EARLY YEARS
TEACHING ASSISTANT
JOB DESCRIPTION

Fixed term until July 2020
Reigate St Mary's is an independent day school for approximately 350 boys and girls aged from rising 3 years to 11 years. It was formed in 1950 by the merger of the preparatory department of Reigate Grammar School and the choristers of St Mary's Church. In 2003, the school returned to its former status as the nursery and junior department of Reigate Grammar School.

The school is set in 15 acres of beautiful parkland and sports fields in the centre of Reigate, a pleasant market town in Surrey. Proximity to Gatwick airport, the M25 and rail links to London make this a popular area for parents with young families.

Reigate St Mary's is one of a small number of schools with a traditional choir of boys, girls and lay clerks led by the Head of Choral Music. The RGS Godfrey Searle Choir sings regularly in school and church services, and performs in concerts throughout the UK and Europe, with music from the 15th to the 21st centuries and texts in several languages. The Godfrey Searle Choir Trust offers a choral scholarship to each chorister which can be subsequently transferred to Reigate Grammar School.

The majority of pupils leave the school at age eleven and transfer to Reigate Grammar School, however, a small number each year move on to other senior schools which have included Box Hill School, Hurstpierpoint College, Worth School and Ardingly College.

The school is non-denominational, but is based on Christian values, and all pupils in the Upper School attend church services twice each week. Music, sport and drama play an important part in the life of the school.

The school buildings consist of the original house (Sunnyside), a Kindergarten and Technology building, and Beech House a 10 classroom building with full sized and equipped sports hall.

The school was inspected in November 2015 and the judgements were all excellent.

Further details of the school can be found by visiting our website:

www.reigatestmarys.org
1. **General**
Reigate St. Mary’s Preparatory and Choir School (RSM) is the junior school of Reigate Grammar School (RGS), a charity and a company limited by guarantee. The two schools are managed separately but are part of the same company under one Board of Governors.

2. **Governance and Management**
The Head of RSM is given considerable autonomy in the day-to-day running of RSM, but reports to the Head of RGS and the Bursar of RSM reports to the Bursar of RGS regarding major changes of policy, financial matters, staff appointments and disciplinary matters, health and safety.

3. **Job description**
The role is to support pupils in the Green Shoots classroom (2-3 years old) for 16 hours per week (term time, though there may be the opportunity to work in our Early years Holiday Club) under the direction of the class teacher. The role is initially until 1 July 2020.

The successful applicant will need to have had relevant experience and/or training in supporting children’s learning.

Main duties:
- To work with the teacher in lesson planning, evaluation and adjusting lessons as directed by the class teacher
- To assist with the preparation of practical activities.
- To implement agreed learning activities/ teaching programmes; adjusting activities according to pupils’ responses/needs; with groups of children for agreed periods of time, both in and outside the classroom
- To monitor and evaluate pupils’ responses to learning activities through observation and record achievement against pre-determined learning objectives.
- To provide verbal feedback to pupils in relation to progress and achievement.
- To provide for the teacher, objective and accurate feedback as required.
- To be responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested.
- To deliver intervention programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills.
- To deliver one-to-one support or small group support as identified in education plans
- To assist with the development and implementation of ISPs as appropriate
- To promote the inclusion and acceptance of all pupils within the classroom
- To promote independence and employ strategies to recognise and reward achievement and self-reliance
- To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflicts and incidences in line with established policy and encourage pupils to take responsibility for their own behaviour
- To encourage and promote the school’s Charter of Values and Golden Rules.
- To liaise sensitively and effectively with parents/carers, as agreed with the teacher, within the role/responsibility and participate in feedback sessions/meetings with parents as directed.
- To provide general clerical/administrative support eg. produce worksheets for agreed activities etc.
- To assist the class teacher with displays
- To offer toileting assistance to pupils where needed.
- To perform any lunch and break duties as timetabled as part of a rota
- To participate in training and other learning activities offered by the school to further knowledge (within employed hours).
- To know and apply school policies on:
  - Safeguarding (including Intimate Care)
  - Health and Safety
  - Positive Behaviour Management
  - Teaching and Learning
  - Equal Opportunities
Confidentiality and Data Protection

4. General
- Uphold the school’s core values.
- Support the Head in promoting the school’s Christian ethos.
- Be a role model and insist upon good manners and courtesy.

5. The Person
The successful candidate will have, or be able to demonstrate, the following:

Qualifications/skills
- NVQ Level 3 or above (or equivalent)
- good communication skills;

Qualities
- efficiency, commitment, a sense of humour, ability to work under pressure;
- the initiative to work on his or her own, but the sensitivity to work as part of a team;
- confident, but sensitive to pupils and parent’s needs;

Personal
- experience of good practice;
- in sympathy with the school’s Christian ethos.

Above all, the successful candidate must care about the education of young people. Although a day school, many activities happen in the evenings and at weekends, and the successful candidate will be expected to attend some of these events.

6. Terms and Conditions
- Successful applicants will be vetted by the Disclosure and Barring Services and will be required to complete an Online Pre-Placement Medical Questionnaire.
- The school has a strict no smoking policy.

7. Salary
On the RSM Teaching Assistant scale

8. Child Protection
Reigate Grammar School and Reigate St. Mary’s are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All applicants should read the school’s Child Safeguarding Policy, Safeguarding Children, Protecting Staff Policy and Keeping Children Safe in Education Document, which are is available on the Reigate Grammar School and Reigate St Mary’s websites (www.reigategrammar.org or www.reigatestmarys.org), and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Enhanced disclosures from the Disclosure & Barring Service will be sought on all successful applicants. Full details are given on the application form.

9. Applications
Applicants are asked to complete the Support Application Form and Supplementary Information Form available on the school website and send them with a supporting statement to
Mrs Dawn Holmes, Head of Human Resources, Reigate Grammar School, Reigate Road, Reigate. RH2 0QS
Tel: 01737 222231. E-mail: hr@reigategrammar.org

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.