



South Hampstead

*High School*

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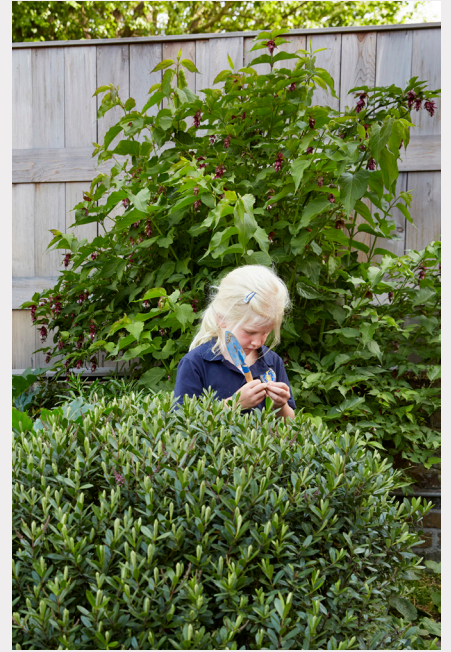
G D S T

JOB APPLICATION INFORMATION

# Junior School Teaching Assistant

FROM OCTOBER OR NOVEMBER 2022







South Hampstead High School – an independent day school of 900+ pupils, including approximately 265 girls in the Junior School and over 140 in the Sixth Form – welcomes girls aged 4 to 18 from across London. It is a very popular school and entry is competitive at all ages. Established in 1876, it is one of 25 schools and academies belonging to the Girls' Day School Trust. Located in leafy Hampstead, with the buzz of central London's cultural life close at hand, the school is very well served by public transport and there are excellent local amenities nearby.

At the Junior School, girls achieve the highest academic standards. We encourage girls to approach the world with curiosity and creativity, to express their views and feelings, and to develop a real joy for learning - they are proud of their school and value kindness and laughter, fun and friendship. Visits, trips, speakers and special events ensure that life is rich, busy and varied. Girls love music, drama, sport and art and they take part in everything they do with wholehearted enthusiasm.

Working at South Hampstead is stimulating, challenging and fun. Pupils are intelligent and inquisitive, energetic and engaging. We offer competitive salaries, generous employee benefits – including opportunities for sabbaticals – and a warm, supportive environment. There is a strong emphasis on Continuous Professional Development and on supporting teachers to engage with leading education research.

#### THE GIRLS' DAY SCHOOL TRUST

South Hampstead High School was the ninth school to be established by the Girls' Day School Trust (GDST) in 1876.

Today, the GDST is the leading network of independent girls' schools in the UK.

Since its foundation in 1872, the GDST has been at the forefront of education for girls and a strong voice in promoting opportunities for young women. Through the Alumnae Network, this continues after the girls leave school.

*“When I first stepped through the doors here, I knew that it was a very special place to be – the wonderful atmosphere, dedicated staff and energetic girls, who are such a pleasure to teach.”*

— South Hampstead Teacher

## AIMS & ETHOS

At South Hampstead we believe that education should be a truly enriching experience. We believe in the power of knowledge as a tool for thought and creative endeavour, and a source of lifelong inspiration and curiosity.

In and out of the classroom, we want our pupils to explore the big questions; debate and discussion lie at the very heart of a South Hampstead education. We aim to create abundant opportunities for creative output and to encourage pupils to take risks. In our teaching, we do what we know works and put research and reflection at the heart of our professional development. Teaching is a noble profession and our staff are central to our success.

We aim to provide outstanding breadth of opportunity in our curricular and co-curricular programme and to open our pupils' minds to a myriad of possibilities. We believe that involvement in school life is a key factor in our pupils' happiness. But it's not just about taking part; we aim to instil in pupils a sense of purpose, pride and determination and the belief that they can compete on the biggest of stages.

We aim to create a warm, tolerant and kind community where girls can be themselves and make friends for life. We want them to play their part in our community and in the community beyond South Hampstead. The 21st century is a time of unique opportunities and challenges; we have a critical role to play in preparing our young women to live and thrive, work and lead in tomorrow's world.

## TEACHING & LEARNING APPROACH

South Hampstead follows a curriculum that equips each girl with the means to develop her intellectual abilities as well as her personal and social values. Students are able to explore a deep and expansive body of knowledge, and to discover their strengths and interests via a broad, balanced range of academic, cultural and aesthetic subjects.

Pupils are intelligent, inquisitive, confident, energetic and talented. The programme of work helps to ensure that each girl is thoroughly prepared for the next stage in her life, whether it is transition into the Senior School, higher education or adulthood.

South Hampstead students love to learn. The store we set by the power of ideas is evident in the quality of the conversation, both inside and outside the classroom.

Our teaching is known for its rigour and its passion. In-depth subject knowledge and expertise are givens for all our teachers, but equally important is an innate ability to inspire the very best from each student, both as scholars and as individuals. With a colourful mosaic of enrichment opportunities available – academic societies, national competitions, leadership roles, independent learning projects, incredible speakers and exciting trips – every girl has the freedom to direct her learning and to flourish. Our ambition each year is that our pupils leave us as assured, adaptable, inspired individuals, ready to make their mark on the world and lead happy, successful lives.

