



# WALTHAMSTOW HALL

## SEVENOAKS FOR GIRLS AGED 2-18

### Job Description for Teaching Assistant Senior School Fixed Term Contract (with potential to extend)

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

<b>Summary of the role</b>	We are seeking a well-qualified and inspirational Teaching Assistant to work primarily in the classroom with an individual pupil to support their learning.
<b>Commencing</b>	September 2024
<b>Reporting to</b>	Head of Learning Strategies
<b>Main Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Working primarily in the classroom with an individual pupil to support their learning.</li><li>• Having safeguarding of pupils at the heart of your practice and working within the School's safeguarding requirements at all times.</li><li>• Working closely with other members of staff across the Key Stage in which you are working.</li><li>• Working with teachers to raise the learning and attainment of the individual pupil and to support their needs.</li><li>• Promoting pupil's independence, self-esteem and social inclusion.</li><li>• Understanding statutory and non-statutory curriculum frameworks and how they relate to the age and abilities range of the pupil.</li><li>• Being familiar with learning objectives to plan and deliver effective support.</li></ul>

	<ul style="list-style-type: none"> <li>• Giving support and encouragement to other pupils, individually or in groups so that they can access the curriculum and School activities, make progress and experience a sense of achievement, working with teachers, the Head of Year and the Head of Learning Strategies where appropriate.</li> <li>• Contributing to effective planning and assessment by supporting the monitoring, recording and reporting of pupil performance and progress, using the School's methods and structures.</li> <li>• Using ICT effectively in planning, teaching, recording and communicating.</li> <li>• Using effective behaviour management strategies both independently and to support the teacher.</li> <li>• Helping to ensure an exciting, safe and well-prepared learning environment and resources.</li> <li>• Undertaking relevant tasks as requested by the teachers.</li> <li>• Communicating effectively with staff, pupils and parents in partnership with the teachers.</li> <li>• Attending all INSET days and any other CPD as required and taking opportunities to build the appropriate skills, qualifications and experience.</li> <li>• Take part in the Schools' performance management process.</li> <li>• Contribute to the development, implementation and evaluation of the School's policies and practices to support the School's values and vision.</li> <li>• Being an ambassador for the School.</li> </ul>
<p><b>Salary and Benefits</b></p>	<ul style="list-style-type: none"> <li>• Competitive Salary dependent on experience and qualifications.</li> <li>• School fees remission for children of the job holder attending the School. If not already at the School, any child would have to meet all of the normal entrance requirements.</li> <li>• Membership of the School's Defined Contribution Pension Scheme (details available from the Bursar's Office).</li> <li>• Refreshments/meals during working hours.</li> <li>• Cycle to Work Scheme.</li> <li>• Salary exchange (Pension).</li> <li>• Use of the School's Fitness Room and Swimming Pool (at allocated times).</li> <li>• Free onsite parking.</li> <li>• Wellbeing package.</li> </ul>
<p><b>Hours</b></p>	<p>Negotiable at interview Possible job sharing Possible additional role supporting 1:1 pupils' in Maths</p>

<p><b>The person must be</b></p>	<ul style="list-style-type: none"> <li>• Committed to the ethos, values and objectives of Walthamstow Hall.</li> <li>• A calm, sensitive practitioner, who encourages pupils to give of their best and supports them to do so.</li> <li>• A team player who will work in harmony with colleagues, parents and pupils, and be an asset to the Walthamstow Hall community.</li> <li>• Knowledgeable of and experienced in independent education.</li> <li>• Have good literacy, numeracy, organisational and ICT skills, and experience in supporting and teaching phonics and mathematics.</li> <li>• Proactive and have integrity.</li> <li>• Forward-looking and optimistic.</li> </ul>
<p><b>Safeguarding Requirements</b></p>	<p>All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Designated Safeguarding Lead. The role amounts to a regulated activity.</p>
<p><b>Health and Safety</b></p>	<p>Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a work place and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.</p>



You may also be required to undertake such other comparable duties as the Headmistress requires from time to time.

*Walthamstow Hall is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online checks, and the Disclosure and Barring Service*

## **Application Process**

**Applications will only be accepted on the School's Application Form. Candidates should:**

- Compose a covering letter (of no more than 2 sides of A4) to the Headmistress, Ms Louise Chamberlain, detailing how your skills, knowledge and experience match the School's requirements for the post of Teaching Assistant Senior School.
- Email your application and letter to: [hr@whall.school](mailto:hr@whall.school)
- Hard copies may be given to:

Human Resources  
Walthamstow Hall  
Holly Bush Lane  
Sevenoaks  
Kent TN13 3UL

**The closing date for applications is Wednesday 15 May 2024 at 12.00 noon.**

**Interviews will take place w/c 20 May 2024.**

**The School reserves the right to withdraw the post, commence or complete the recruitment process at any time prior to the closing date.**

References will be taken up before interviews. Please note that the Headmistress is not a referee for internal applications.

May 2024