



St Mary's School

Gerrards Cross

Welcome to St Mary's School

St Mary's is a vibrant, independent school for girls aged from 3 to 18 years, conveniently located for the M40 and M25, and a five minute walk from Gerrards Cross station (25 minutes from London Marylebone). Founded in Paddington in 1872, the school moved to its present site in 1942. It is a happy, academic environment, with relatively small classes of around 16-18, in which girls thrive. Examination results are excellent and nearly all of Sixth Form students go to their first choice of university.



The Role

TEACHING ASSISTANT/HIGHER LEVEL TEACHING ASSISTANT

Are you an inspiring Teaching Assistant looking for your next challenge? St Mary's School is a vibrant, welcoming school in the heart of Gerrards Cross, Buckinghamshire. It is a special place to work, where staff are valued and supported. The students are a joy to teach and make excellent progress. It is a positive environment, which is fostered and nurtured by the whole community, who strive to make the school the best it can be.

We are looking for someone to complement teachers' delivery of the curriculum and contribute to the development of other support staff, pupils and school policies and strategies. To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources.



You may be required to supervise whole classes occasionally during the short-term absence of teachers. To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils by utilising advanced levels of knowledge and skills when assisting with planning, monitoring assessing and managing classes, and to encourage pupils to become independent learners, to provide support for their welfare and to support the inclusion of pupils in all aspects of school life.

Main Duties

Planning

- Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.
- Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with schools policies and procedures.

Teaching and Learning

- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes.
- Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.
- Motivate and progress pupils' learning by using clearly structured and interesting teaching and learning activities.
- Support the teaching of the Curriculum, be familiar with lesson plans, assessment and monitoring.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
- Organise and safely manage the appropriate learning environment and resources.
- Promote and reinforce children's self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
- Assist the class teacher in encouraging acceptance and integration of children with special needs, or from different cultures and/or with different first language.
- Willingness to contribute to the Co-Curricular programme; running or assisting with clubs either during the school day or after school.

Monitoring and Assessment

- In conjunction with teachers, evaluate pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of pupils' progress.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.

Mentoring, Supervision and Development

- Support and guide other less experienced teaching assistants' work in the classroom when required.
- Contribute to the overall ethos, work, and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

Behaviour and Safeguarding

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Understand and implement school child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
- Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children.
- Provide physical support and maintain personal equipment used by the children at the school.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Supervise pupils in the playground and plan and organise play time activities.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.

General

- Any other duties required by the class teacher and SLT, which is within the scope of this post.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To promote the safeguarding of children and follow the school's Child Protection, Safeguarding Policies and procedures.
- Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action.
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- Maintain confidentiality in and outside the workplace;
- Support the implementation of policies;
- Promote the inclusion and acceptance of all pupils;
- Attend and participate in meetings, Open Days, Sports Day and Speech day and training opportunities.

Why Work at St Mary's School?

At St Mary's we are seeking dedicated and enthusiastic members of staff, who are keen to prioritise the girls' well-being and happiness at all times. We are looking for those who enjoy working as part of a team, and who appreciate the importance of the girls' all-round experience at school. We are hoping that the girls will become life-long learners, always keen to undertake new challenges and learn from their experiences, and St Mary's has the same wish for its staff; the school provides support and training to facilitate your professional development. All members of staff at St Marys enjoy strong and meaningful relationships with the girls, characterised by mutual trust and respect.



What St Mary's can offer you;

- Relatively small class sizes.
- A strong community ethos.
- Excellent CPD and development opportunities.
- Polite, hard-working and determined students.
- Inspiring and supportive colleagues.
- A chance to watch students blossom and achieve.
- Auto-enrolment into a contributory pension scheme.
- Access to excellent catering facilities and a free lunch.
- Free use of the sports facilities and fitness suite.

Candidate Specification

Skills Required

- Outstanding interpersonal and communication skills (verbal and written); able to engender a positive team spirit.
- Strong organisational and administrative skills.

Knowledge Base

- Excellent classroom practitioner with a sound understanding of child development and principles and practice of primary education.
- A commitment to assessment for learning.
- Understanding of Safeguarding procedures.
- Working curriculum knowledge of all key stages in the Primary phase.
- Working knowledge and understanding of the role of ICT in enabling innovative and effective approaches to learning and teaching.

Qualification / Attainment

- HLTA Qualification or Minimum Level 3 RQF.
- Evidence of recent appropriate in-service training and professional development.

Experience

- Successful and demonstrable experience of good classroom practice.
- Teaching experience in more than one key stage .
- Range of curricular responsibilities.



Personal Qualities

- Approachable, good listener, empathetic.
- Ability to remain calm under pressure.
- Clear-sighted, determined, positive.
- Willing to support the School's Christian ethos.
- Proven skills of flexibility and adaptability.
- Honesty and integrity.

Package

Salary: Competitive
Hours: 8.00 – 4.00pm Monday - Friday
Start: September 2022

Safeguarding

St Mary's School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants. The school expects all staff and volunteers to share this commitment and be willing to undergo checks with the Disclosure and Barring Service.

How to Apply

Please complete an application form which can be obtained from the HR Administrator at hadmin@st-marys.bucks.sch.uk or from our website www.stmarysschool.co.uk

Early applications are advised as the School reserves the right to appoint at any stage during the application process. Completed application forms and cover letters must be emailed to hadmin@st-marys.bucks.sch.uk

Interviews will take approximately three hours and will be held at the school. As part of the process you will be asked to complete an observed lesson, be given a tour of the school and attend a panel interview. You will also be asked to provide documentation confirming your identity and qualifications.

There is no need to visit St Mary's before applying, as the school website contains plenty of information, photos and all the school's policies. However, if you'd like to see the school in person, you are most welcome to arrange a visit. Interviews will, of course, include a tour. All applications will be acknowledged and interview dates are provided below. References will be requested for all those invited to interview.

Closing date for applications: Monday 23rd May 2022

Interview date: Week commencing 23rd May 2022