



GUILDFORD  
HIGH SCHOOL

JUNIOR SCHOOL

## APPLICATION PACK

### Junior School Teaching Assistant | Full Time (Term Time Only) | Permanent

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 and provide a nurturing, stimulating environment as they take their first exciting steps into school life.

Our staff are integral in delivering to our pupils of the highest quality; one that inspires them to think and learn creatively. We seek to recruit and retain dynamic teaching and non-teaching staff who share in our vision and commitment.

We consistently boast some of the best results in the country; we were named The Sunday Times Independent School of the Year 2024, and in recent years have also claimed titles such as The Sunday Times Southeast Secondary School of the Decade, The Sunday Times Prep School of the Decade, and School Sport Magazine's Top Girl's School for Sport 2023. Both our sports and pastoral care have also recently been recognised with awards at a national level.

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: <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 Monday the 9<sup>th</sup> of December at 8:30 AM with interviews taking place on the same week.** Unless you stipulate otherwise, we retain all applications for up to six months.

If you have a disability that requires any specific assistance, 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 Human Resources on 01483 543 862 if we can be of further assistance.

I look forward to hearing from you.

Allistair Williamson  
*Junior School Head*



### JOB DESCRIPTION

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.

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
- 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
- Providing support in our wrap around care programme (where required)

An example of a working week might look as follows:

	AM	AS	L1	L2	BR	L3	L4	LU	PM	L5	L6	L7	L8
D1			Understanding the world (lesson support)	Phonics (small group work)		Literacy (lesson support)	Literacy active learning (small group work / 1:1 work and readers)	K12 Lunch		Literacy (lesson support)	Literacy active learning (small group work / 1:1 work and readers)	Literacy active learning (small group work / 1:1 work and readers)	Show and Tell
D2		B1C Reception 0745-0815	Music (lesson support)	Maths (lesson support)		Phonics (small group work)	Maths (lesson support)	K11 Lunch		Beehive	Maths active learning (small group work / 1:1 work)	Maths active learning (small group work / 1:1 work)	Story Time
D3		B1C Reception 0745-0815	French (lesson support)	Music (lesson support)		Phonics (small group work)	Literacy (lesson support)			Literacy active learning (small group work / 1:1 work and readers)	Understanding the world (lesson support)	PE	Story Time
D4		Drop off 0745-0800	Phonics (small group work)	Maths (lesson support)		Maths (lesson support)	Maths active learning (small group work / 1:1 work)			Maths active learning (small group work / 1:1 work)	Art (lesson support)		Golden Time
D5		B1C Reception 0745-0815	Phonics (small group work)	Literacy/Maths		Games				Creative Play (interactive play support and creative tasks)			Story Time



## PERSON SPECIFICATION

Whether you are already a TA or looking for somewhere to provide you with fantastic grounding for a future career in education, we offer the opportunity to work alongside talented, empathetic, and supportive staff in a very successful Junior School. This role will bring you into contact with staff, parents, and pupils throughout the Junior School, so you will be developing your interpersonal skills constantly.

Are you:

- Keen to contribute to providing an inspiring education?
- Flexible, energetic, and enthusiastic about providing the best educational experiences?
- Eager to take advantage of the development opportunities available?
- Willing to relish all aspects of school life, both curricular and extra-curricular?
- An adult who our pupils will always remember?

### **Qualifications**

- GCSEs: English Language and Mathematics GCSE Grade C/level 5+
- Proficient skills in oral and written English

### **Personal Qualities**

- High levels of personal and professional integrity
- High degrees of self-confidence, personal energy, and dynamism
- Personal warmth, good rapport with pupils, colleagues, and parents
- Excellent organisational skills
- Great listener
- Confident use of ICT

### **Philosophy & Ethos**

- A commitment to safeguarding and promoting the welfare of children and young people (we will provide training)
- High expectations for pupil attainment, personal development, and conduct
- Commitment to best practice in pastoral support and student welfare
- Commitment to helping with extra-curricular activities and curriculum enrichment

*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.*



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## TERMS AND CONDITIONS

**Contract Type:** Permanent, Full Time (Term Time)

**Salary:** c. £18,135 Per Annum (Pro Rata - Full-Time Salary c. £23,400 Per Annum).

**Work Hours:** Full Time (37.5 hours per week) Monday to Friday. This role will require flexibility to support the wrap around care programme (where required).

**Start Date:** January 2025

**Benefits:** A range of benefits are offered including staff development, contributory pension scheme, and access to our group-wide savings scheme including: discounted cinema tickets, retail discounts, cycle to work scheme, childcare vouchers, car lease scheme, discounted gym memberships, health and dental plans.

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.

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

*This pack is not intended to be all-inclusive, and the post holder may perform other duties reasonably required by the Head.*