

# TEACHING ASSISTANT

REQUIRED FOR SEPTEMBER 2023

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CANDIDATE PACK



James Allen's Junior School

# JAMES ALLEN'S GIRLS' SCHOOL

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1,100 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. The school has entered an exciting new phase in its development and this post presents the opportunity to work in a community without barriers to full participation. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



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James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

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# TEACHING ASSISTANT

## MESSAGE FROM THE HEAD OF JUNIOR SCHOOL

I am delighted that you are interested in joining the JAGS community. At JAGS, it is our belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

At the heart of all we do lies a passion for life and learning. I hope that this matches your educational vision, and look forward to welcoming you soon.

MS VICTORIA GOODSON, MA (DURHAM) QTS



# TEACHING ASSISTANT

## WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community. Please contact Anne Long [anne.long@jags.org.uk](mailto:anne.long@jags.org.uk) if you would like to arrange this.



### We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
  - ♦ Competitive salary
  - ♦ Pension scheme with 10% employer contributions
  - ♦ Free onsite parking
  - ♦ Free gym membership with discounted family rates
  - ♦ Employee Assistance Programme
  - ♦ Free lunches
  - ♦ Free access to the Dulwich Picture Gallery
  - ♦ School fee discount
  - ♦ Cycle to work scheme
  - ♦ Interest-free computer loans
  - ♦ Interest-free transport season ticket loans

# TEACHING ASSISTANT

## THE ROLE

<b>JOB TITLE:</b>	Teaching Assistant
<b>TERMS &amp; CONDITIONS:</b>	Term time only, 37.5 hours per week  8am to 4.30pm, Monday to Friday, with a 30 minute unpaid break each day
<b>SALARY:</b>	Full time equivalent salary: £30,000-£35,164 per annum depending on qualifications and experience  Actual salary: £24,781 - £29,047 per annum depending on qualifications and experience

### Overview

The purpose of the role is to assist and support Class Teachers with all classroom activities to support children's learning. The postholder will also provide administrative support to teachers and supervision of students at break and lunchtimes.

### Main responsibilities

- To assist and support the Class Teacher with all classroom activities to support children's learning
- To assist in teaching pupils both in the classroom, in smaller groups and outside the classroom
- To assist the teacher in the pastoral care of the pupils
- To be aware of all the children's needs and act accordingly, using initiative and advice from staff
- To help in the planning of the weekly timetable and to discuss, share ideas and organise the resources needed including those for displays
- To hear children read and to write comments on their reading in the Reading Folders and home planners
- To communicate well with the Class Teachers and be flexible towards their needs
- Occasionally to take the whole class if appropriate
- To take a co-curricular club after school
- To undertake various duties (i.e. Rec, lunch play) during the year as directed by the Head of Pre-Prep
- To accompany the year group/class on trips or visits
- To attend school functions as appropriate (e.g. Founder's Day, Open Day, Sports Day) and others requested by the Head of Pre-Prep
- To attend departmental meetings, staff meetings, Parents' Evenings, etc. and other meetings as necessary for teaching, pastoral or other duties including before and after school
- To undertake Paediatric First Aid training and administer first aid as required
- To undertake any other required staff training, CPD and Annual Review
- To attend staff training days as required
- To undertake other duties as directed by the Senior Teacher, Head of Pre-Prep or Headteacher

# TEACHING ASSISTANT

## PERSON SPECIFICATION

### Operational Excellence

- Previous experience of working with young children
- Paediatric first aid qualification, or willingness to undertake
- Level 3 qualification in Early Years/Childcare (desirable)
- The ability to interact sensitively with other workers and children, and promote a positive working environment
- The ability to work on their own initiative
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy

### Personal Behaviours

- Kindness and open-mindedness
- Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning
- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change

### Ethos and Whole School Values

- An individual with a genuine commitment to the wellbeing of the staff and students in their care
- Committed to operating as part of the School community
- Committed to equality, diversity, inclusion and anti-racism in the School community
- Committed to sustainability within the School community

### Safeguarding and Pastoral

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service

# TEACHING ASSISTANT

## HOW TO APPLY

We welcome applications from all parts of the community and know that our school is strengthened when staff and pupils feel a true sense of belonging. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

The Head of the Pre-Prep [elizabeth.channon@jags.org.uk](mailto:elizabeth.channon@jags.org.uk) will be happy to answer any questions.

Please visit our website [www.jags.org.uk/day-to-day/vacancies/](http://www.jags.org.uk/day-to-day/vacancies/) to download an Application Form.

Please note that CVs and letters sent without a completed application form will not be accepted.

For further information please contact [recruitment@jags.org.uk](mailto:recruitment@jags.org.uk) or James Allen's Girls' School, 144 East Dulwich Grove, London SE22 8TE.

**Closing Date:** midday on Monday 5 June 2023

**Interviews:** Week commencing 12 June 2023

*Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.*

*JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.*

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James Allen's Girls' School

Ages 4-18

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