



# THE PORTSMOUTH GRAMMAR SCHOOL

## JOB DESCRIPTION

### TEACHING ASSISTANT

**29 HOURS, 1 YEAR FIXED TERM**

**FROM FEBRUARY 2021**

The Portsmouth Grammar School is a leading co-educational day school known for excellent teaching, superb pastoral care and wide-ranging co-curricular opportunities.

We are very much a family school and are pleased to offer an education across the age range. Our Pre-School for 2½ to 4 year olds, the Junior School for children aged 4 to 11 and a Senior School for students aged 11 to 18, are all dedicated to helping girls and boys thrive and to reach their potential.

Teaching Assistants (TAs) in the Junior School work under the direction and supervision of teachers in order to help promote effective learning and teaching and report to the Deputy Head of the Junior School.

The following list is not intended to be a complete list of all the tasks that a TA could perform; nor is it intended that a single TA would be able to take on all the tasks on the list.

#### **The main areas of responsibility are as follows;**

Contributing to the quality of care and welfare of pupils by:

- Building good relations with pupils
- Encouraging good standards of pupil behaviour
- Supervising pupils during playtimes and lunchtimes (as detailed on duty rotas)
- Supervising pupils during Morning Care
- Supporting pupils within and outside the premises e.g. between classrooms, on educational visits, swimming lessons, sports events etc
- Providing comfort and first aid for minor accidents, upsets or ailments and reporting to the Health & Wellbeing Team as appropriate
- Helping children who need support whilst also encouraging independence
- Providing specific learning support programmes for individual pupils or small groups of children

Contributing to the effective organisation and use of resources by:

- Organising and maintaining the stock of materials and distributing resources
- Preparing classroom materials including photocopying resources, obtaining materials for specific lessons and setting out equipment as required
- Planning and constructing creative displays in conjunction with the Form/Class Teacher
- Ensuring pupils' work is filed and stored correctly

Under the direction and supervision of the Form/Class Teacher, supporting the needs of pupils effectively accessing the curriculum by:

- Building a positive relationship with pupils and supporting the classroom/school ethos
- Developing good teamwork with the Form/Class Teacher and other staff who are supporting pupils
- Preparing the classroom for aspects of the day's work e.g. setting up a particular area including the resources required
- Ensuring pupils are paying attention, concentrating and staying on task
- Providing appropriate praise and encouragement to pupils during tasks
- Supporting children working together to encourage teamwork and co-operation
- Providing support to pupils in their classroom learning
- Helping with tasks where there are physical difficulties, whilst encouraging independence and safety
- Helping pupils to follow instructions and to find resources required with increasing independence
- Providing help for pupils in organising their work
- Providing relevant information to teachers' records and reports on pupils' progress

Under the direction of the Form/Class teacher, supporting the quality of learning and teaching in the classroom by:

- Supporting children's activities e.g. by listening and talking with children, leading activities which practice skills, encouraging sharing, turn taking and co-operation
- Encouraging children's oral language development through relevant questioning and personal interaction
- Supporting literacy and numeracy development across a range of subject areas
- Supporting practical activities in and out of the classroom
- Supervising and supporting pupils while they undertake work set by the teacher
- Carrying out observations of individual pupils and groups where appropriate and providing feedback to the teacher
- Working closely with Learning Support to offer specific individual and group learning support programmes for pupils
- Ensuring specific pupil records are maintained and up to date

It is also expected that Teaching Assistants will undertake such other responsibilities as the Head of the Junior School or Deputy Head of the Junior School may from time to time require.

## **Vacancy Details:**

We have a part-time, temporary vacancy within our Infant Department to start after half term on 22<sup>nd</sup> February 2021 or shortly after. The vacancy is offered as a temporary contract for 12 months to February 2022.

The role is based in the Infant Department during the 2020-21 academic year and may support an Infant or Junior School Form from September 2021, depending on the operational needs of the school.

Teaching Assistants work term time only to include all Professional Development Days (INSET) as set out in the school calendar. In addition, there is a requirement to support a small number of events and information evenings each academic year and overtime will be paid for attendance at these events and evenings.

	<b>Core School Day</b>	<b>Total weekly hours for the vacancy</b>
<b>Vacancy Infants</b>	08.30 – 15.30 (2 days per week) 08.30-13.30 (3 days per week)	29 hours

The hours are as set out above and will be discussed further at interview.

Please note that candidates should hold a relevant childcare qualification to at least NVQ Level 3.

## **Contract of Employment:**

All conditions of employment are detailed in a separate contract issued by the Bursary.

The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body.

## **Benefits:**

The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.

A two course lunch is provided to all staff during term time.

The school will auto-enrol eligible support staff into the NEST pension scheme and also offers an alternative pension scheme with Scottish Widows whereby if the employee contributes 6.5%

of salary the school will contribute 8.5%. We also have a non-contributory death-in-service policy.

PGS is an approved operator of the 'salary sacrifice' Cycle to Work Scheme. All staff have free use of the school's Sports facilities which include a well-equipped Fitness Centre.

The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.

### **How to apply:**

PGS is committed to safeguarding children and the successful applicant will be subject to an Enhanced Disclosure DBS check.

Further information is available on the website at [www.pgs.org.uk](http://www.pgs.org.uk) under the 'About Us' section and any queries regarding the vacancy should be emailed to [HR@pgs.org.uk](mailto:HR@pgs.org.uk).

An electronic application would be preferable, submitted to [HR@pgs.org.uk](mailto:HR@pgs.org.uk)

All applicants should complete a support staff application form, with a full curriculum vitae and a covering letter addressed to Mrs Amy Wilson-Smith, Head of the Junior School, The Portsmouth Grammar Junior School, High Street, Portsmouth, Hampshire PO1 2LN. Please include email addresses whenever available. All applications should be accompanied by the names, addresses, email and telephone numbers of two referees.

Candidates are also welcome to apply through the TES website using the application form linked to our PGS advert.

The closing date is noon, 29<sup>th</sup> January 2021 and early applications are encouraged. Thank you for your understanding that we have made some adjustments to our usual interview process. In accordance with our current practice, interviews will be held remotely on 4<sup>th</sup> February 2021 via Microsoft Teams.

We look forward to hearing from you.

*January 2021*