



Application pack

Teaching Assistant in the Junior School

I am delighted to provide an application pack for the role of Teaching Assistant at Guildford High Junior School.

Our school is a remarkable place and has been educating girls since 1888. Around one thousand girls, age 4 to 18, from Guildford and its surrounding towns and villages, enjoy exceptional facilities and inspired teaching. Guildford High School comprises a Junior School and Senior School, both on the same site. Whilst providing all-through education, each School has its own distinct personality and girls join us at many different entry points.

We consistently boast some of the best academic results in the country; awarded Independent Prep School of the Year (2015-16) and South East Independent Secondary School of the Year (2017-18) by The Sunday Times and more recently, the leading Independent school in the country for pastoral care by The Week Magazine (2018). Our staff are integral to delivering high quality education to the girls in our care, inspiring them to think and learn creatively. We seek to recruit and retain dynamic teaching and non-teaching staff that share in our vision and commitment.

I would encourage you to visit our website and view our school film to find out more about our school:
www.guildfordhigh.co.uk

Please ensure that you return your completed application form, applicant monitoring form and confidential disclosure to me via email: human.resources@guildfordhigh.co.uk no later than 9.00am on Monday 1st July 2019. Unless you stipulate otherwise, we retain all applications for up to six months.

If you have a disability that requires any specific requirements, please let me know when applying so that I can make the necessary arrangements.

May I take this opportunity to thank you for the interest that you have shown in employment at Guildford High School and for the investment of your time in this process. Please do not hesitate to contact me, or my colleague Maria Drew, on 01483 543 862 if either of us can be of further assistance.

I look forward to hearing from you.

Yours sincerely

Susie Mooney
HR Manager

Headmistress: Fiona Boulton BSc (Hons), MA



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Job Description and Person Specification

Teaching Assistant (1 year contract Sept 2019 - Aug 2020)

What we do

Guildford High Junior School is a lively, vibrant place where girls blossom personally, intellectually and socially. Open any classroom door and you will find happy pupils who are fascinated by the topics they are learning. We welcome girls from the age of four to eleven (when they progress naturally to Senior School) and provide a nurturing, stimulating environment as they take their first exciting steps into school life.

Teaching Assistant role

The Teaching Assistant team works closely with form and subject teachers in assisting to provide a caring and stimulating environment for the girls in the school. The responsibilities will vary according to the needs of specific pupils or the form you are working with. These are full time positions during term time, Monday to Friday.

What you will do

During lessons the Teaching Assistant's time will be spent assisting teachers as directed and agreed with individual teachers, according to the needs of the children. This is an interesting and varied position and you can expect your core role to include:

- Supervision of girls as they arrive at school from 7.45am
- Assisting the teacher as directed: this will include listening to pupils read and supporting the learning of individual and small groups of pupils
- Assisting the teacher with the observation and assessment of children and assist with record keeping as appropriate
- Discussing the welfare of the children in the form and help devise strategies for providing help where needed
- Assisting the teacher with the preparation of materials and resources for lessons and maintain resources in good order
- Assisting the teacher with the planning and compilation of displays and the provision of resources for creative activities
- Supervising girls during break and lunch times
- Accompanying girls on school visits and to be responsible for a small group of these girls.

The role extends beyond the school day on a rota basis, with the after school club, where you will:

- Prepare the after school care area and keep tidy
- Supervise girls for the duration of their time in ASC, ensuring they are safe
- Maintain a register of girls attending
- Help serve and clear tea and support constructive play and pupil leisure time
- Ensure the collection of girls is by an authorised adult.

What is in it for me?

This is a great chance to apply the skills you have learnt during your own education in a 'live' role and learn new ones. You will participate in training opportunities, witness outstanding classroom practice and be supported in helping to deliver a vibrant and caring environment for our pupils.

This placement provides fantastic grounding whether you are considering a future career in teaching or looking for something positive to do with a GAP year (and still benefit from the school holidays!). It will give you the chance to work in one of the most successful prep schools in the country, alongside hugely talented teachers and support staff. The work will bring you into contact with staff, parents and pupils throughout the junior school, so you will be constantly developing your interpersonal skills.

If you accept the challenge you will have the opportunity to inspire and be inspired!

Opportunities beyond my placement... becoming a teacher?

