THE KING'S SCHOOL
CHESTER

Higher Level Teaching Assistant

(Fixed Term - Term time only)

Applicant information

Willow Lodge	Discovering the *world*
King's Juniors	Igniting *curiosity*
King's Seniors	Seizing *opportunity*
King's Sixth Form	Becoming *exceptional*

EVERY OPPORTUNITY. ENDLESS POSSIBILITIES.

About us

King's is an academically selective, co-educational independent school originally founded in 1541. Almost 500 years later, King's is a thriving, and forward-thinking school of 1150 pupils , considered to be one of the very best of its kind in the country.

Further information about the school can be found on our website: www.kingschester.co.uk

THE ROLE AND OPPORTUNITY

We are looking for a caring, enthusiastic and dedicated Higher Level Teaching Assistant to join our vibrant Junior School team on a fixed term basis. This rewarding role involves supporting pupils both inside and outside the classroom, helping to create a positive learning environment where every child can thrive.

Working closely with class teachers, you will support the delivery of lessons, assist with pupil progress and assessment, contribute to classroom preparation, and provide targeted support to individuals and small groups. You will also play an active role in the pastoral care of pupils, promoting their wellbeing, confidence and personal development.

Beyond the classroom, you will contribute to the wider life of the school through supervision duties, school events, extracurricular activities and supporting new families as they join our community.

RESPONSIBILITIES

To be responsible to HWL/JS and/or class teacher for:

- high standards of teaching;
- the promotion of effective learning;
- the maintenance of good discipline;
- promoting and safeguarding the welfare, safety and pastoral care of all pupils within the school.

DUTIES

General

- Support the school and its aims by example and commitment working within the established framework as a member of the King's School team;

- Observe the established professional standards, being supportive and encouraging of colleagues and of decisions taken by the school, and being discreet and confidential when dealing with pupils, parents and prospective parents;

- Attend whole-school formal occasions and INSET days;

- Attend the new parents' evening and new starters events held in the summer term before the new school year begins;

- Assist in the promotion of the school by helping to invigilate and mark the entrance assessment and by making positive contributions to the Open Day and taster sessions.

- Share the necessary administration and preparation in support of the work of The King's School and contribute to meetings and activities.
- Make positive contributions to the extra-curricular life of the school.
- Take responsibility for the welfare and safety of charges, having regard for the school's Child Protection, Health and Safety and other policies.
- To supervise pupils before and after school, lunch and playtimes on a rota basis.
- To complete registration (a legal requirement) noting absences and lateness in the absence of the class teacher;

Teaching

- Assist the class teacher in delivery of agreed schemes of work effectively, following guidelines produced by curriculum co-ordinators and keeping abreast of developments in the National Curriculum;
- Assist in the preparation of lessons within the established framework;
- Encourage pupils to realise their full academic potential;
- Provide support for pupils inside and outside the classroom to enable them to fully participate in activities;
- Mark work regularly and promptly in accordance with subject or whole school marking policies;

- Provide a stimulating and attractive working environment, displaying examples of pupils' work and other stimulus material;

- Support the Class Teacher in photocopying and other tasks in order to support teaching:

- Assist in the monitoring and evaluation of formal and informal assessments of children as directed by the teacher, helping to update records as necessary.

- Engage in regular planning with class teacher. In addition the Teaching Assistant may be asked to plan and deliver group work and deliver intervention strategies.

- Assist in reporting the progress of individual pupils to parents, including attendance at parents' evenings where necessary. Additionally to be involved with such occasional meetings with parents which are essential to the relationship between home and School.

- In the absence of the Class teacher, the Teaching Assistant may be asked to welcome the pupils in the morning, to dismiss them at the end of the day, complete morning and/or afternoon registrations and teach prepared lessons.

Pastoral

- Identify and respond to individual pupil needs;

- Be consistent and fair in the application of all rewards and sanctions, initiating disciplinary procedures with respect to pupils as necessary and keeping the Class fully informed of all such matters;

- Undertake supervision duties as may be reasonably required by the Deputy Head and Head of Willow Lodge and Junior School;

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Skills and personal qualities:

- A knowledge of the current education framework.
- Good communication skills.
- Behaviour management skills.
- Learning support skills.
- Good ICT skills.
- Commitment to safeguarding and promoting pupils' welfare.

