

**Post: Teaching Assistant**

**Date of Issue: January 2021**



**Wellingborough  
School**

Founded 1595



## **The School**

Wellingborough is a School that is keenly aware of its history and traditions, but not held back by them. Founded in 1595, it has always sought to make bold and timely decisions in order to ensure that the pupils are able to flourish and thrive, and that the nature of the School supports this aim.

The School moved to its current site in 1881 to support its growth, but leaving the town centre did not reduce the importance it places on its links with the local community. Our pupils and staff lead and support a number of initiatives, engaging with other schools, businesses and charities in Wellingborough and the surrounding area.

Girls were first taught here nearly 50 years ago, and the School became fully co-educational in 1979. Girls now make up more than 40% of the pupil body. We welcomed pupils below the age of 8 for the first time in 1990 with the introduction of a Pre-Prep in a purpose-built facility, just a few years before converting to a day school at the turn of the century.

Each of these changes has strengthened the School's ability to maintain its appeal to a diverse range of pupils, a feature which is part of its core and attracts families from across five counties. Academic achievement is important but we focus on adding value and look to accept every child who we believe will be happy in our environment.

We are extremely proud of our pastoral care, and believe that we are far ahead of most schools with regard to pupil welfare. Our Club system in the Prep School and the Senior School House structure, the dedicated team of two counsellors in our Wellbeing Department, frequent and regular liaison between colleagues: all of these play a part in ensuring that each individual pupil's needs are met.

We know that our pupils will need much more than exam results when they leave us, and we put an emphasis on developing softer skills through a breadth of co-curricular opportunities. Sport, Music, Drama and the CCF might be the 'big four', but there are so many other ways in which the pupils build confidence, leadership, flexibility, resilience and the ability to know what they want to do with their lives.

Wellingborough is a wonderful school. It has a warm, relaxed feel with a sense of partnership between pupils, staff and parents. There is a constant buzz created by a determined, purposeful desire to support each other and to fulfil the pupils' ambitions. The School is never still, as everyone in our community tries to get the most out of the opportunities that are provided. We look forward to welcoming someone new to join our quest to do the best for every child

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## **Project Chrysalis**

The School moved to a two-tier system from September 2020, meaning that the Senior School now starts from Year 7 and the Prep School is home to pupils from Nursery to Year 6.

The underlying philosophy for this change was built around pupil outcomes. External pressures within our educational context, particularly those related to examination regimes, mean that our ability to oversee the learning and progress of our older pupils is enhanced by extending oversight to the age of 11. This also allows our Prep School to develop and enrich its curriculum, and we can reinforce the cohesion between the two parts of the School.

This is an extremely exciting time to be joining the School, with a number of opportunities to shape and guide the nature of the educational experience enjoyed by the pupils.

## **The Role**

### **Teaching Assistant, Prep School**

**Contract type:** Part time, Term time

**Salary: £15,348.25** (inclusive of holiday entitlement)

**Reporting to:** Head of Upper Prep/Head of Curriculum

**Disclosure level:** Enhanced

**Hours:** Monday & Tuesday; 8.30am to 2.30pm, Wednesday, Thursday & Friday; 8.00am to 2.30pm = 31.5 hours per week

**Job purpose:** To assist the teacher of his/her assigned class/es by providing support for the pupils' educational needs, under the direction of the class teacher/s.

#### **Principal duties:**

1. Assist the teacher of his/her assigned class/es
2. Help the pupils according to their educational needs under the direction of the class teacher/s - this may include planning and teaching the phonics programme to small groups
3. Assist in the preparation of materials and resources for lessons
4. Assist in observations and give feedback to the class teacher/s on the pupils' progress and attainment
5. Use technology to assist children's learning as appropriate to each year group
6. With the class teacher, monitor each child's reading on a daily basis
7. Help to put up displays both in and out of the classroom on a regular basis
8. Participate in the appraisal system and be willing to undertake training and professional development
9. Attend INSET days and pre-term staff meetings and assist with the preparation of the School for each new term
10. Attend weekly staff meetings
11. Help to maintain the general appearance and tidiness of the School

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12. Assist the teaching staff in the maintenance of good order and discipline within the School, safeguard their health & safety and record attendance when required
13. Assist in the pastoral care and supervision of children at playtimes and lunchtimes on a rota basis
14. Be in the building at the appointed times, unless other arrangements have been made with the Head of Prep
15. Accompany children on school trips
16. Attend mandatory training and understand and comply with key school policies
17. Cover for class teacher for a short period in case of an absence where no other cover is available
18. Administer basic first aid as required
19. Be on call to deal with any minor hygiene situations with pupils
20. Organise a Golden Time activity once a week
21. Attend annual Parent Information Evening for his/her assigned class/es
22. Attend school occasions which pupils are expected to attend
23. Be given the opportunity to contribute to the co-curricular life of the School
24. Undertake other reasonable duties that may be requested from time to time

#### **Revision of Job Description:**

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

#### **Benefits**

Working at Wellingborough School is hugely rewarding, albeit demanding and busy! Wellingborough School is a nice place to work. The School community is welcoming; there is mutual respect between pupils and staff; parents are engaged and supportive. These are some of the cultural reasons to want to work at Wellingborough School, but there are a range of other benefits.

The School has recently reviewed its appraisal system so that all staff can benefit from professional development, both internal and external. Staff input into INSET is encouraged, and the School is a member of the East Midlands Group of independent schools, which provides opportunities for collaboration and discussion. All new staff profit from an induction programme that is tailored to their individual needs. There is free onsite car parking and use of the School's sports facilities. All staff have lunch and refreshments provided.

Northamptonshire and the surrounding area is a nice place to live, with a significant amount of countryside. Road links are excellent, enabling travel in all directions, and the area is served by two railway lines into London. St Pancras is only 45 minutes by train from Wellingborough, and Euston is under an hour from Northampton and Milton Keynes.

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## **The Process**

The deadline for applications is **1pm 21<sup>st</sup> January 2021**, and should consist of a completed application form and covering letter. CVs are not required.

Applications by e-mail are welcome. Please send them for the attention of Lulu Corrigan, HR Manager to [recruitment@wellingboroughschool.org](mailto:recruitment@wellingboroughschool.org).

Interviews will take place **w/c 25<sup>th</sup> January 2021**.

## **Safeguarding:**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to 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 risk to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Person or to the Headmaster.

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**Person Specification**  
**Teaching Assistant, Prep School**

<b>Competence</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
NNEB/NVQ Level 3 Qualification	Yes	
<b>Skills &amp; Experience</b>		
Experience of working with children and a knowledge of the Key Stage 1 or 2 curriculum	Yes	
Willingness to learn and use IT relevant to the class e.g. iSAMS, Microsoft Office	Yes	
Up to date Paediatric First Aid Certificate		Yes
<b>Personal Qualities</b>		
Ability to demonstrate suitable characteristics necessary when working with children	Yes	
Ability to communicate appropriately with parents	Yes	
Ability to guide a small group of pupils for core subjects	Yes	
Full of energy and enthusiasm	Yes	
Ability to work effectively within a team	Yes	
Able to help create a stimulating classroom environment, including displaying children's work artistically	Yes	
Good organisational skills	Yes	
Patient and sensitive to others	Yes	
Flexible and adaptable	Yes	
Sense of humour	Yes	