



FIDES et OPERA

**BROMLEY**  
HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST



Junior School Teaching Assistant

April 2022

RECRUITMENT BRIEF

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**Bright Minds, Bright Futures**

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# The Opportunity

We require an energetic and committed NVQ Level 3 Teaching Assistant, to play a complementary and supporting role to the teacher in encouraging pupils in their learning and the acquisition of skills.

A £6 million investment has created outstanding new learning spaces and the launch of our inspirational 21st century primary curriculum, exploits the possibilities of these state-of-the-art facilities.

At Bromley High Junior School, we value both academic achievement and a breadth of opportunities that will develop the character and talents of each individual girl. Every day is a chance to immerse yourself in an exciting learning journey with the girls, exploring new opportunities by engaging with our broad Bright Minds, Bright Futures creative curriculum. Enhanced by a wide range of extra-curricular activities, our curriculum is tailored to the needs of our girls and their future aspirations through the teaching of our specific 9 Skills for the Future programme.

Our natural light-filled, specialist teaching spaces have been specifically designed to embrace the panoramic views of our extensive grounds. Bringing the outdoors inside enables the girls to approach learning with clarity and energy; our bright, curious girls willingly face challenge. We aim to empower girls for a Bright Future, in which they strive for excellence in all their endeavours and have an awareness of the myriad of possibilities open to them within the academic, scientific, creative and digital world. With a new fully equipped Science Laboratory, Dance and Drama studio, Food Technology space, Digital Hub, Library and Art Studio, the girls start to form ideas about what interests them and provoke thoughts for an aspirational future.

Our vibrant and nurturing atmosphere is underpinned by our five Foundations for Learning – Resilience, Enterprise, Community, Environment and Expression. These promote the values of our school and equip the girls with the confidence and attitudes to support them on their educational journey and beyond.

The Junior School is two form entry from Reception to Year 6. It is situated on the same leafy, 25 acre site as our Senior School and benefits from the use of shared facilities.

The role is 36 hours per week, term time only, plus 10 days. The role involves working as part of our classroom Teaching Assistant team to support our teaching staff to deliver our innovative and creative curriculum. Supervision in the playground and dining hall and administering first aid are also part of this role. The hours are 8am – 4 pm however part-time hours may be considered.

Please note that the GDST recruitment policy means that contracts are subject to a probationary period.



# Job Description

To ensure all pupils are appropriately supported in their learning be it academic, practical, behavioural or social, by adopting intervention strategies as directed by the teacher.

**Accountable to:** SENDCO

## General Requirements:

### Teaching and Learning

- a. Encourage and support the learning of individual pupils or small groups by complementing teaching and learning strategies deployed by the SENDCO and teacher.
- b. Prepare appropriate resources for lessons as directed by the teacher.
- c. Accompany teachers and pupils on educational visits, which may include a residential trip at times and engage in the learning process for the benefit of the pupils.
- d. Liaise with the SENDCO and teacher in order to ensure the effective delivery of the curriculum for all pupils and to help raise standards of achievement.
- e. Contribute to discussions with the SENDCO and teacher on the development of work and support programmes for pupils, in order to further support learning or behaviour.
- f. Assist in the efficient management and/or completion of individual pupil records through observation, recording and filing.

### Pastoral Care

- a. Liaise with the class teacher on the implementation of appropriate strategies to ensure that all pupils are supported pastorally.
- b. Ensure that all pupils are adequately supported in the acquisition of personal skills through either direct or indirect intervention strategies as directed by the teacher.
- c. Under the direction of the teacher, promote and model positive behaviour in all teaching areas.
- d. Uphold the Code of Conduct/Behaviour Policy through effective delivery of its aims.
- e. Provide pastoral/welfare support for all pupils in order to encourage their social and emotional stability and development.
- f. Support with preparation for performances and other events for the girls and wider school community.
- g. Assist with the supervision of pupils in the playground and at lunchtimes, as well as supervising pupils before and after school in accordance with the daily duty rota.
- h. Administer first aid if qualified to do so.

### Management of Resources

- a. Ensure that classroom resources are maintained effectively and available as required.
- b. Assist in the preparation and creation of attractive and interactive learning displays.
- c. Prepare work and activities in advance of the lesson (within employed hours), to ensure that the learning resources required are effective and accessible in order to achieve the learning outcomes.