*“Throughout the school, pupils are highly motivated, articulate and have strongly developed skills for learning... they are self-aware, reflective and show initiative.”*

— ISI Report

## BEYOND THE CLASSROOM

We are proud to be a busy, buzzy school with a lot going on. Each week there are well over 100 co-curricular activities for the girls to get involved in, before, during and after school. Regular guest speakers, a comprehensive enrichment programme, local and international trips, leadership opportunities and charitable endeavours combine to provide an exceptional range of experiences beyond the classroom.

South Hampstead has a well-established reputation in the creative arts. We welcome writers, poets and artists in residence and put on ambitious concerts and performances. Speaking up and speaking out is encouraged from the earliest years: we have an in-house debating coach and a strong track record in a range of public speaking competitions.

In sport, girls have the opportunity to participate in a wide range of activities, both as part of a team and as an individual – there are over 65 sporting clubs and teams to join, with state-of-the-art facilities both on site and at our nearby 4-acre sports ground. Our aim is to cultivate a positive attitude towards recreational and competitive sport, developing the skills and team spirit needed for a lifetime enjoyment of sport.

## PASTORAL CARE

Our school is lit up by the attributes that matter most here – thoughtfulness, open-heartedness, respect, courage and honesty.

At South Hampstead we aim to encourage every girl to discover her own aspirations and to run her own race with regards to her progress and achievements. We make sure every girl is thriving: supported, making good progress and feeling fully involved in school life.

Mistakes are learned from and successes are shared: each girl is encouraged to consider how she engages with feedback and to communicate her own strengths. There's plenty of experience on hand from older pupils: buddies and peer mentors provide a friendly face and practical advice, and a fun programme of intra-house activities regularly mixes the year groups, creating a real sense of togetherness and community.

Our programme of PSHE (Personal, Social and Health Education) prepares girls to go out into the world with confidence, inner strength and high self-esteem, ready to face challenges. There are also regular evening talks for parents, often reflecting the topics taught in class and as well as other issues on the minds of parents. We have a full-time nurse and counselling provision – it's completely normal for girls to sign up for sessions on any issue they like, completely free from any stigma. We understand how to educate girls, setting the feminist agenda and guiding well-rounded, well-grounded individuals to be the female leaders of the future.

# The Junior School

South Hampstead Junior School is a happy community of pupils, parents and staff, working together to provide an environment in which girls strengths are allowed to flourish. The girls achieve the highest academic standards at age 11 and almost all go on to the Senior School, one of London's most popular and successful selective, independent girls' schools.

However, this is only one aspect of our school. We encourage girls to approach the world with curiosity and creativity, to express their views and feelings, and to develop a real enjoyment of learning. As a result they are proud of their school and value kindness and laughter, fun and friendship.

Life at the Junior School is rich, busy and varied. Visits, trips, speakers and special events are built into our curriculum and girls are provided with outstanding opportunities to develop their interests in a wide range of areas. They love music, drama, sport and art and they take part in everything they do with wholehearted enthusiasm.

# The Role

We are seeking to appoint an enthusiastic and motivated Teaching Assistant to join our dedicated team of teachers and support staff.

Our Teaching Assistants are key to our success in the classroom and the successful applicant will work closely with the classroom teacher and the pupils to promote academic progress. You'll be working directly with young people in the classroom every day, helping them learn, monitoring their work and providing high levels of pastoral care.

You will have experience of working with primary aged children and have completed a Teaching Assistant qualification or have appropriate relevant experience.

This is a full-time, term time only role.

Working hours: 8am – 4pm Monday, Tuesday, Thursday & Friday and 8am to 4:15pm on Wednesday.

Grade: Support staff Grade 3

Salary: from £20,841 pro rata (£25,800 FTE)

Start date: October or November 2022.

## *Main Responsibilities*

### **TEACHING AND LEARNING**

- Ensure all pupils are appropriately supported in their learning, by adopting intervention strategies as directed by the teacher or Learning Needs Coordinator.
- Encourage and support the learning of individual pupils or small groups by complementing teaching and learning strategies deployed by the teacher.
- Prepare appropriate resources for lessons as directed by the teacher.
- In accordance with the Junior School feedback policy, provide verbal or written feedback to pupils. Undertake some occasional marking of written work, e.g. a short mathematics activity.
- Accompany teachers and pupils on educational visits and engage in the learning process for the benefit of the pupils
- Liaise with the teacher to ensure the effective delivery of the curriculum and to promote pupil progress.
- Take a proactive approach to familiarising oneself with weekly planning.
- Collaborate with the teacher and share feedback about pupil progress, to help inform future planning and support.
- Assist in the efficient management and/or completion of individual pupil records through observation, recording and filing.

