



The Pilgrims' School

www.thepilgrims-school.co.uk



Teaching Assistant To start as soon as possible

The School

The Pilgrims' School is a leading, selective, day and boarding boys' prep and double choir school, in a beautiful and historic 'city meets country' setting in Winchester. It is a vibrant, lively school where boys aged 4 to 13 are encouraged to find their passions and nurture them, whether that be in the classroom, science lab, music room, art room, sports fields, at Forest School or beyond.

Nestled between Winchester Cathedral, Winchester College, and Wolvesey Palace, the School occupies a superb site in the historic Cathedral Close. We enjoy the use of the picturesque Wolvesey playing fields and the sporting facilities of Winchester College. With our choral foundations, the School encourages musical achievement in all its pupils, but also excels in academic endeavour, sport and the arts. We enjoy an enviable local and national reputation.

For a flavour of the School and further information about us please visit our website at www.thepilgrims-school.co.uk.



The Pilgrims' School

www.thepilgrims-school.co.uk

Welcome from the Headmaster



I'm delighted that you are looking at this role. Pilgrims' is a remarkable and very special school community in which to work. In exploring the role and the school, I hope that you very much get a sense for our spirit and character.

We enjoy an excellent reputation for providing an outstanding all-round education, with world-class music making and very strong academic results sitting alongside fantastic sporting and creative opportunities.

We have together recently considered and set out our values: Heart, Excellence, Integrity, Joy and Respect. These underpin the way we live and work together as a community. As a strong candidate, you would align closely with these yourself and bring good humour and a collegiate approach. I hugely look forward to working with someone who brings these qualities, alongside a warm professionalism, and who will love working with our pupils, putting them and their experience above all else.

Not a school to be judged by our very historic façade – beautiful as our medieval and Grade I listed buildings are! – we are an open, warm, hugely dedicated and supportive body of staff. If you feel the fit is right, I greatly look forward to you applying.

Tim Butcher





The Pilgrims' School

www.thepilgrims-school.co.uk

The Pre-Prep Department

The Pre-Prep Department comprises three classes: Reception, Year 1 and Year 2, with a maximum of 20 boys in each class. The building is modern, purpose built, and self-contained – all classrooms are spacious and have immediate access to the Pre-Prep playground and outdoor area. The Pre-Prep team consists of the Head of Department, one qualified teacher and full-time teaching assistant in each year group, along with the support of learning support teacher.

We ensure that the boys are happy, safe, and receiving the highest quality educational and pastoral care at the start of their journey. The boys' benefit from an exceptional array of opportunities including Forest School, which is an integral part of our curriculum. It not only supports the boys' social and emotional development but also enhances their appreciation for the natural world.

The classrooms are designed to foster curiosity, providing stimulating environments that encourage the boys to explore, question, and engage with their learning. Through creative and dynamic setups, we aim to inspire a sense of wonder and discovery in every lesson, helping the boys develop a natural enthusiasm for learning.

We create an environment where every boy thrives not only academically, but also emotionally and socially.

The Role

We are seeking a dedicated and enthusiastic Teaching Assistant to join our Pre-Prep team, supporting the classroom teacher, staff and Head of Pre-Prep in providing high-quality education to children aged 4-7, ensuring the Pilgrims' values are fulfilled. This is a full time position but we would consider a job share arrangement.

The successful candidate will play a key role in helping to create a positive, curious, and engaging learning environment, assisting in the delivery of the Early Years Foundation Stage (EYFS) and Key Stage 1 curriculum. Initially, this role will be based in the Year 1 classroom, contributing to the physical, emotional, social, and intellectual development of the children.





The Pilgrims' School

www.thepilgrims-school.co.uk

Key Areas of Responsibility

- Assist the teacher in planning and delivering a broad, balanced, and creative curriculum that meets the needs of all children in the classroom.
- Provide tailored support to children, both individually and/or in small groups to support their literacy, numeracy, and social skills development.
- Deliver a high standard of care, ensuring that the physical, emotional, social, and intellectual needs of all children are met.
- Assist with maintaining discipline and promoting positive behaviour in line with school policies, ensuring a calm and productive atmosphere as well as the well-being and safety of all students.
- Help prepare and organise teaching materials, resources, and classroom displays, ensuring the learning environment is well-structured and engaging.
- Encourage children to learn through play, fostering creativity, curiosity, and social development.
- Assist with the observation, tracking and assessment of pupils' progress, recording information to help with reporting and planning and identify areas for development.
- Supervise pupils during lunch, playtime, and other school activities as needed to ensure their safety and well-being. Including weekly forest school sessions. There is also an opportunity to support the After School Care team (paid at an hourly rate)
- Provide additional support to students with Special Educational Needs and Disabilities (SEND), following Individual Learning Plans (ILPs) and liaising with the Special Educational Needs Coordinator (SENCO).
- Actively communicate with parents, carers, and colleagues sharing updates on pupils' progress, development, and behaviour under the guidance of the classroom teacher.
- Maintain a vigilant attitude towards safeguarding children, ensuring that school policies are adhered to and reporting any concerns to the Designated Safeguarding Lead (DSL).
- Engage in ongoing professional development, including training sessions and team meetings, to enhance skills and stay updated on best practices in education.

Whilst every effort has been made to outline the main duties, responsibilities and requirements of the post, the list is not exhaustive. The successful candidate will be expected to undertake any reasonable request from the Head of Pre-Prep to undertake work of a similar level that is not specified in this job description.



