



**CHIGWELL SCHOOL**  
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From the Headmaster  
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### **Teaching Assistant Job Description**



#### **Introduction**

Chigwell School seeks to appoint caring and enthusiastic teaching assistant for an immediate start. The role will involve working alongside teaching staff to support learning activities in our Junior School. This is an excellent opportunity to join a successful school and develop your career with an outstanding team of staff. Our children are nurtured in small classes with inspirational teachers and together they create the very happy atmosphere for which Chigwell is renowned. Successful applicants need to be able to work closely as part of a team, be flexible and have excellent literacy, numeracy and communication skills. This position is part time during term time.

#### **Background**

Founded in 1629 by Samuel Harsnett, the son of a Colchester baker who went on to become Archbishop of York, Chigwell School stands on its original site with the original school building still in use. However, whilst Chigwell of today is conscious of its long-standing history, it is a forward-looking, ambitious, coeducational independent school of 930 pupils aged four to eighteen. It enjoys excellent facilities, a dedicated staff, bright and hardworking pupils, and a site of 100 acres.

Chigwell School is located in the picturesque village of Chigwell just over ten miles from central London and on the Central Line. The extensive, beautiful grounds are close to the edge of Epping Forest and it is rare for a school to have so much space and yet be so close to the centre of the Capital. Most pupils are day pupils but in the Sixth Form, there is a small community of international boarders, roughly thirty from sixteen countries, and these live in four small boarding houses.



As well as being an academic school, Chigwell has the reputation for providing a rich and full education, with plenty of opportunities for all pupils who are enthusiastic, co-operative and able. Chigwell is a caring and friendly school, with a close sense of community, not least between colleagues. As the Good Schools Guide reports: *Academically, pupils are put through their paces but it all seems to be done in such a civilised and pleasant manner that you are more likely to hear pupils talk about opportunities and prospects than pressure and stress. "Anyone who wants to do well here, will do well" said one student, "and I can't think of a nicer place to succeed."*



### The School Development Programme

Over recent years, the School's facilities have been extensively developed in order to enhance the educational experience that pupils receive. The development programme has included the following additions:

- 2008 Wilson Building teaching block • 2008 Floodlit AstroTurf pitch
- 2009 Junior School library extension
- 2010 Complete redevelopment of catering facilities
- 2010 Sixth Form coffee shop
- 2010 Harsnett's and Church House converted into boys' boarding houses
- 2012 The Old Chigwellian Club and land was incorporated into the school estate



- 2013 Pre Prep School built and opened
- 2013 Two new science labs created
- 2014 Drama Centre balcony extended to provide additional music and drama rehearsal space
- 2016 The Risham Sarao Sixth Form Centre was completed
- 2017 Extension of Dining Hall
- 2018 Renovation of the Chapel
- 2019 Extension of Junior School

In the future we plan to:

- Develop the Sports Centre
- Expand our music facilities
- Further expand our provision of bursaries



## The School

Some pupils join Chigwell School in Reception and there are two classes in each of the three Pre Prep year groups. A small number of other children join the Junior School at 7+ (Year 3) and there are three classes in each of the KS2 year groups. At 11+ (Year 7), there is a further entry with four classes making up Years 7 to 11. Again, there is a small entry into the Sixth Form. Entry at each stage is selective and although there are three main sections to the School (Pre Prep, Junior School and Senior School) these sections work closely together and there is a common ethos running throughout.

There are over a hundred teachers and together with the support staff, there is a friendly, mutually supportive atmosphere. We place considerable emphasis on life outside the classroom. Members of staff are expected to involve themselves fully in the life of the School, helping with games and other activities outside the classroom. The Pre Prep has a rich outdoor curriculum and all pupils have weekly sessions in the school's wooded area.

Chigwell warmly welcomes those of all faiths and no one will be excluded from appointment on religious grounds. Members of staff are expected to attend Chapel services and assemblies on a regular basis.

## The Junior School

Pupils join the Junior School as day pupils from the Chigwell Pre Prep or from a wide range of primary or preparatory schools. All pupils have a class teacher who is responsible for their academic and pastoral welfare and who teaches the class for most subjects. He or she will get to know the children well, will

help monitor their progress, their extra-curricular involvement and work to ensure that they are happy and fully involved in school life.



The Head and Deputy Head of the Junior School, together with all staff, are responsible for the pastoral care of Junior School pupils and there are available for consultation at almost anytime

Both the Senior and Junior School share the same educational philosophy as well as many facilities and teaching staff. Everyone has access to the School's extensive facilities, particularly in the areas of art, music, drama, physical education, games and ICT.

The Chigwell ethos pervades all that we do in the Junior School: our pupils have high aspirations, are encouraged to be curious, creative, and most importantly, to enjoy everything that school life has to offer.





