



# The Abbey

The independent school for girls aged 3-18.

## TEACHING ASSISTANT – FULL TIME

The Abbey Junior School is part of the highly regarded Abbey School where happy, well-behaved and highly motivated girls work and play in a very well resourced, supportive and stimulating environment. The Teaching Assistants are important and valued members of the staff team who make a strong contribution to the life of the Abbey Junior School both in and out of the classroom.

This post is likely to suit an individual with previous experience in a school environment, as either a Teaching Assistant, a Higher Level Teaching Assistant or Teacher wishing to work as a TA, who is comfortable working in Key Stage 2. Secure knowledge and strong skills in Maths and English are essential.

This document does not form part of an employee's Terms and Conditions of Employment and it may be amended from time to time.

Teaching Assistants answer to the Head of The Abbey School through the Head of the Abbey Junior School and take detailed direction from the Assistant Heads.

### The Teaching Assistant will be expected:

- to support the activities of all curriculum areas in the classroom.
- to work with individuals and groups to support their learning in Maths and English.
- to provide for the general welfare and pastoral care of children.
- to be self-motivated and to liaise with members of staff throughout the school, working effectively as a member of the team
- to prepare and clear away materials and assist with displays and general classroom organisation
- to attend educational visits supporting the girls' learning and will have the opportunity to attend residential visits.

### General duties will include:

- undertaking supervisory duties throughout the day
- attending all relevant staff meetings, parents' meetings, open days, staff planning or INSET days, (which may fall outside core hours)
- keeping up to date with the relevant policies of the school and remaining sufficiently aware of the personal needs of individual pupils to act confidently and consistently alongside staff colleagues
- covering for absent colleagues
- being involved in extra-curricular activities

### Such other duties as the Head or Assistant Head of the Abbey Junior School may reasonably require.

It is expected that all teaching assistants will:

- support the ethos of the school
- work as a supportive member of staff

17 Kendrick Road, Reading, Berkshire RG1 5DZ  
Tel: 0118 987 2256 Email: [schooloffice@theabbey.co.uk](mailto:schooloffice@theabbey.co.uk)  
[www.theabbey.co.uk](http://www.theabbey.co.uk)



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Registered Charity No 309115. The Abbey School exists to educate academically able girls.





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- consult colleagues for guidance when necessary
- adopt professional standards of behaviour and appearance at all times
- participate in the school's performance management procedures
- be a person who enjoys working with children and understands their physical, emotional and intellectual needs and has experience in this field
- be able to work with individual girls and with small groups with confidence
- be organised and efficient and able to work as part of a team and to a timetable
- be reliable, punctual and adaptable

## Hours

- The full-time teaching assistant role is 37.5 hours per week, term time only, plus INSET days (approximately 5 days in total). *Occasional attendance at out of hours meetings or mandatory training outside this time may be required.*
- The hours of work are routinely Monday to Friday, 08:15- 16:15 with a comfort break in the morning and a half hour break for lunch per day.
- Teaching assistants should attend the weekly Staff Briefing. If unable to attend the briefing, they should familiarise themselves with the minutes of the Staff Briefing.
- Teaching assistants may have the opportunity to supervise after school activities for additional pay.

## Salary and Benefits

- Salary is dependent on skills and experience. Staff are paid monthly and in arrears.
- The School offers a non-contributory pension scheme worth 8.35% of salary, which all non-teaching staff are automatically enrolled onto from the start date of their employment.
- Lunch is provided
- Staff fee concession is available to employees' daughters who satisfy the entrance requirements and for whom there is a place available.
- Parking is normally available, but not guaranteed.

## Health and Safety

It is a duty of employees:

- To be familiar with, and conform to, the School's Health and Safety Policy and procedures
- To take reasonable care of themselves and other persons who may be affected by their acts or omissions at work
- To co-operate with employers in order to ensure that employers' duties can be performed and complied with
- To report all accidents and damage immediately
- To report all observed hazards or dangerous occurrences immediately
- To neither intentionally, nor recklessly, interfere with any equipment provided.

## Security

- All employees are required to remain vigilant on the school premises and to report any security issues to the Head of Finance and Resources immediately.

## Child Protection

- The Abbey School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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- This post may involve unsupervised contact with children and young people. The School therefore expects from the successful candidate the level and degree of adult leadership of children and young people expected in a School environment.
- The successful candidate should expect to undertake the Disclosure and Barring Service (DBS) clearance process.

## Equal Opportunities

The Abbey School aims to promote equality of opportunity for all with the right mix of qualifications and abilities, talent, personal qualities, skills and potential. The Abbey School welcomes applications from candidates of diverse backgrounds and personal circumstances. A detailed Equal Opportunities policy is available on request.

## Terms of Employment

Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Disclosure and Barring Service enhanced disclosure. Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining a position at this School. For further information, contact the Disclosure and Barring Service on 0870 9090 811 or visit the Disclosure website at [www.disclosuresdbs.co.uk](http://www.disclosuresdbs.co.uk)

For more information on our lively and well resourced school and for an application form, please visit the Vacancies Page on our website [www.theabbey.co.uk](http://www.theabbey.co.uk).

To apply for this position, please complete an application form in full, including details of suitable referees as instructed, then send this with your full CV and covering letter by email to [recruitment@theabbey.co.uk](mailto:recruitment@theabbey.co.uk)

Interviews will only be arranged following our receipt of a completed application form. Early applications are encouraged and an early appointment may be made.

Closing Date: Friday 15<sup>th</sup> September

Interviews to be held: w/c Monday 18<sup>th</sup> September ( or sooner by arrangement)

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