



## CHANNING JUNIOR SCHOOL

**Teaching Assistant  
from September 2024**

Information Pack for Candidates



## Teaching Assistant Vacancy

We seek to appoint a Teaching Assistant, to join our vibrant and enthusiastic team at Channing Junior School. The ideal candidate should have a NVQ3 qualification in Childcare and Education. If they haven't completed an NVQ3, they must be committed to completing this within the first year of employment. The school will fund this.

All staff are responsible, in every aspect of their work, for implementing and promoting the school's core values of courtesy, care and consideration for everyone in our community. Equally, we all have a responsibility to make sure that each girl is supported and challenged so that her education is a fulfilling and a satisfying experience for her.

### Working hours

- Term time only plus INSET days before/after term dates
- Standard working hours 8.00am - 4.00pm
- In addition every Teaching Assistant will be expected to work
  - 1 day a week, 8.00am - 4.30pm (to attend briefing section of Staff Meeting)
  - 1 day a week, 8.00am - 6pm (to support wrap around care - Late Owls- provision)
  - 1 day a week, 7.30am - 4.00pm (to support wrap around care - Early Birds- provision)

Salary will be in the region of **£28-29,500 per annum**, depending on experience and qualifications.

### Applications

Applications are to be made via TES.com. A CV will not be accepted in place of the completed application form. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. If you have difficulties submitting your application form please email [recruitment@channing.co.uk](mailto:recruitment@channing.co.uk).

**Deadline for applications: Wednesday 19 June**

**Interviews: Tuesday 25 June**

*Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Child Protection Policy. In line with our Recruitment Policy, all shortlisted candidates will be subject to online searches including social media. A copy of this procedure is available on request.*

*Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of a protected characteristic. Ability to perform the job will be the primary consideration.*

## Teaching Assistant Job Description

### Line Management

You will be responsible to the Head of the Junior School for the effective performance of your duties on a day to day basis. The Head of the Junior School will delegate your line management to members of the Senior Team. In the first instance, you can speak to the Form Teacher you work with, then the Head of Key Stage (depending on which Key Stage you are working in), then the Deputy and then the Head of the Junior School. More personal issues can be discussed with the Deputy or the Head of the Junior School in the first instance.

Main Areas of Responsibility include:

- **Supporting the Form & Specialist Teachers**
  - This will include a wide variety of activities such as:
    - Working under the direction of the teacher to promote the intellectual, social and emotional development of the children in accordance with the aims of the school
    - Ensuring safety and welfare of pupils

- Assisting the teaching team in ensuring that pupils behave and conduct themselves properly, both within and outside the classrooms in line with our behaviour policy
  - Listening to readers, maintaining reading records, changing books
  - Supporting the teaching of lessons across the curriculum
  - Working with small groups to help with reinforcement, practical activities, extension work, etc.
  - Reporting pupil progress and any concerns to the teacher
  - Assisting with planning activities and preparation of teaching materials including laminating and photocopying and teaching equipment
  - Helping with the preparation and clearing up of teaching activities and areas
  - Ensuring that the classroom, books and materials are tidy and in good condition
  - Organising and filing pupils' work
  - Assisting with observation and monitoring of pupils' progress & difficulties
  - Assisting in the preparation, mounting & dismantling of display work in classrooms and communal areas of the school
  - Accompanying classes on co-curricular activities including day trips and residential trips
  - Assisting pupils to change for PE and swimming as required
- **Other duties**
- This will include a wide variety of activities such as:
- Being aware of, and complying with, school policies and procedures e.g. safeguarding, health and safety and confidentiality
  - Showing a commitment to safeguarding and promoting the welfare of all pupils
  - Fostering the aims and ethos of the school and making a positive contribution to school life
  - Getting to know the pupils by being friendly whilst maintaining a professional approach at all times and always acting in the best interests of each individual
  - Supervising pupils and organising activities for pupils in our wrap around provision (Early Birds, Waiters, Mini and Late Owls) before and after school
  - Supervising pupils at morning & afternoon breaks and at lunchtimes in the dining hall
  - Assisting with pupils' welfare and first aid
  - Running a weekly extra-curricular club
  - Attending the briefing section of the weekly Staff Meetings and other meetings as required
  - Undertaking training/CPD as required
  - Attending school events before and after the school day that directly involve pupils and to offer help when needed, e.g. concerts, performances
  - Helping to supervise pupils and delivering lessons based on teacher's plans in the event of teacher absence
  - Setting a good example to pupils in terms of appropriate dress, punctuality and attendance

## Person specification – Teaching Assistant

### Experience / Knowledge

- The ideal candidate should have **experience working in a primary school** and **NVQ3 (or equivalent) in Childcare and Education**. ***If they haven't completed an NVQ3, they must be committed to completing this within the first year of employment. The school will fund this.***
- A commitment to enable pupils of all abilities to fulfil their potential
- The ability to foster a genuine spirit of enthusiasm for learning

### Skills and Abilities

- Commitment to the ethos of the school.
- Interest in the personal development of children and their welfare.
- Ability to work as a team member and to form good working relationships with colleagues.
- Strong communication skills in oral and written English and ability to relate to others.
- Good communication, organisational and administrative skills.
- Ability to meet deadlines and show good attention to detail.

