

FULNECK JUNIOR SCHOOL



Candidate Information Pack

Junior School Teaching Assistant

September 2023

OUR SCHOOL



Our School

Fulneck School is a non-selective independent school for pupils aged 3 to 18 years old. We are nestled in the Moravian settlement of Fulneck, in a valley on the outskirts of the historic market town of Pudsey. There has been a school on the site since 1753, this year we celebrate our 270th year.

Our aim is to deliver an excellent education to all of our pupils, working towards our school values that all of our pupils will work hard, be kind and go well into their adult lives.

Our school benefits from our extensive grounds and facilities, including two full size football pitches, a cricket pavilion, sports hall, and wooded areas.

Our most recent ISI report stated that:

"Pupils at Fulneck School develop into confident, capable, mature and caring young people..."





THE ROLE



Teaching Assistant

We are seeking a talented teaching assistant to work in our Junior School, supporting our class teachers to provide an excellent education to all of our pupils

Our teaching assistants are an integral part of our Junior School team, enriching the educational experience and helping our pupils to achieve far more than they ever expected. As a teaching assistant, you will connect directly with our brilliant children. Each individual has boundless potential, and they will rely on you to guide their learning journeys.

You will help prepare learning materials, run classroom activities and some supervision too.

You will benefit from the tremendous support offered by our hugely experienced teams. As you help our children and young people achieve real and significant progress, you will enjoy having a direct, positive impact on their developing lives.



Job Description

Responsible to: Head of Junior School

Role: Junior School Teaching Assistant

Hours: 07:30 - 15:30 2 days per week

Summary:

This role has many different strands to it, providing support and assistance around the Junior School. The Junior School Teaching Assistant will support individuals with their learning, as well as helping with readers or practical groups in class. The Teaching Assistant will accompany classes on trips and visits, help with the ordering of resources for the school, maintain displays, help to prepare the school for any events and be prepared to help with the general supervision needs of the school. The Junior School Teaching Assistant will also be trained to help deliver assessments with prospective pupils.

The role requires the daily supervision of breaks in the Junior School playground as well as supervising the dining hall at lunch times, providing the consistent supportive face for the children. First aid provision is a part of this role and training will be arranged. The ability to drive the minibus is very helpful, but not essential, and training would be provided for this.

The Junior School Teaching Assistant will also oversee breakfast club from 7.30 am until the children go into school at 8.30am

It is a varied and interesting role that requires a creative individual who is patient, cheerful and caring around children and is able to be part of a strong, dedicated team. There are good opportunities for professional development.

Key Tasks

- Working in class supporting learners
- Classroom support for teachers
- Playground supervision
- Lunchtime supervision
- Assisting with assessments of prospective pupils
- Cover support for absent staff
- Resource and stationery management
- Presentation of the Junior School communal display areas
- Prepare displays for school open events and Discovery Mornings
- First Aid
- Resource production – duplication and displays
- Supervision of Junior Breakfast club from 7.30am until the children start school at 8.30am.
- Accompanying school trips and visits as part of the supervising staff team
- Driving the minibus would be helpful although not essential. Minibus training and a minibus test will be arranged by the school if the candidate is interested.



Detailed Schedule

- To assist in the classroom according to the requirements of the class teachers, and including tasks such as supporting individual learners, listening to reading, helping with groups, and helping with practical subjects (e.g. Art/ ICT)
- To accompany and assist with supervision of pupils with particular needs, for example, being a supporting member of staff at PE, chaperoning individuals on school trips, providing individual learning support as directed by the class teacher/ HoJ/HoEY
- To supervise Breakfast Club from 7.30am until 8.30am.
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- To attend First Aid training and administer First Aid in the case of minor injuries.
- To supervise playtimes and lunchtimes as part of our duty rota
- To supervise classes when staff are absent on request from Head of Junior School (HoJ)
- To assist with organising the tidy presentation of the school for open events, including communal display boards
- To prepare and copy teaching resources on request
- Taking part in the residential visit programme would be very welcome.
- To accompany school trips and visits and to drive as required. Minibus training and a test will be provided by the school
- To assist at school events such as Pre-Prep Teddy Bears picnic, sports day, Christingle, etc

Detailed Schedule

- Assist with hearing the children read
- To provide classroom support as directed by Head of Juniors.
- Supervise the playground at breaks including the handing out and collecting of play equipment. To take responsibility of the ordering of new play equipment in cooperation with the Head of Juniors.
- To assist with returning lost property to pupils in the Junior School.
- Cover registration and reading at request of Head of Juniors/ Head of EYFS
- To assist with escorting pupils to swimming.

Fulneck School reserves the right to vary the detail of this Job Description from time to time, subject to consultation.



Person Specification

Our successful candidate will demonstrate all of the following skills and knowledge set.

Essential:

- Minimum of English and Maths GCSE C (or equivalent).
- Good standard of personal literacy, numeracy and basic ICT competency.
- Have experience of working with children
- Passionate about Primary education
- A positive approach, encouraging pride in all aspects of school life
- An understanding of how children learn
- Ability to use ICT throughout the curriculum
- Be able to follow specific programmes of work, academic, language based and physical.

Desirable:

- Experience of working in a Primary School
- Previous experience working in an independent school
- Providing appropriately for the full range of abilities.
- Have experience of working with children with special educational needs
- Have the capability to adapt planning and activities for key pupils and groups.
- Have the ability to track pupil progress and liaise with teachers regarding assessment.
- Ability to drive a school minibus (training will be provided)

What we can offer you

- The opportunity to work with our delightful pupils and experienced and friendly staff team.
- CPD opportunities including 3 INSET days and comprehensive online training packages.
- Where relevant, generous fee remission for the successful candidates children starting after the appointment.
- Use of our onsite training suite
- Lunches provided free of charge during term time
- Free onsite parking

The Application Process

- Download an application form our website
- Return to: hl@fulneckschool.co.uk
- Candidates are very welcome to take up the opportunity of an informal visit or phone call prior to submitting an application. Please phone the school to arrange this.

FULNECK SCHOOL



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