### **The Role**

The purpose of the role is to support pupils' learning ensuring that they make appropriate progress and support class teachers to raise attainment.

### **Teaching and learning**

- Assist in the educational and social development of pupils under the direction and guidance of the Head of Junior School, form tutors and the Head of Learning Support.
- Provide support for individual pupils, as identified by form tutors and the Head of Learning Support, inside and outside the classroom, enabling them to attain their full potential.
- Work with small groups of pupils, as identified by form tutors and the Head of Learning Support, inside and outside the classroom, focusing on set learning objectives.
- Take initiative within lessons to support individual pupils who may appear to be struggling with a concept or task.
- Support more able pupils with extension ideas and challenges, as directed by form tutors.
- Undertake programmes of intervention, recording achievement and progress and feeding back to the form tutor and to the Head of Learning Support.
- Liaise closely with form tutors in order to keep informed about planning and learning objectives.
- Report to the form tutor orally about pupil progress or issues.
- Take an active role in the school's outdoor curriculum as and when required.
- Preparing and clearing up classroom materials for science and technology, cookery, art, and music activities as appropriate to the TA's training, making sure that basic classroom materials are available for use.
- Assist in the preparation of classroom materials and display materials throughout the Junior School
- Assist with maintaining, organising and storing resources.
- Provide classroom cover within agreed parameters in the absence of the classroom teacher, with cover work provided.

## Other duties

- Support form tutors in administrative tasks in order to assist teaching.
- Helping in the Junior school office only (if necessary).
- Undertake some before school, break duties and lunchtime duties, ensuring children's safety and reinforcing school rules.
- Assist with lunch time supervision and after school care as and when required.
- Take an active role on school trips, when required. This would include supervising small groups of children as and when required in liaison with the trip leader.
- Administer first aid (once trained), assist in the dispensation of medically prescribed controlled drugs (as per appropriate school procedure), and assist with pupils who are sick (as needed).

## Standards

- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Take responsibility for maintaining and improving personal skills, knowledge and experience.
- Attend team, staff meetings, teacher training days, and training courses as appropriate.
- Be proactive in matters relating to health and safety.

Any other duties which are reasonably commensurate with the post.



## Person specification

The ideal candidate must have strong literacy and numeracy skills and the academic ability to support pupils effectively within the school curriculum. A good GCSE pass in English and Maths is essential as well as some experience working and supporting pupils in a primary school setting. An NVQ Level 3 supporting and learning in schools or equivalent is desirable.

Key skills will include:

- A positive approach to working with children and the ability to motivate, inspire and build rapport.
- Awareness of the need to show respect to all children and adults within the school community.
- A flexible approach to work; the ability to adapt to different environments within the school and to the needs of different children.
- Awareness of how pupils learn, the factors which affect progress and how to motivate them.
- An understanding of commitment to inclusive education.
- The ability to communicate effectively with staff, pupils of all ages and their families.
- The ability to interact positively with pupils, parents and colleagues.
- The ability to establish and maintain effective working relationships.
- The ability to work independently and as part of a team of TA's and teaching staff.
- The ability to accept guidance and direction from teachers.
- The ability to work within and apply all school policies relating to health and safety, behaviour, attendance, equal opportunities and child protection.
- A willingness to undertake training to develop job related skills to support good practice.
- Creativity, patience, organizational skills and a professional attitude to work.



**Salary:**

Competitive.

**Hours of work:**

This is a part time position, Monday to Friday from 8.00am to 4.15pm during term time only.

**Benefits:**

Chigwell is a very happy place to work, the School provides a supportive working environment and there is a well-developed programme of professional development. Pupils are enthusiastic, well behaved and



eager to learn, and colleagues are supportive, dedicated and get on well together. There is a strong sense of community. Benefits of working at Chigwell School include:

- A competitive salary
- Strong commitment to professional development
- Membership of the Pension Scheme
- Death in Service Cover
- Personal Accident Cover
- Employee Assistance Support Programme
- Complimentary lunch and break time refreshments during term time
- Free use of School's sports facilities outside of the School day
- On site free parking and cycle racks
- Medical Centre on site
- Use of School Library
- A beautiful working environment- 100 acres site beautifully landscaped with a number of listed buildings
- Good transport links by tube (Central Line), road and local bus route.
- A supportive community of highly motivated students and staff

## Applications

Applicants should complete the support staff application form which can be accessed directly from our website: [www.chigwell-school.org](http://www.chigwell-school.org) (Vacancies) and sent to the HR department at: [hr@chigwellschool.org](mailto:hr@chigwellschool.org).

**Closing date:** 20<sup>th</sup> January 2020

Applications will be considered upon receipt. Candidates will be contacted by telephone or email to attend interview if required. The School reserves the right to interview and appoint before the closing date.

**Chigwell is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers, prohibition orders and enhanced DBS.**