GHS is part of United Learning and each year has a number of staff undertake Initial Teacher Training with us, leading to Qualified Teacher Status. Successful completion of a Teaching Assistant placement at GHS provides a strong foundation for applying to United Teaching, and many of our previous Teaching Assistants have gone to become qualified teachers with us.

Further information about United Teaching may be found online: <https://www.unitedteaching.org.uk/>

What you will need to succeed:

We are seeking applicants who are keen to contribute to providing an inspiring education. You will be flexible, energetic and passionate about providing the best educational experiences. You will be keen to take advantage of the learning opportunities available to you and relish the chance to take part in all aspects school life, both curricular and extra-curricular. Above all you will want to be that TA the girls will never forget ... for all the right reasons!

- The following *academic achievements* will be necessary:

GCSEs: English Language, Mathematics and Science GCSE Grade C+

A Levels: A grade combination of at least BCC

Should you wish to use this placement as a springboard for an application with United Teaching:

Degree: 2:1 or above (although all applications will be dealt with individually and on merit)

- In terms of *experience* we will be looking for evidence of a positive child-centred ethos and/or some experience of working with young people.
- You will already have great *skills* in oral and written English, be good at listening, confident in the use of ICT and possess great organisational skills. You will have the ability to communicate warmly, confidently and professionally with pupils, staff and parents. You must have a commitment to safeguarding and promoting the welfare of children and young people, and we will provide you with training in this.
- *Applicants will already need to have the legal right to work and reside in the UK and, if short-listed, be able to attend an interview at the school.*

Terms and Conditions

Contract type

1 year fixed term contract, term time only (36 weeks per year).

Salary

£9 per hour/£17,550 pa FTE

Hours of work

Full time, Monday to Friday, term time only

07.45-16.30 or 09.30-18.00

Part time, as in a reduced number of days in the week, may be considered but applicants must be available for either or both of the times above.

Accountability

This post is accountable to the Head of Pre-Prep

Start date

1st September 2019

Benefits

A range of benefits are offered including discounted cinema tickets, retail discounts, staff development, contributory pension scheme, cycle to work scheme, childcare vouchers, car lease scheme, discounted gym memberships, health and dental plans.

How to apply

A completed application form, applicant monitoring form and confidential disclosure for the attention of Mrs Susie Mooney, HR Manager, to human.resources@guildfordhigh.co.uk

Applicants selected for interview will be informed within 10 days of the closing date for application. We do endeavour to respond to all applications; however, applicants who have not heard from the School by this time must assume that, on this occasion, their application has been unsuccessful.

Short-listed candidates will need to bring proof of their qualifications and their right to work in the UK to interview and be aware that references will be requested prior to interview.

Closing date: 9.00am on Monday 1st July 2019

However, applications will be reviewed as they are received, and the school reserves the right to interview and appoint at any stage during the recruitment process. Early applications are therefore advised.

Guidance for Applicants

Privacy Notice

We will use the information that you provide during the course of application and any selection process that we may invite you to participate in, for the purposes of recruitment and selection. Any information provided may be stored or processed in electronic or paper form. If you become a United Learning employee, the information will be used for the purposes of carrying out United Learnings personnel functions and complying with its legal obligations. If I do not become an employee, the information will be retained by the school for up to 12 months, and then securely destroyed.

Further details may be obtained in the Guildford High School Applicant Data Protection Policy, a copy of which is held on our website or available from the HR department, Human.Resources@guildfordhigh.co.uk

Application form

The application form, as opposed to curriculum vitae (CV), is used to ensure that information is presented in a standardised format and that only the details that we require are provided. This ensures that all applicants are treated fairly and equally.

As the information contained on the form is used during the selection process, it is essential that you complete all sections as fully as possible. If there is not enough space provided on the form, please continue on a separate sheet of paper rather than attaching a CV. On each additional sheet that you use, please write your name and the post applied for, together with the section that you are answering.

- Please complete this form in typescript.
- If any section does not apply to you, please write N/A.

The following notes are intended to assist you with the completion of the application form:

Current Employment

This section requests the details of your current employment. You should:

- Provide a brief description of the duties and responsibilities held during this employment.
- Include any duties that you consider to be of particular relevance to the position for which you are applying.
- Provide the name and address of your present employer.
- Provide details of your current salary or rate of pay.
- Indicate how much notice you are required to give to your current employer.
- If you are not currently employed, please mark the section N/A.
- Account for any gaps in your employment.

