



WOLVERHAMPTON GRAMMAR SCHOOL

RECEPTION TEACHING ASSISTANT

Full-time. Required for September 2023.

Competitive salary available.

PROVIDING AN EDUCATION THAT TRANSFORMS LIVES AS WELL AS MINDS

Wolverhampton Grammar School is one of the **oldest schools in the country**, founded in 1512. As a **selective** and **co-educational independent school** of 772 pupils aged 4-18 years, it enjoys an **outstanding reputation**.



We are seeking an inspiring Reception Teaching Assistant to join our forward-thinking team at Wolverhampton Grammar Junior School. If you believe in inspiring children and would like to be a member of an inclusive and diverse school community then we want to hear from you.

You will join a warm and welcoming community and a team of teachers and support staff who are committed to delivering a high quality individual education that aims to "transform lives as well as minds".

For more information about the School and to download the job description and application form, visit www.wgs.org.uk or contact Marsha Martin: 01902 421326 or recruitment@wgs-sch.net



CLOSING DATE FOR APPLICATIONS: FRIDAY 7TH APRIL, 12 NOON

INTERVIEWS WILL BE HELD WEEK COMMENCING MONDAY 17TH APRIL 2023

Wolverhampton Grammar School is committed to safeguarding. There will be an enhanced DBS check prior to the appointment. Registered Charity Number: 1125268.



Introduction to Wolverhampton Grammar School

Founded in 1512, Wolverhampton Grammar School has a rich and varied history serving the young people of Wolverhampton and its surroundings. On the present site since 1875, WGS was a boys' Direct Grant grammar school through much of the twentieth century before returning to independence in 1980. Fully co-educational since the 1990s, WGS opened an on-campus Junior School in 2011 to start at Year 3. In September 2021, Reception, Year 1 and Year 2 children also joined, making WGS an all-through school for the first time in its history.

National award winning and judged "Excellent" in all areas by the Independent Schools Inspectorate, as the leading Independent school in the city we enjoy an outstanding reputation and put the wellbeing of our staff and students at the heart of everything we do. Our staff benefit from a comprehensive and personalised professional development and leadership programme.

The Junior School

Wolverhampton Grammar Junior School provides wrap-around care for students from Reception to Year 6. The Junior School is situated at the heart of the WGS campus, providing additional safety for the younger years and unique access to school-wide facilities, including extensive sport opportunities and teaching expertise.

The new infant setting (in its second year) is heavily oversubscribed, and small class sizes and brand-new facilities make the Junior School a popular choice. The average class size in the Junior School is currently 20 children (considerably smaller than the national average), and, for some year groups set sizes are reduced further still by introducing additional teachers to core subjects such as Maths and English. Currently all infant and lower Key Stage 2 class teachers are accompanied by a suitably qualified TA. WGS finds that this provides the right balance, offering all the advantages of

individual attention and interactions between children and teachers, whilst ensuring enough variety of interaction between pupils.

As well as following the EYFS framework, Reception children enjoy the perfect balance of phonics and numeracy development, indoor and outdoor play, and weekly music and swimming lessons. At the other end of the Junior School, Year 6 students are offered direct entry into the Senior School. A focus on developing the whole child enables the School to prepare pupils for their transition to Senior School, reinforced by Senior School teachers taking classes in the Junior School. Free from the pressures of SATs or exam preparation, the curriculum offers both creativity and academic challenge – a perfect introduction to the next stage of education.

With over 100 clubs, activities and co-curricular opportunities each week, as well as an exciting UK and overseas trips calendar, WGS has the widest choice outside the classroom of any school in the area. All staff contribute and all students are involved, usually in multiple endeavours. The School's provision makes full use of its excellent facilities which are located on a 25-acre greenfield campus 10 minutes' walk from Wolverhampton City Centre. An attractive spread of Victorian, Edwardian and more modern buildings house multiple academic, creative and performing arts specialisms including theatre, recital hall, art gallery and dance studio. All the School's playing fields and other amenities such as the sports centre, netball and fives courts and astroturf are conveniently situated on the campus.

