

**Job Description**

<b>Job Title:</b>	Teaching Assistant (Early Years and Key Stage 1)
<b>Hours of Work:</b>	Full time, term time only (42.5 hours per week/34 weeks per year)
<b>Department:</b>	Bradshaw
<b>Grade</b>	Support staff grade 5
<b>Accountable to:</b>	Deputy Head, Head of Bradshaw
<b>Number of direct reports:</b>	None
<b>Budgetary responsibility:</b>	None
<b>Location:</b>	Winchester House School
<b>Purpose of the role:</b>	We are looking to appoint an enthusiastic and experienced Teaching Assistant to work in our Bradshaw department (Nursery – Year 2). The person appointed will be responsible for supporting pupils and teachers, working with individuals and small groups both inside and outside the classroom. You will be fully involved in all aspects of the academic life and work of the school

**The Stowe Group**

The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational Change Makers vision and Change 100 programme.

**Vision & Ethos**

We are Change Makers

Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community. Our World-class facilities support our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve. Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. It is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community. We are committed to the development of character with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. We strive to attract and retain employees of the highest calibre.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership. Environmental stewardship and sustainability are cornerstones of The Stowe Group.

Pupils and staff have a heightened awareness of their social and environmental responsibility in preserving our unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.

#### **Key Tasks:**

#### **MAIN DUTIES AND RESPONSIBILITIES:**

##### **Support & Deliver Learning - Supporting Pupils**

Under guidance from the teacher:

- Assist in the promotion of pupil development and learning (cognitive, physical, emotional and behavioural).
- Work to develop the inclusion of all pupils within a lesson.
- Assist pupils with practical work.
- Respond to individual pupil needs through differentiation (including some specific SEN work), e.g. by preparing and using specialist materials to support individual pupils or small groups of pupils.
- Contribute to the full educational experience by assisting with duties, school outings, educational visits and with school productions and various activities and events.
- Be willing to accompany pupils to swimming lessons in the local pool and if possible, support pupils in the pool

##### **Support & Deliver Learning - Supporting both Teachers and Pupils**

- Work effectively as part of the teaching team by contributing to the quality of teaching and learning. This includes attending various meetings where there are relevant items on the agenda and planning meetings.
- Be prepared to take temporary care of the class in the event that the class teacher is called out of the classroom.
- Under guidance from the teacher - work, support and complement the teaching by:
- Preparing practical resources for the lessons such as apparatus, differentiated worksheets or visual aids.
- Assisting with the preparation of classroom displays, ensuring pupil work is presented in conjunction with teaching points.
- Supporting in behaviour management and reinforcing agreed rules when working with pupils.
- Make use of a range of resources suitable for individual or small group needs, and use them to ensure pupil motivation.
- Produce displays and assist with administration of reading practice, labelling and other administrative tasks.
- Report to the teacher progress made, problems arising, and any difficulties with work and/or resources.
- Arrive in class, on or before the start of the lesson.
- Set a good example in terms of personal presentation, attendance and punctuality.
- Undertake any necessary professional development as identified by the school, including attendance at Whole School INSET days prior to the beginning of term.

**These additional tasks are seen as an important part of the School's work and ethos:**

- Contribution to the full educational experience by assisting with duties and various activities and events.
- Lunch duty – to eat with and supervise the children as required. A free lunch is supplied.
- Attendance at Parent Teacher Meetings if requested.
- Attendance at Open Mornings if requested.
- Maintain and encourage links within the whole school.

**Reasons to work at Winchester House**

- Happy and purposeful whole school community
- United, enthusiastic and committed staff
- Good support for new members of staff
- Good discipline
- Motivated, talented and happy children
- Excellent reputation
- Plenty of opportunity for personal and professional development

**The Independent Sector**

At Winchester House:

- Terms are shorter in duration than in the State Sector
- Staff are required to work up to three INSET days prior to the beginning of each term.
- The Upper School Day is 8.30am – 6.30pm.

**Person Specification:** The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• GCSEs at grades 9 to 4 (A* to C) including English and Maths</li> <li>• Level 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education</li> <li>• Experience of working with children</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of planning and leading teaching and learning activities (under supervision)</li> </ul>
Specialist Skills and Experience	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> <li>• Good organisational skills</li> <li>• Ability to build effective working relationships with pupils and adults</li> <li>• Skills and expertise in understanding the needs of all pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of effective teaching methods</li> <li>• Knowledge of how to successfully lead learning activities for a group or class of children</li> <li>• Knowledge of how statutory and non-statutory frameworks for</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of how to help adapt and deliver support to meet individual needs Subject and curriculum knowledge relevant to the role Excellent verbal communication skills</li> <li>• Active listening skills The ability to remain calm in stressful situations Knowledge of guidance and requirements around safeguarding children</li> <li>• Good ICT skills, particularly using ICT to support learning Understanding of roles and responsibilities within the classroom and whole school context.</li> </ul>	<p>the school curriculum relate to the age and ability ranges of the learners they support.</p> <ul style="list-style-type: none"> <li>• Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice.</li> </ul>
<p>Personal Qualities</p>	<ul style="list-style-type: none"> <li>• Enjoyment of working with children Sensitivity and understanding, to help build good relationships with pupils.</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.</li> <li>• Commitment to maintaining confidentiality at all times.</li> <li>• Commitment to safeguarding pupil's wellbeing and equality.</li> </ul>	
<p>This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder</p>		
<p><b>Date Agreed: May 2025</b></p>		

**Our Values**



**Value scales:**

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

In the role of Teaching Assistant we are looking for Change Makers who are (please highlight as appropriate):

<b>Professional:</b>	1	2	3	4	5
<b>Creative Problem Solvers:</b>	1	2	3	4	5
<b>Kind:</b>	1	2	3	4	5
<b>Flexible:</b>	1	2	3	4	5
<b>Collaborative:</b>	1	2	3	4	5
<b>Communicator:</b>	1	2	3	4	5