Employment History

- Provide details of all previous employment, including that of a voluntary nature. The information should be provided in date order, starting with the most recent and working back.
- Include the dates of employment, a brief summary of your responsibilities in the role, your final salary and reason for leaving. Please do not include details of your current employment in this section.
- If you have any gaps in your employment history, please provide the dates and a brief explanation.
- The school may contact any previous employer in order to confirm the employment history.

Education

Provide details of the secondary school(s) that you attended and include details of any examinations taken, results obtained, scholarships and other distinctions awarded.

Further Education

- Provide details of the college(s) or university(ies) that you attended and include details of any examinations taken, results obtained, scholarships and other distinctions awarded.

- Please attach photocopies of documentary evidence of your qualifications.

Professional and Vocational Qualifications

- Provide details of technical, professional and occupational training.
- Provide details of relevant training, apprenticeships, articles, evening, full-time day or day release courses, correspondence courses or company courses.
- Please attach photocopies of documentary evidence of your training or qualifications.

Personal Statement

Use this section to provide relevant information about yourself and how you meet the criteria detailed in the person specification for the role.

Referees

- Please provide the details of two people who may be approached for a reference.
- If you are employed, one referee must be connected to your current employer i.e. your line manager.
- Where you have previously worked with children but are not currently doing so, please provide reference details in respect of the last employer for whom you worked with children.
- If you are a college or school leaver, please give details of a teacher or tutor.
- A suitable second referee would be a previous employer, business associate or leader/organiser of a voluntary organisation. Personal referees, such as friends, family or those with whom you have any other significant relationship, are not suitable.
- Please note that references are sought prior to interview.

Personal Relationships

Please provide the name and position of any relative, friend or acquaintance employed or associated with United Learning, or if you have daughter at the school.

Declaration

Please ensure that you read this statement and that you sign and date the application.

Applicant Monitoring Form

Please complete this form to facilitate applicant monitoring. This form will be removed from your application form as soon as we receive it and will not be used as part of the selection process. If you have a disability that requires any specific requirements, please let me know when applying so that I can make the necessary arrangements.

Confidential Disclosure

By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, Section 4(2) of the Rehabilitation of Offenders Act does not apply to this application as the post involves substantial opportunity of access to children. This means that you may not withhold information about previous convictions, cautions, reprimands bind-overs or warnings on the grounds that it is otherwise 'spent'.

All criminal convictions must be declared. Failure to do so may result in your application being disqualified or, if discovered after appointment, may be regarded as grounds for dismissal. If you wish, you may submit information in a sealed envelope, marked for the confidential attention of the Head Teacher of the School to which you are applying.



Safeguarding

Guildford High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment.

Successful applicants will be subject to child protection screening appropriate to the post including an enhanced disclosure through the Disclosure and Barring Service (DBS) and checks with previous employers

United Learning Child Protection Statement

United Learning is fully committed to the safeguarding of children – ensuring the well being of the child is paramount. For pupils to feel that they are able to do their best and achieve their true potential, it is important that they feel safe and supported in the school environment.

Everyone working within our schools and academies, whatever their role, is acutely aware that issues to do with the protection of children are of the highest possible importance. Trust underpins everything that we do in schools. The parents of our pupils entrust the care of their children to us and together we are all responsible for their well being.

In relation to safeguarding, United Learning aims to ‘prevent’, ‘protect’ and ‘support’ all its pupils by addressing child protection in the curriculum, pastoral activities and in the management of the school, and by empowering and enabling staff to be vigilant for vulnerable students through training and information dissemination.

Policies and Procedures

All United Learning schools have policies which deal with safeguarding, child protection and safer recruitment, which are in accordance with the relevant local authority procedures and which comply with the DFE’s safeguarding children and safer recruitment statutory guidance. The individual school policies are available via each school’s website or by contacting the school directly.



Equal Opportunities Statement

United Church Schools Trust and United Learning Trust ("United Learning") have an Equal Opportunities Policy, which has been agreed by United Learning Trust's recognised trade unions.

Below is United Learning's Equal Opportunities Statement. If you would like to see the complete Policy, it can be accessed on The Hub or by contacting your school.

To ensure that United Learning develops and maintains a working environment in which each individual has complete equality of opportunities.

To ensure that individuals do not suffer discrimination directly or indirectly as a result of their employment with United Learning or deny their application for a position within United Learning.

Yours sincerely



Mandy Coalter
Director of People