REQUIREMENTS:

HLTA - Minimum HLTA Qualification

THE PROCESS

Candidates for this post should apply via the TES website or send completed application forms to recruitment@kingschester.co.uk by **9am on Monday 2nd November.**

Interview Date: 4th-6th November

The Head of Willow Lodge and Junior School, Michelle Dewhurst, is available to discuss the role informally with prospective candidates and can be contacted via mjd@kingschester.co.uk

SALARY AND BENEFITS

You will work **36 hours 15 minutes** per week **Monday to Friday 8.00am to 15.45pm, Term time only**

- **Actual Salary of £22,140 per annum** (A full-time equivalent salary **£28,248 per annum**)

- Free staff lunch on the days you work, during term time

- Scottish Widows Group Personal Pension Plan
    - Personalised industry expert pension advice
    - 3 x death in service Benefit
- Fee remission, where applicable
- Free use of the school gym and swimming pool and library (including online resources)
- A suite of termly staff celebrations and wellbeing initiatives
- Topical health and wellbeing advice
- Employee assistance programmes to support you personally and professionally
- Discounted group private health with BUPA
- Optical support
- A comprehensive further study programme
- Access to a cycle to work scheme
- Access to a salary sacrifice electric car scheme
- Invites to parenting webinars on key topics
- Free access to school productions, speakers and events
- Free onsite car parking

The role is deemed to be in regulated activity with a high level of contact and responsibility for children on a day to day basis.

This job description does not define in detail all responsibilities, and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the direction of the hiring manager.

We take pride in our outstanding reputation, and we know this is built largely on the excellent commitment and wide-ranging abilities of our staff. We are committed to promoting a diverse and inclusive workforce and we strongly encourage candidates from all different backgrounds to apply.

IMPORTANT - The King's School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are required to undertake screening relevant to the post, including checks with past employers and the Enhanced DBS check. In line with our commitments to safeguarding, the King's School uses preferred agencies and is unable to work with any agencies where Terms of Business have not been agreed by both parties prior to an engagement.

Our Child Protection and Safeguarding policy can be found on our School Website.

RECRUITMENT GUIDANCE NOTES

TERMS OF APPOINTMENT

Under the Department of Education's Keeping Children Safe in Education (KCSIE) regulations we have a legal duty to undertake the following safer recruitment checks. Therefore, any appointment will be subject to the following:

EMPLOYMENT CHECKS

- Application Form: All candidates must complete the application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. Note: CVs alone are not accepted.

- References: To assess candidates' suitability, we shall request at least two references, one of which must be your current or most recent employer. Please ensure that you provide all the details requested for each referee on the application form.

- Right to work in the UK: If you are invited to attend an interview, you will be asked to bring three forms of identification with you to confirm your right to work in the UK (this will be used to apply for your DBS if successful). Examples of acceptable forms of ID are detailed in your invite to interview email.

- Evidence of qualifications: If you are invited to attend an interview, you will be asked to bring evidence of the qualifications listed on your application form.

- Medical Fitness: If successfully appointed, you will be asked to complete a medical questionnaire and signed declaration of medical fitness to work. The School reserves the right to require you to undergo a medical examination if it deems this necessary, which would normally involve seeking your consent for a referral to occupational health.

- DBS Disclosure and other checks: If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed: criminal convictions. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.
  In addition, we will check for any prohibitions, sanctions, and restrictions that might prevent candidates from working with children or young people or taking part in certain activities or working in specific positions. It is a criminal offence for a person to apply to work with children if they are barred from doing so.

- Overseas check: If you have spent time abroad for 3 months or more in the last 5 years, you will be required to obtain an overseas check from that country. It is the candidate's responsibility to obtain this; however, the school will support the successful candidate through this process.

- Online Searches: An online search for all candidates shortlisted for an interview will be conducted.

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