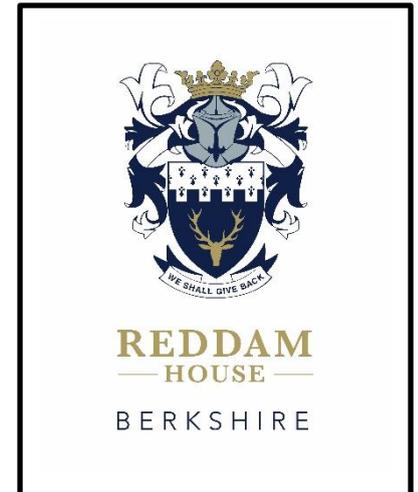


## Job Description

### TEACHING ASSISTANT

Reddam House Berkshire

<b>Line Manager/Reporting into:</b>	Head of Junior
<b>Contract Type:</b>	Full Time, Monday - Friday, 08.30 – 16.00 Term Time Only
<b>Closing Date for Applications:</b>	3pm on Thursday 30 June 2022
<b>Start Date:</b>	30 August 2022



**We are seeking to appoint an experienced, professional and dynamic Teaching Assistant to work in our Junior School. Preference is for full time hours, however part time hours will be considered for the right candidate.**

### OUR SCHOOL

Reddam House Berkshire is a co-educational, independent school, housed in a Victorian mansion and set in 125 acres of wood and parkland.

Around 700 students between the ages of 3 months and 18 years are registered here (day students and boarders from age 11+). Children are recognised as individuals with unique skills to celebrate and given tailored support and guidance at each stage of their school career. Our structure of Early Learning School, Junior School, Middle School and Senior School means that every year group works with professionals who specialize and enjoy working with the students in their care.

The unique Reddam House philosophy and our formula for success are based to a large degree on the quality and depth of our curricula, cultural and sporting activities and especially our teaching staff, fully recognising that what goes on in the classroom between teacher and student strongly influences the success of the school.

[www.reddamhouse.org.uk](http://www.reddamhouse.org.uk)

### WHY APPLY

#### **“Be at the forefront of International Education”**

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

#### **“Inspiring Academic Excellence Across 5 Continents”**

A definitive statement of excellence in private education, Inspired is a co-educational, non-denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](http://inspirededu.com)

## WHAT WE OFFER

- The most collaborative environment, at every level, that you will find anywhere;
- Excellent resources;
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside;
- At the leading edge of independent school thinking;
- A culture of excellence;
- Network of opportunities;
- Competitive package;
- Accommodation may be available in line with the School's Accommodation Policy;
- School's pension scheme, as well as death in service benefit
- Staff at Reddam House may be eligible for school fee discounts of up to 50%, subject to their child(ren) meeting the entrance requirements;
- Free delicious lunch each day;
- On-site parking.

## HOW TO APPLY

An application/information pack can be downloaded from <http://reddamhouse.org.uk/> or TES.

Alternatively, for further details please contact [vacancies@reddamhouse.org.uk](mailto:vacancies@reddamhouse.org.uk)

All applicants will be expected to provide:

- a supporting statement clearly outlining why they are interested in the position and school
- a completed application form with their details and history of education, employment, and achievements
- at least two referees from a recent/current appointment

### SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organisation.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments

### VACCINATION STATUS

It is a condition of employment for all new staff to be vaccinated against Covid-19. You will be asked to provide visual proof of your status if you are offered a job with us. If you are unable to be vaccinated because of a relevant protected characteristic, then please discuss your situation with us in confidence during the interview process. Disclosure of vaccine status will be dealt with in accordance of the provisions within the GDPR Regulations.

### EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organisation, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.

## ROLE SUMMARY & JOB PURPOSE

To ensure effective teaching support for both individual and groups of pupils undertaking focused learning activities. With the ability to work under the direction of the classroom teacher and on your own initiative, you will make a valid contribution to the social, academic, moral, physical and emotional development of each child both inside and outside the classroom.