## Communications

- a. Where appropriate, develop a relationship to foster links between home and school, and keep the school fully informed of relevant information.
- b. Be aware of confidential issues linked to home /pupil /teacher /school.
- c. Work collaboratively with colleagues to meet the needs effectively of all pupils.
- d. Communicate concerns and observations to the relevant person regarding health & safety issues and child protection issues to maintain the school's duty of care.
- e. Liaise with parents regarding the effective sharing of information about the collection of pupils.

## Training & development of self and others

- a. Where appropriate, to assist in the induction, development and support of other TAs in their role.
- b. Participate in training activities and sessions offered by the school and other external agencies in order to further relevant knowledge and skills.

**Review and amendment** This job description should be seen as enabling rather than restrictive and will be subject to regular review.

# Person Specification

## Qualifications and Experience

- a. Evidence of attainment in a recognised TA qualification i.e. NVQ, NNEB, City & Guilds, BTEC NVQ to Level 3
- b. Willingness to participate in further training and developmental opportunities offered
- c. Relevant experience of supporting children in an educational establishment/setting
- d. Demonstrable evidence of establishing positive relationships with children

## Skills required

- a. Excellent interpersonal skills and ability to work as part of a team
- b. Excellent organisation and time management skills with the ability to prioritise and work to deadlines
- c. Ability to communicate effectively, both verbally and in writing
- d. Able to provide appropriate levels of individual attention, reassurance and help to achieve the intended learning outcome

## Knowledge Base

- a. Knowledge of National Curriculum requirements for the age of the pupils
- b. Knowledge of appropriate First Aid procedures or willing to attend a relevant course
- c. Knowledge of the use of basic technology i.e. photo-copier, computer, iPad

## Attitude/Approach

- a. A sensitivity to the needs of children and young people
- b. Personal integrity, honesty, energy, stamina, enthusiasm
- c. A willingness to give generously of their time to contribute to the co-curricular programme and support school events
- d. Commitment to personal development
- e. A flexible approach to the demands of the team and directed tasks

## You Will Be

Positive & Enthusiastic

Professional & Motivated

Flexible & Approachable

Collaborative

## You Will Have

A proactive attitude with the ability to get things done

A high degree of personal drive and energy, leavened with a sense of proportion and humour

A true passion and interest in girls' education



# All Members Of Staff Are Expected To

Support the school vision and the current school objectives outlined in the School Development Plan

Contribute to the school's plan of extra-curricular activities

Support and contribute to the school's responsibility for safeguarding students

Respect the health and safety policy, ensuring a safe working environment for staff, students and visitors

Work within the GDST's Diversity Policy, promoting equality of opportunity for all students and staff

Maintain high professional standards of attendance, punctuality, appearance, positive conduct, courteous relations with students, parents and colleagues

Engage actively in the performance review process

Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars

Undertake other reasonable duties related to the job purpose required from time to time



# Salary & Benefits

The GDST offers a competitive salary scale and generous benefits. The starting salary for this post will be in accordance with the successful candidate's experience and qualifications.

- Access to extensive professional development opportunities
- Training grants for qualifications
- Generous pension schemes
- Free life assurance benefit
- Free school lunches
- A discount of up to 50% on fees for children at GDST schools
- Interest free loans for training, computer purchase loans and travel season ticket
- A Cycle to Work scheme
- Competitive terms and conditions of employment
- Access to school multi-gym, swimming pool, yoga classes

## How To Apply

Applications must be received by **8.00am on Tuesday 19th April 2022**.

Interviews will take place on **Friday 22nd April 2022**.

Please note that early applications are encouraged and the position may be closed sooner in the event of sufficient suitable applications being received.

Please apply sending a covering letter and completed application form to [hr@bro.gdst.net](mailto:hr@bro.gdst.net).

CVs are welcomed but they must accompany a fully completed application form.

Candidates who are invited to interview will be required to bring an original identification document (e.g. passport) and if applicable proof of eligibility to work/reside in the UK as well as documents confirming educational and professional qualifications.

Bromley High School and the GDST are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Any candidate wishing to seek additional information should contact:

Natalie Shallcross, PA to Junior Leadership Team

Email: [n.shallcross@bro.gdst.net](mailto:n.shallcross@bro.gdst.net)

Tel: 020 8781 7001