The Pilgrims' School

www.thepilgrims-school.co.uk

Person Specification

Essential:

- A recognised qualification in Teaching Assistance, Childcare, or a related field (e.g., Level 2/3 Certificate in Supporting Teaching and Learning in Schools, or equivalent).
- Experience working with young children, ideally within the 4-7 age range.
- A sound understanding of the EYFS and Key Stage 1 curriculum.
- Strong interpersonal and communication skills, with the ability to work collaboratively within a team.
- An enthusiastic, patient, and nurturing attitude, with a passion for helping children develop.
- Outstanding organisational and time management skills.
- Ability to communicate effectively with all members of the school community including parents and
- Enthusiastic and willing to go above and beyond.
- Persona and conduct will naturally model our values, including having a warmth and sense of positivity and good humour.
- Personal alignment with the school values of Heart, Excellence, Joy, Integrity, Respect.
- A commitment to safeguarding and promoting the welfare of children. The post requires an Enhanced DBS check.

Desirable:

- Experience working with children with SEND.
- First Aid and Safeguarding certifications.
- Knowledge of positive behaviour management techniques.





The Pilgrims' School

www.thepilgrims-school.co.uk

Salary & Benefits

- Immediate start date.
- This is a full-time, term time only (approx. 33-34 weeks per year)
- Monday to Friday, 8.00am – 4.30pm
- We would consider a job share arrangement.
- Salary - £21,124 FTE
- A wide choice of freshly prepared, nutritious lunch meals, snacks, tea and coffee are available throughout the day and are free of charge.
- Staff pension scheme.
- Staff remission on school fees.
- Free on-site parking.





The Pilgrims' School

www.thepilgrims-school.co.uk

Safeguarding Statement

The Pilgrims' School is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all staff should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

This post is exempt from the Rehabilitations of Offenders Act 1974.

Recruitment of Ex-Offenders

We comply with the Disclosure & Barring Service (DB) code of practice and have a written policy on the recruitment of ex-offenders included within our Recruitment Policy, which is available on our website. If shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children.

Equal Opportunities Statement

The Pilgrims' School welcomes applications from candidates from a diverse range of backgrounds. The school will recruit predominantly based on an applicant's relevant skills, experience, capabilities and potential for development. The ability to work collaboratively with others will also be taken into account.

The Pilgrims' School is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills free from unlawful discrimination or harassment, and in which all decisions are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

We do not discriminate unlawfully on the basis of age, disability, marital or civil partner status, race (including nationality, ethnic or national origin), religion or belief, sex or sexual orientation, gender reassignment or pregnancy or maternity (defined in the Equality Act 2010 as protected characteristics).

If you have questions about our recruitment processes, or would like any support to access our recruitment process fully please do contact us at recruit@pilgrims-school.co.uk.



The Pilgrims' School

www.thepilgrims-school.co.uk

Recruitment Statement

The Pilgrims' School is committed to providing the best possible care and education for its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment for its entire staff. The School recognises that in order to achieve these aims it is of fundamental importance to attract, recruit, and retain employees of the highest calibre, who share this commitment. The aims of the School's recruitment policy are as follows:

- To ensure the best possible staff are recruited on the basis of merit, ability, and suitability for the position.
- To ensure that all job applicants are considered equitably and consistently.
- To ensure that no job applicant is treated unfairly on any grounds.
- To ensure compliance with all relevant recommendations and guidance, including the recommendations of the DfE in Keeping Children Safe in Education and the code of practice published by the Disclosure and Barring Service (DBS).

To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Candidates are encouraged to review the School's full Recruitment Policy, and Safeguarding and Child Protection Policy, both of which are available to download from the School website.

How to Apply

To apply, you may visit our school's vacancies page, where you will find an application form and further information. If you have questions about the post, please email Mrs Abigail Hawkes, HR Manager on recruit@pilgrims-school.co.uk.

Applications will only be accepted from candidates completing the Application Form in full, along with a covering letter (no more than one side of A4).

We are not able to accept CVs as an alternative to the application form.

Closing date for receipt of applications: Wednesday 9 October, by 9am

Interviews will be held in the week beginning 14 October 2024

Early application submissions are encouraged



The Pilgrims' School

www.thepilgrims-school.co.uk

Shortlisted Applicant Checks

Applicants should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

These checks form part of The Pilgrims' School wider safeguarding due diligence which aims to prevent and/or deter individuals who may be unsuitable to work with children from working in a school environment.

As part of the shortlisting process, the School will carry out references checks and online searches on all shortlisted candidates, prior to interview. This may help to identify any incidents or issues that have happened, and are publicly available online, which the School may want to explore with an applicant at interview.

Shortlisted candidates, prior to interview, will also be asked to complete a self-declaration form in relation to their criminal record or information that would make them unsuitable to work with children. Applicants will be asked to sign a declaration confirming that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at the point of interview.

Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- A current driving licence including a photograph and paper counterpart (if available);
- A passport;
- A full birth certificate;
- A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
- Where appropriate any documentation evidencing a change of name;
- Documentation confirming their national insurance number e.g. payslip, HMRC letter.
- Where applicable, proof of entitlement to work and reside in the UK.

Please note that originals of the above are necessary - photocopies or certified copies are not sufficient.



The Pilgrims' School

www.thepilgrims-school.co.uk

Offer of Employment

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received).
- A satisfactory enhanced Disclosure and Barring Service check ("DBS") and if appropriate, a check of the Barred List maintained by the DBS.
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the school may require in accordance with statutory guidance.
- Satisfactory completion of the probationary period.
- Verification of medical fitness appropriate for the job's requirements.
- For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012;
- Verification of professional qualifications, including, where applicable, any award of Qualified Teacher Status;
- Verification of successful completion of a statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999), where relevant;
- Receipt of a signed Self-Declaration form showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006";
- If you are undertaking a management role, a check that you have not been prohibited from participating in the management of independent schools.
- A written declaration that neither they nor anyone in their household is disqualified from working with children.

Any offers of employment will be made conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children.