## ROLE RESPONSIBILITIES

### Principle Responsibilities

- Supervising and providing support under the direction of a teacher, for pupils, including those with additional needs, ensuring their safety and access to learning activities;
- Preparing and using equipment and resources required to meet the lesson plans and relevant learning activity and assisting pupils in their use;
- Ensuring all pupils have appropriate access to opportunities to learn and develop;
- Encouraging pupils to interact with others and engage in activities;
- Providing feedback to pupils in relation to the progress and achievement under guidance of the teacher;
- Creating and maintaining a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work;
- Using strategies, in liaison with the teacher, to support pupils in achieving learning goals;
- Assisting with the planning and preparation of learning activities;
- Monitoring pupils' response to learning activities and accurately record achievement and progress as directed;
- Provide regular feedback to teachers on pupil achievement, progress, problems etc.;
- Assisting with the supervision of pupils outside lesson times; including lunch and play times;
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour;
- Participating in any training and development activities to maintain own professional development or to enhance competence within the job role;
- Undertake any duties (particularly playground & dining room) and responsibilities commensurate with the post and participate in the regular review of the content of the job description;
- To assist the Director of Sports/Sports' Teachers with activities if required, including walking children to the Swimming Pool;
- To assist with whole school activities such as Sports' Day, Swimming Gala etc.

### Pastoral Care

Within the School's pastoral policy:

- Maintain good order and promote self-discipline amongst pupils, safeguarding their health and safety both when on school premises and when they are engaged in authorised school activities elsewhere;
- Deal appropriately with sickness and injury;
- Treat pupils with respect and compassion;
- Encourage respect for self, others and the environment of the school.

### Additional Duties and Responsibilities

- To have a working knowledge of teachers' professional duties, legal liabilities and responsibilities;
- To have a working knowledge of all relevant Policies and Procedures;
- To establish effective working relationships with professional colleagues and other staff, as appropriate;
- To be committed to ensuring that every student is given the opportunity to achieve their potential and meet the high expectations set for them;

- To observe and manage all Health and Safety requirements to maintain a safe environment for students, colleagues and parents.

## PERSON SPECIFICATION

### Outline of Key Abilities

You are asked to focus on demonstrating the extent to which you meet each of the selection criteria when writing your personal statement.

Candidates who are shortlisted for interview will also be required to demonstrate their ability to meet the criteria outlined on this Person Specification during the selection process, except for their qualifications; these will be evidenced from the application form and your production of any original relevant certificates at interview.

### Key

<b>Person Specification:</b>	E: Essential	D: Desirable
<b>Demonstrated in one or more of the following:</b>	A: Application Form	R: References
	I: Interview/selection process	

### Qualifications

		E	D	A	R	I
1.	Relevant qualification in Childcare and/or Education	✓		✓		
2.	Educated to A Level or equivalent	✓		✓		
3.	Minimum GCSE or equivalent in English and Mathematics	✓		✓		

### Knowledge & Understanding

		E	D	A	R	I
1.	An understanding of the varied needs of children as they develop socially and academically	✓				✓
2.	Ability to supervise groups of pupils	✓				✓
3.	Ability to deal with sensitive information in a confidential manner	✓		✓		✓
4.	An understanding of the teaching of phonics	✓		✓		✓
5.	A commitment to professional development of self	✓		✓		✓

**Skills**

		<b>E</b>	<b>D</b>	<b>A</b>	<b>R</b>	<b>I</b>
1.	Evidence of excellent communication skills – both written and verbal	✓		✓	✓	✓
2.	Excellent interpersonal skills - ability to work both collaboratively and independently	✓		✓	✓	✓
3.	Excellent organisational and administrative skills – ability to plan, prioritise and manage a varied workload	✓		✓	✓	✓
4.	An understanding of the importance of the need for confidentiality	✓			✓	✓
5.	Excellent problem-solving and resolution abilities		✓	✓	✓	✓

**Experience**

		<b>E</b>	<b>D</b>	<b>A</b>	<b>R</b>	<b>I</b>
1.	Experience of working in an educational environment	✓		✓	✓	

**Personal Attributes**

		<b>E</b>	<b>D</b>	<b>A</b>	<b>R</b>	<b>I</b>
1.	A positive, pro-active 'can do' attitude	✓				✓
2.	Ability to cope well under pressure and meet deadlines	✓				✓
3.	Recognition of the importance of personal responsibility for health and safety	✓				✓
4.	Demonstrable commitment to the safeguarding of pupils and child protection	✓				✓
5.	Demonstrable commitment to equal opportunities	✓				✓
6.	Commitment to the School's ethos, aims and whole community	✓				✓