



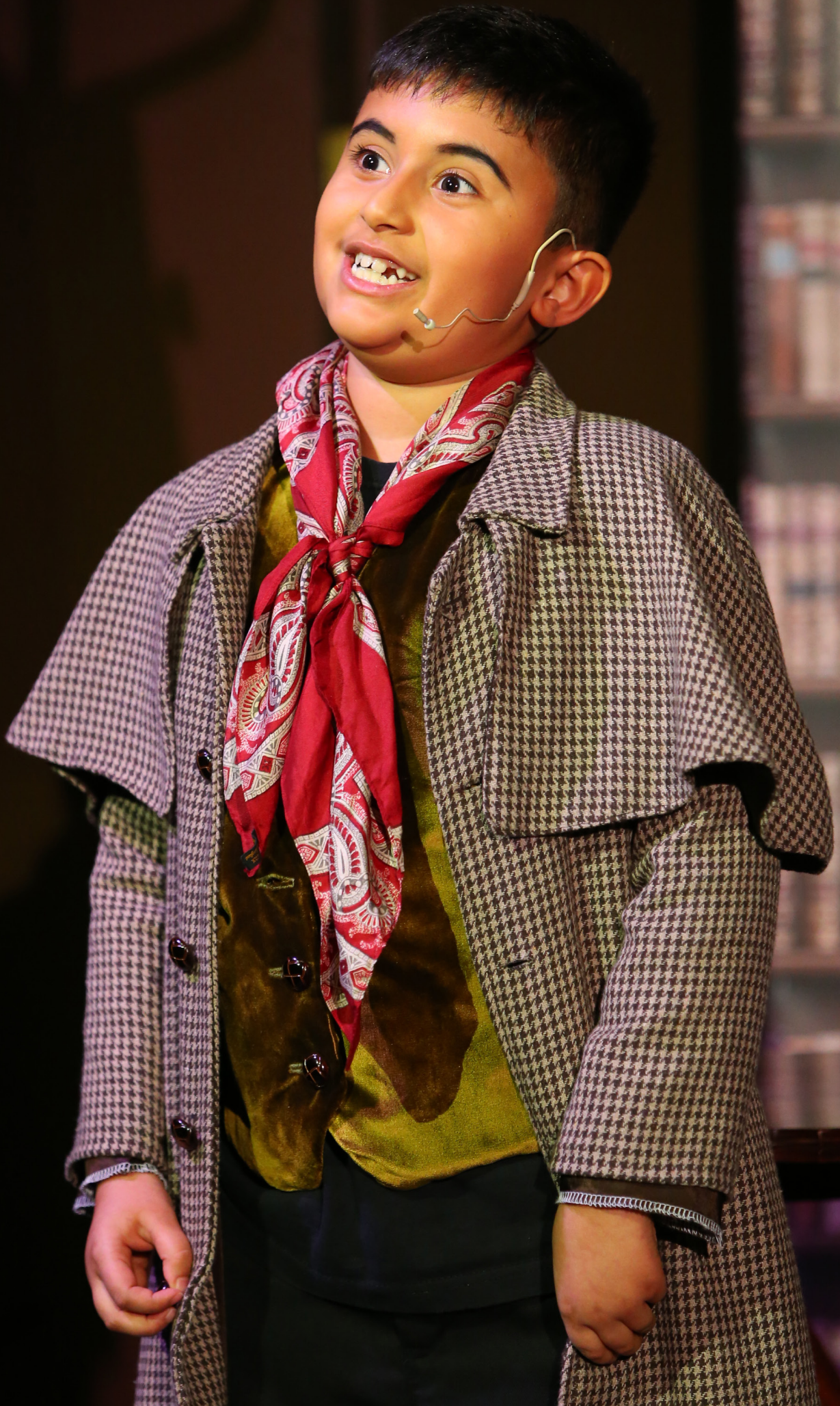
DANES HILL SCHOOL

TEACHING ASSISTANT



Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a dynamic and exciting education.

Leatherhead Road, Oxshott, Surrey KT22 0JG
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TEACHING ASSISTANT



Thank you so much for your interest in a Teaching Assistant role here at Danes Hill School.

I hope that you get a strong sense of the warm and positive environment of our School through this booklet and our website. If successful in applying for this role, you would be joining a committed and friendly team in our Junior School (Years 2 to 5), supporting children mainly from Years 2 and 3.

As the leaders of those year groups, we combine a strong academic foundation for all pupils here with a fun and creative atmosphere. Lessons are dynamic, moving around our different learning spaces both within the classroom and around the fantastic facilities in the School. Our outdoor learning comes into its own in the summer months, and the dedicated resources for our year groups offer a world of possibilities.

Our Teaching Assistants are central to the success of the pupils. Working seamlessly with the Class Teachers, they take on a wide range of tasks across a typical day – which could involve leading on a particular lesson, creating and organising resources for a project, working one-on-one with a pupil who needs some extra support, or supervising an activity. They also get involved in supporting the breakfast club and extended day provision, before and after school hours.

If you are interested in becoming part of our School and making a difference to the lives of our young people, please do apply without delay. We will be processing applications as they are received, and may close the recruitment ahead of the closing date if the right candidate has been found.

With kind regards,

Sarah Bingham and Emma Green
Head of Year 3 and Head of Year 2

Abi James
Head of Juniors

TEACHING ASSISTANT

- Job title: Teaching Assistant
- Job purpose: To support the education, supervision and engagement of pupils as directed, providing a high-quality experience for all children.
- Reporting to: Head of Year / Head of Section
- Hours: Full time – 8am to 5:30pm, worked flexibly according to the needs of the Danes Hill and Bevendean during term time only (34 weeks a year worked, but paid across 12 months). Support to evening and weekend activities as and when required. Any hours over 42.5 per week paid additionally.
- Contract: Permanent
- Salary: £21,500- £23,000 (£25,917- £27,725), based on qualifications and experience
- Benefits: Free lunch on site during term time. Annual flu jabs, online EAP service and counselling. Discounts in local shops, restaurants, and businesses. Season ticket loans. Training and development support.
- Closing Date: We encourage applications without delay. We will process applications as they are received and may interview before the closing date (12 June 2023).