Extra-curricular Life

Sport and music play a key part in everyday Junior School life and no other local independent or state school offers the range of extra-curricular activities, or the standard of drama and arts facilities on offer at Wolverhampton Grammar Junior School. Most of all, the Junior School is a happy place, full of fun, and designed to bring out the best in each child.

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JOB DESCRIPTION: RECEPTION TEACHING ASSISTANT

Summary of the role:

To support learning in the classroom in Reception. To take individuals or small groups of children for additional literacy and numeracy support as part of classroom routine. On occasions, some whole-class cover may be required when work is prepared in advance.

Contract/Hours of Work:

Full time - 08.00am - 4.00pm (term time only)

Pay Grade:

Pro-rata SCP 22-26 (equivalent to £17,234 to £19,696)

Line Manager:

Junior School Head

Teaching and Learning:

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- Developing an understanding of the specific needs of the pupil(s) taking into account the type of teaching and learning support involved
- Undertaking teaching and learning activities with either individuals, groups or whole classes of pupils, to ensure their safety and facilitate their physical, emotional and educational development
- To ensure the effective educational support of pupils as referred by the SENCO, in line with the schemes of work, Individual Educational Plans, the objectives and policies of the Learning Support Department and in line with whole-school policy
- Promoting and supporting the inclusion of all pupils in the learning activities in which they are involved
- Using behaviour management strategies, in line with the School's policy and procedures
- Advancing pupil's learning in a range of classroom settings
- Recognising and responding effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures
- Organising and managing safely the learning activities, the physical teaching space and resources for which the post holder has been given responsibility.

Supporting the School by:

- Meeting with the assigned classroom teacher(s), co-ordinators of curriculum areas and other teachers on a regular basis to discuss issues relevant to the area in order to improve practice and ensure adequate resource allocation (e.g., planning timetables for support)
- Assisting with the supervision of pupils throughout the school day
- Helping with educational visits and outings
- Attending staff meetings, teacher training days and training courses as appropriate. (Whilst regular attendance at staff meetings will not be required, there may be occasions when a whole staff meeting is called between 4-5pm.)
- Undertaking any other duties that may reasonably be regarded as being commensurate with the grade and general purpose of the post

Administrative duties

- Prepare and present displays of pupils' work
- Keep the classroom in a tidy and safe order
- Supervise outdoor play activities and/or lunchtime routines where required

Pastoral care

- Participate in morning playground duty
- Assist in the general movement of children around the school

Standards & Quality Assurance

- Support the aims and ethos of the school as outlined in school policies
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Undertake professional duties that may be reasonably assigned by the Head teacher
- Be proactive in matters relating to Health & Safety and child protection

You may also be required to undertake such other comparable duties as the Head requires from time to time.

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

PERSON SPECIFICATION: RECEPTION TEACHING ASSISTANT

	Essential These are qualities without which the Applicant could not be appointed.	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	Method of assessment
Qualifications Relevant	<i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i> NVQ Level 3 Early Years Qualification Good general level of education	<i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i>	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i> Familiarity with computer systems. A sound understanding of child development.	<i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i> Work with young people Work in school or nurseries Experience in taking small groups for literacy and numeracy booster sessions Experience or knowledge of working with students with specific learning difficulties	Contents of the application form Interview Professional references
Skills	<i>The skills required by the Applicant to perform effectively in the role</i> Good interpersonal and communication skills People handling skills Adept at record keeping IT literate	<i>The skills that would enable the Applicant to perform effectively in the role</i>	Contents of the application form Interview Professional references
Knowledge	<i>The knowledge required by the Applicant to perform effectively in the role</i> Strong working knowledge of phonics Strategies to consolidate learning	<i>The knowledge that would enable the Applicant to perform effectively in the role</i>	Contents of the application form Interview Professional references
Personal competencies and qualities	<i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i> Motivation to work with children and young people Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours Positive attitude to use of authority and maintaining discipline Commitment to high standards of service Good team worker Patient Organised Confident to work individually and own initiative	<i>The personal qualities that would assist the Applicant to perform effectively in the role</i>	Contents of the application form Interview Professional references

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