- Ability to manage pupils firmly, fairly and effectively.
- A role model who demonstrates professionalism at all times.
- Good personal presentation.
- Excellent record of attendance and punctuality.
- Commitment to co-curricular and extra-curricular activities.
- Ability to use ICT in supporting administrative tasks and supporting teaching.
- Excellent organisational and time-management skills.

#### Attributes

- Initiative and self-motivation.
- Proactive and flexible working approach.
- A robust constitution and high energy levels.
- Helpful, approachable with a positive nature.

### **Information about the post for candidates**

#### **The School**

Channing School is summed up by its Vision, 'Girls Enjoying Success'. In our latest ISI report educational quality we were given the highest grading possible. Not only has the quality of the pupils' academic and other achievements been graded as excellent but also the quality of their personal development.

Girls at Channing enjoy academic success from a tailored educational programme that encourages confidence, independent thinking and provides girls with life skills to take on the next stage of their education as thoughtful, responsive, socially aware adults, prepared for the challenges of the world today.

Founded in 1885 by Unitarian sisters and supported by Rev. Robert Spears, Channing School, named after notable American Unitarian William Ellery Channing, has been known as a successful, happy community. Remaining true to our Unitarian foundation, the School is an inclusive community that values the individual skills, spiritual beliefs, achievements and contribution of all members of the school community.

#### **Going beyond Academic Achievement**

We believe that examination success is not solely the end goal of a pupil's journey through school, rather that it should be an enriching academic and extra-curricular experience that allows girls to develop skills, confidence, creativity and character, instilling in pupils a lifelong love of learning and a firm belief that anything is possible. Experienced, dedicated teachers offer a supportive, encouraging and challenging learning environment that allows pupils to achieve success beyond what they might have thought possible.

Virtually all pupils leaving at the end of Sixth Form go on to study at top universities, both in the UK and further afield.

#### **Community Spirit**

Though large enough to ensure academic rigour and excellent facilities, the school is small enough for the Head and members of staff to know every girl personally and as an individual. We have a strong family tradition and a supportive Parents' Association. The atmosphere is happy and purposeful. We set high standards emphasising concern and respect for the needs of others. A major feature of the school is the huge range of extra-curricular activities on offer to pupils and it is expected that all staff will contribute in some way to this aspect of school. Opportunities exist for involvement in cultural, dramatic, sporting and intellectual pursuits and staff assist in areas where they have a genuine interest and enthusiasm.

#### **Exceptional Setting**

The school is in an attractive part of Highgate, with convenient transport links by road and underground. Visitors are often surprised at how light, green and open our site is. We have preserved the character of the older buildings, but completely refurbished and redesigned them to provide bright and spacious teaching rooms. Our ambitious £13m building programme, completed in 2017, has provided us with excellent dining facilities, a Music School, a new



Sixth Form Centre, Sports Hall with fitness suite and a Performing Arts Centre on the senior school site, but available to the whole school.

### **Channing Junior School**

Channing Junior School has been housed in the gracious Victorian family home known as 'Fairseat' built by Sir Sydney Waterlow, former Lord Mayor of London since 1926. The School is situated in extensive gardens at the top of Highgate Hill with spectacular views over London. The house is well-maintained with light, spacious and elegant rooms. Renovations have led to the provision of a Music Studio, Drama Studio, practical room for Design Technology, as well as a multi-purpose hall.

The Junior School provides a happy, stimulating and secure environment for some 336 girls aged 4 to 11.

Entrance is at 4+ and is selective. The broad-based curriculum recognises the importance of the core subjects of English, Mathematics and Science and delivery is through a mix of form teaching and subject specialism. The curriculum is supported by local trips and outings, to take advantage of the opportunities offered by the capital. There is a strong tradition in Drama, Music, Art and Sport and Computing and Forest School also form a key part of the curriculum. In Reception and KS1, pupils are taught mainly by their form teachers supported by teaching assistants. We aim to provide small children with a strong sense of security during their first years in the school and as a result, the school is a happy place to learn. As girls progress into KS2, the teaching remains form-based but with additional specialist teaching in Music, PE, Art, DT, and Modern Languages. The girls are encouraged to become independent learners and, through a variety of teaching strategies, to achieve an increased love of learning and knowledge of the wider world.

The school is very well-resourced and fortunate in its light and airy buildings and in its attractive situation on Highgate Hill. Virtually all full-time staff contribute in some way to our extensive and important extra-curricular programme and raising money for charity, community service, the Duke of Edinburgh Award and Young Enterprise are highly valued. The staff-room is friendly and mutually supportive, and cross-curricular involvement is welcomed and encouraged, particularly in activities outside the classroom. The girls are receptive and well-motivated, and conditions for staff are excellent; we pay London salaries and there is generous provision made for INSET and professional development.

Registered Charity No: 312766

