisal Scheme for all staff. Each member of staff has a Line Manager with whom they have Professional Review or appraisal meetings for their individual personal development. At NHIJS, we work a Coaching Model of professional development alongside our quality assurance programme.

Working Environment

This is an enjoyable and stimulating place to work. We offer a wide and varied range of staff benefits including free refreshments and school lunch during term time. Staff organise a series of social events during the year including an annual Christmas event. Many of the facilities of the School are open to staff and their families, including the gym and swimming pool.

Eligible employees who have children in the School currently benefit from some remission of fees in accordance with School policy, at the discretion of the Governors.

Living in Nottingham

Good quality housing in Nottinghamshire and the surrounding counties is affordable and as a result many of our staff have a good choice of areas to live in and experience a good quality of life. Most live within a twenty-minute commute of school. There are many attractive villages surrounding the city as well as good quality housing in the city. In the centre there has been considerable development of high-quality apartments.

The School is well served by public transport and is on the tram network. In addition, there is car parking available on site.



HOW TO APPLY

The Application

Candidates should complete the School's application form electronically and email this to jobs@nottinghamhigh.co.uk. Applications will only be considered from candidates completing the form in full. We will acknowledge receipt.

Before interview, we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

Equal Opportunities

Nottingham High School seeks to recruit individuals of the highest calibre. We welcome applications from all sections of the community.

The High School recognises its responsibility to treat equally each person who comes into contact with the School. All members of the School are equally valued so that they can develop a sense of self-esteem. No-one is discriminated against because of actual or imagined differences.

This policy applies to both staff and students, and it is the responsibility of all staff to promote practices which overcome prejudice in our society.

The School is committed to Diversity and Inclusion. Our statement on this can be [found here](#) on the School website.

Informal Queries

If you have any questions about this role prior to applying, please email our **Infant and Junior Deputy Head (Pastoral) Christian Cordy**: cordy.c@nottinghamhigh.co.uk and he will be pleased to assist you.



INVITATION TO INTERVIEW

Interviews

It is intended that interviews will be held in School on Friday 27th June 2025.

At interview all candidates must bring with them or be able to show certificates confirming any education and professional qualifications that are necessary and relevant to the post. Where originals or certified copies are not available, candidates must provide written confirmation from the relevant awarding body.

In addition, all candidates need to show their birth certificate & valid passport to confirm their identity. Originals of these documents are required, we cannot accept photocopies. If you are being interviewed online a member of the HR team will ask to see your documents on screen before your interview starts.

Background Checks

The School reserves the right to obtain formal or informal background information about an applicant to determine whether they are suitable to work at the School. This will include online searches on shortlisted candidates. The online searches the School carries out may include searches of internet search engines and websites using three means of identification related to the individual.

Online searches will only be carried out at the shortlisting stage. The School will not carry out online searches as part of its initial sift of applications. All applicants for a role at the School will be treated consistently with regard to online searches.

Online searches will be undertaken by a person who will play no other part in the recruitment process (including the shortlisting exercise) or the appointment decision. In carrying out online searches the School is looking for any publicly available information about an applicant that:

- may be relevant to their suitability to carry out the role for which they have applied;
- may be relevant to their suitability to work at the School or in an education setting;
- is of a safeguarding nature; and/or
- may have an impact on the School's reputation (whether positive or negative).

Pre-employment checks

Any offer of employment will be conditional upon:

- receipt of satisfactory references
- verification of identity and relevant qualifications
- evidence of the right to work in the UK
- a Barred List check and a check of the list of individuals prohibited from teaching
- a satisfactory Enhanced DBS disclosure (original certificate must be shown to HR) and a Staff Suitability Self-declaration
- where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period