



A M E S B U R Y

“An ‘amazing’ place for their education...”

ISI Inspection 2017

Reading Assistant

Amesbury is an oversubscribed, independent co-educational day preparatory school educating pupils between the ages of 2+-13+.

The School was inspected by ISI in September 2017, and judged to be excellent in all categories and subcategories. Needless to say the school was also found to be fully compliant.

Since 2012 the School has invested an additional £2m in capital projects, including a purpose built Common Room, a Dance Studio, new Reception Classrooms and refurbishment of our Science Laboratories.

The main catchment area includes Godalming, Haslemere, Midhurst, Petersfield and Farnham. The area is very well catered for in educational terms, with strong infant and primary school provision. In spite of intense competition Amesbury has emerged as one of the strongest preparatory schools in the area and features in the Good Schools Guide.

Pupils leave to join a wide range of the best day and boarding senior schools in the UK including Brighton College, Bedales, Bradfield, Bryanston, Canford, Charterhouse, Cranleigh, Frensham Heights, Guildford High School, Harrow, Lord Wandsworth College, Marlborough College, The Portsmouth Grammar School, Priors Field, RGS Guildford, Rugby, Seaford College, St Catherine's, Tormead, Wellington College, Winchester College et al.

Amesbury is a day school. Registration is at 8.15am and school finishes at 5.45pm. There are no weekend commitments. It is a special place. We work hard, have fun, innovate, and strive to be exceptional.

Reading Assistant

Personal Information

This is a part time position, 8.15am to 1pm Monday to Friday. The right candidate may have oodles of experience or be starting an NQT year.

The School operates its own pay scales which are generally above National Pay Scales. For graduates entering their first year of teaching, the school offers a more generous salary than would be the case in most school environments in addition to a bonus to celebrate the 'successful completion of an NQT year. There is a designated and experienced NQT supervisor. In the past two years Amesbury has successfully supported a number of teachers through their NQT year. The school is a member of the South Farnham Teaching School Affiliation.

a) Qualifications

A career track record in a relevant field will be more important in this role than pure academic qualifications.

- GCSE Maths and English.

b) Character & Personality

You will:

- Be the opposite of a clock watcher and want to go the extra mile
- Understand that relationships, not rules, make schools successful
- Have a sense of humour
- Be an energizer rather than an energy sapper
- Be willing to roll up your sleeves and 'pitch in'
- Dive head first into a very busy, creative school
- Be committed to working hard every day in order to develop something incredible.
- Take the initiative, work independently, and be prepared to take intellectual risks
- Want to work collaboratively
- Be a strong communicator
- See creative opportunities that are not always obvious
- Be utterly reliable

c) Child Protection / safeguarding

Amesbury is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce.

All successful applicants will be required to complete an enhanced DBS check which must be maintained throughout the period of employment.

Reading Assistant

Job Description

School Aims

Our principle purpose is quite straightforward. It is simply that we want every child to enjoy his or her time at school; to feel valued as individuals, in an environment where their talents can prosper to the benefits of the community, so that when the time comes to leave us, each child will do so with confidence high, skills sharpened and personalities rounded.

More specifically we aim to:

- Develop in every child the necessary skills, aptitudes and abilities to enable him/her to move on to senior school and beyond as an emotionally resilient, autonomous learner.
- Develop a caring community within the school by encouraging commitment, courtesy, co-operation, tolerance and compassion towards one another whilst understanding that each individual is a member of a wider community.
- Promote and nurture a close relationship between home and school in the partnership of education.
- Provide pupils with a model of how an excellent organisation is run, one in which there is culture of high achievement, a willingness to adapt and a propensity for innovation.
- To create the circumstances in which all members of staff have the opportunity for personal development and feel able to make the fullest of contributions to school life.
- Fulfill our social and environmental responsibilities to society.

Reporting

1. On a day-to-day basis, the Reading Assistant (RA) will report to the Reading Coordinator.
2. The Heads of Department are responsible for this teacher's PPDP.
3. The Reading Assistant may be required to work with children from Year 3 to Year 6 in Key Stage 2.

Purpose

1. Actively listen to children read (individuals, pairs or groups as appropriate).
2. To support teachers in the development of children's reading in the school.
3. To encourage and promote a love of reading and to support in the selection of reading material.
4. Work collaboratively with other colleagues to keep the library stock organised and up to date.
5. Actively support the smooth running of the department on a day to day basis.
6. Implement effectively all safeguarding and child protection policies and practices.

Specific Responsibilities

It is the job holder's responsibility for promoting and safeguarding the welfare of children for who s/he is responsible, or with whom s/he comes into contact, to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the role, the job holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

Specific reading assistant/coordinator roles are:

1. To actively listen to specific children read on a regular, giving encouragement and productive feedback.
2. To record progress within the reading record book.
3. Provide relevant feedback to the Teacher on the progress and attainment of small groups or individuals.
4. Liaise with the Reading Coordinator and the English Teacher regarding any concerns with regard to a child's progress in reading.
5. Support the educational development and pastoral care of children within their charge.
6. Work closely with Subject Teachers and the Heads of English.
7. Actively promote good practice in relation to effective teaching methods to support pupil development.
8. Carry out supervisory duties at lunch and playtimes as required.
9. To support and encourage children in the library with book choices of their own.
10. To work to elevate the profile of reading across the school by helping to organise and rotate the book stock and displaying reading material and information in the library.
11. Be prepared to accept changes to this specification in order to meet the changing needs of the School.

Miscellaneous

1. Set an example in terms of continuous personal development, particularly through the Amesbury PPDP programme and by participating in appropriate training to maintain up to date professional expertise.
2. Undertake other duties appropriate to the general purpose of the post that may from time to time be reasonably assigned by the Teacher.
3. Participate as widely as possible in the extra-curricular life of the school.
4. Treat as a professional confidence, any information concerning individuals, gained in the course of school life, in accordance with the school's confidentiality policy.