JOB DESCRIPTION

SUPPORTING TEACHING AND LEARNING

- *Inspiring pupils with a love for learning, and the highest standards and expectations.*
- *Supporting a cheerful, well-organised and stimulating classroom climate that will motivate pupils to learn, think independently, empathise with others, and perform to the best of their abilities.*
- *Communicating with pupils to ensure they understand work set by a class teacher, being clear about expectations.*
- *Assisting with monitoring, assessing and recording each pupil's progress.*
- *Supporting children with SEND, helping them to actively participate in learning activities and liaising with parents/carers/external agencies as required.*
- *Supporting pupils in activities to develop literacy and numeracy skills, being aware of individual needs, learning targets and the relevant support required to assist.*
- *Participating in the planning of programmes of study for groups of pupils.*
- *Assisting in the preparation of teaching materials and resources which facilitate access to the curriculum for all pupils.*
- *Providing 1:1 and small group support in class, as directed by the class teacher.*
- *Creating informative and well-presented classroom displays and noticeboards, celebrating pupil successes.*
- *Communicating positively with colleagues, parents and pupils, maintaining high standards*

and expectations.

- *Preparing and effectively using ICT in the classroom environment to support and promote pupil learning in ways that are stimulating and enjoyable for pupils according to age, needs and abilities.*

CO-CURRICULAR ACTIVITIES

- *Preparing for activities in line with school expectations.*
- *Assisting with school events or trips.*
- *Supporting all co-curricular activities as directed, including sports, school productions, concerts, parents' evenings and events.*
- *Participating in the breakfast club and extended day club, as directed.*

PASTORAL RESPONSIBILITIES

- *Supervising pupils in activities, free time and learning, making each feel included, secure and valued.*
- *Participating in traffic and bus duties as requested.*
- *Undertaking pastoral responsibilities as directed*
- *Maintaining confidentiality and upholding guidance around data protection.*

OTHER DUTIES

- *Playing a full part in the life of the school community, supporting its mission, ethos and policies.*
- *Being a role model by setting high personal standards of dress and appearance, attend-*

ance/punctuality and class discipline/behaviour, upholding the staff code of conduct at all times.

- *Providing administrative support as directed.*
- *Maintaining good order amongst pupils and being active in implementing the school's policies on rewards and sanctions.*
- *Actively engaging in safeguarding practice and health and safety supervision, both in school and on external visits.*
- *Undertaking supervisory and cover duties as directed, and working flexibly across Bevendean and Danes Hill School according to need.*
- *Attending all meetings and training relevant to the role and other events as directed.*
- *Complying with relevant school policies and procedures at all times.*

This job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the school evolve. You will be required to undertake other comparable duties as the Head of Year, Head of Section, Head or senior colleague may require from time to time.



PERSON SPECIFICATION

QUALIFICATIONS

- *NNEB or Teaching Assistant at Level 3 or equivalent experience*

EXPERIENCE

- *Experience of working with young people in a school or nursery environment*
- *Experience of organising others*

COMPETENCIES

- *Ability to build effective and professional relationships with pupils, parents and staff*
- *Ability to communicate confidently and effectively, to lead a class in the absence of the class teacher*
- *Ability to manage time effectively with a positive and flexible attitude to tasks*
- *Excellent IT skills using a range of software*
- *Accurate written and spoken English*
- *Commitment to equal opportunities*
- *High levels of initiative and motivation*
- *Commitment to high standards*
- *Demonstrable personal warmth and enjoyment of working with pupils and adults*
- *Willing to participate fully in the life of the Danes Hill School and Bevendean, including co-curricular and pastoral commitments.*

Please note that as part of our safeguarding policy, applicants will be required to undertake screening relevant to the post, including checks with past employers and the Disclosure and Barring Service. Online checks of publicly available information will be carried out for shortlisted candidates, in line with KCSIE 2022.

THE SCHOOL



Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped grounds in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a dynamic and exciting education.

Pupils are encouraged to realise their fullest possible academic potential, and each year a large number of scholarship and exhibition awards are achieved at a wide range of day and boarding Senior Schools. Danes Hill children are characteristically confident and outgoing and, in addition to the emphasis on academic work, they have plenty of opportunity to develop sporting, musical, dramatic and other non-academic interests.

WHY WORK AT DANES HILL SCHOOL?

Danes Hill offers an exceptional working environment. Set in 55 acres bordering open countryside, yet commutable to London, it is a thriving school. ISI Inspectors described the school as 'excellent in all areas' and commented that 'teamwork is strong'. They also noted that 'relationships between pupils and staff, and amongst the pupils, are consistently outstanding'. We feel these comments accurately reflect the school and are indeed key to making it such a great place to work. An on-going building programme has developed excellent classroom accommodation, including specialist science laboratories, art, design and technology rooms, performance spaces and high quality sports facilities.

Working at Danes Hill you become part of a large, dynamic community encompassing all the teaching and non-teaching staff. Dedicated support staff work in tandem with teaching staff, taking care of many administrative and support tasks in a friendly, cooperative environment. The Common Room President, elected each year, organises social events and charity fundraisers. Several members of staff offer their expertise to run different activities, including circuit training running, badminton, football and the staff choir. You are also able to make use of the swimming pool and other sports facilities, before and after school, helping to burn off our renowned lunches!



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