### **PASTORAL**

- Support the School's ethos by promoting high standards of pastoral care.
- Liaise with the class teacher on the implementation of appropriate strategies to ensure that pupils receive appropriate pastoral support.
- Support the development of pupils' emotional and social skills, in line with the School's ethos and relevant policies.
- To ensure that there are high expectations for pupil behaviour and that the behaviour policy is used to address any issues in a consistent and constructive way.
- Take a proactive role when performing duties in the playground or at lunchtime.
- Help to create a safe and happy playtime and lunchtime by supervising games, ensuring use of equipment is safe and helping the pupils to resolve conflicts as they occur.
- Ensure that there is timely and effective communication with relevant class teachers and /or phase leaders regarding any incidents or concerns that took place at playtime or lunchtime.
- Administer first aid, ensuring correct systems are used and

appropriate procedures are followed, with incidents / injuries passed on to class teachers.

- Undertake safeguarding training and adopt a proactive approach in keeping pupils safe, in line with the relevant policies and procedures.

### **MANAGEMENT OF RESOURCES**

- Ensure that classroom resources are maintained effectively and available as required.
- Support the teacher with the preparation and creation of attractive and interactive learning displays.
- Support the teacher with the preparation of resources in advance of the lesson (within employed hours), in order to ensure that the learning resources required are effective and accessible in order to achieve the learning outcomes.

### **TRAINING & DEVELOPMENT OF SELF AND OTHERS**

- To participate in training activities and sessions offered by the school and other external agencies in order to further relevant knowledge and skills.
- To participate fully in any process of appraisal or performance review.

### **GENERAL**

Adhering to the policies of the school and the GDST, as published in the Staff handbook and the GDST Hub as amended from time to time, in particular policies relating to the safeguarding of children.  
Main Areas of Responsibility



## SUPPORTING THE WORK OF THE GDST

Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST Schools and support other staff in participating in GDST work, in order to develop and share best practice.

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Maintain high professional standards of attendance, punctuality, appearance, and conduct. Demonstrate positive and courteous relations with students, colleagues, parents and any external personnel.
- Adhere to school and GDST policies, as amended from time to time, and as set out in GDST Council Regulations, ORACLE and GDST circulars.
- Contribute towards organising, participating in or delivering on the school's programme of extra-curricular activities.
- In accordance with GDST policy, provide cover for absent colleagues by supervising and so far as is practicable, teaching pupils.
- Participate in meetings at the school which relate to the curriculum or the administration or organisation of the school, including pastoral arrangements, or for any purpose as reasonably decided by the Head.
- Carry out lunchtime duties – supervising pupils at lunch, as reasonable.
- Attend all relevant parents' meetings, which may take place in the evening.
- Support pupils and colleagues by attending some school productions, functions, trips and events as appropriate, and contributing, where possible, to the wider life of the school.
- Carry out such other associated duties as are reasonably assigned by the Head.

## APPLICATION PROCEDURE

To apply please go to the [GDST Recruitment Portal](#) or via the [GDST website](#) and complete the online application.

Closing date is Monday 26th September 2022 at 9am.

Interviews will take place in week commencing Monday 3rd October.

We reserve the right to close this vacancy early if we receive sufficient applications for the position and recommend that applications are submitted early.

The School may also conduct online searches (including publicly available social media searches) as part of our recruitment processes.

It is the post-holder's responsibility to promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. You will adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-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 school's Designated Safeguarding Lead or to the Headmistress. Candidates should be aware that they will be asked to undergo a DBS check.

## QUALIFICATIONS

Evidence of attainment in a recognised TA qualification i.e. NVQ, NNEB, City & Guilds, BTEC etc. NVQ Level 2 or above	Desirable
First aid qualification or willingness to obtain first aid qualification	Essential
Willingness to participate in further training and developmental opportunities offered	Essential

## PERSONAL SKILLS

Ability to demonstrate active listening skills	Essential
Ability to use language and other communication skills	Essential
Ability to empathise with the needs of children	Essential
Ability to work effectively and collaboratively with colleagues	Essential
Ability to adapt strategies, taking into account the needs of the individual child.	Essential

## KNOWLEDGE BASE

A good standard of education (GCSE / equivalent), particularly in English and Mathematics	Essential
Knowledge of National Curriculum requirements for the age of the pupils	Desirable
Knowledge of the use of basic technology i.e. photocopier, Microsoft word, use of iPad, outlook for email	Essential

## EXPERIENCE

Relevant experience of working with primary aged children	Essential
Relevant experience in an educational establishment/setting	Desirable
Demonstrable evidence of experience in supporting children in a learning environment	Desirable
Experience of preparing resources to promote learning	Desirable
Experience of supporting teachers to create a welcoming and well organised learning environment	Desirable

## ATTITUDE/APPROACH

Willingness to be professionally discreet and to maintain confidentiality on all school matters	Essential
Willingness to adopt a flexible approach to all directed tasks	Essential
Willingness to work as part of a team	Essential
Willingness to attend occasional school events that fall outside of usual working hours	Essential
Willingness to attend residential trips	Desirable