



## APPLICATION PACK

### Teaching Assistant – full time during term time

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

Our school is a remarkable place and has been educating girls since 1888. Around one thousand girls, age 4-18, from Guildford and its surrounding towns and villages, enjoy exceptional facilities and inspired teaching here. GHS 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.

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. We consistently boast some of the best results in the country; we are The Sunday Times Independent School of the Decade, are the Top Independent Girls School for Sport 2020 (for the eighth year in a row) and have received many awards including the Leading Independent School in the Country for Pastoral Care (2018).

I would encourage you to visit our website and view our school film to find out more about our school: [www.guildfordhigh.co.uk](http://www.guildfordhigh.co.uk)

You will need to apply for this role through our website: [www.guildfordhigh.co.uk/vacancies](http://www.guildfordhigh.co.uk/vacancies) where you will be directed to complete an online application form. Applications will need to be submitted no later than 08.30 on Monday 22 January 2024. 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 one of the HR team, via [human.resources@guildfordhigh.co.uk](mailto:human.resources@guildfordhigh.co.uk) if we may be of further assistance.

I look forward to hearing from you.

Yours faithfully

Meena Aiyer  
HR Manager

# Job Description & Person Specification

## Teaching Assistant

### 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.

There is the opportunity for the role to extend beyond the school day, 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.

Whether you are already a TA or looking for somewhere to provide you with fantastic grounding for 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!

### 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 and Mathematics GCSE Grade C/level 5+
- 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**

Permanent, full time during term time.

## **Salary**

c. £18,270 per annum including annual leave (pro rata the full time salary of c. £23,400 per annum).

## **Hours of work**

Full time, 37.5 hours per week, Monday to Friday with a start time of 07.45 each day. This role will require flexibility to assist with after school clubs which finish at 6pm.

## **Accountability**

This post is accountable to the Head of Pre-Prep.

## **Start date**

ASAP

## **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

## **Applications**

GHS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

An online application form should be completed and is accessible via our website:

[www.guildfordhigh.co.uk/vacancies](http://www.guildfordhigh.co.uk/vacancies).

Any queries about the position should, in the first instance, be directed to the HR department:

01483 543862, [human.resources@guildfordhigh.co.uk](mailto:human.resources@guildfordhigh.co.uk).

Closing date: 8.30am on Monday 22 January 2024

## **Invitation to interview**

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 educational and professional qualifications that are necessary or relevant to the post.

All candidates invited to interview must also bring each of the following with them:

- A passport
- Current driving licence if you have one
- Full birth certificate
- Utility bill or bank statement issues within the last three months showing the candidates name and address
- Where appropriate any documentation evidencing a change of name
- Evidence of the right to work in the UK

Please be reminded that references will be requested prior to interview.

Candidates with a disability who are invited to interview should inform the HR department of any necessary reasonable adjustments or arrangements to assist them in attending the interview.