

**Junior School Classroom Assistant**

Part-time 25 hours per week 12.30pm – 5.30pm across the full year

Salary FTE: £18,141 – £19,497 depending on experience

Required start date: Monday 3 September 2018

Contract term: Permanent

**The role:**

We wish to recruit a part-time Junior School Classroom Assistant to join our team from September 2018.

The main duties include:

* Providing general assistance and practical classroom support to teaching staff and pupils in all learning activities
* Managing classroom resources effectively and assisting in the preparation of teaching materials before lessons and clearing away afterwards
* Providing pastoral/welfare support to pupils
* Supervising pupils during break and lunch times in the dining hall and the playground
* Ensuring all health and safety requirements are adhered to at all times both in and outside the classroom, administering basic first aid (if qualified to do so)
* GAP Club (after-school care) supervision between 3.30pm – 5.30pm during term time
* Assisting with Foundation Plus (school holiday club) provision outside of school term time
* Maintaining effective working relationships with pupils, colleagues and parents, working collaboratively across all areas of Junior School

To succeed in this role, you will need excellent interpersonal and communication skills and good levels of numeracy and literacy. You will have a flexible approach and be happy to work across the 2-11 age range as required, demonstrating the ability to work both independently and as part of a team. You will be well organised and have a patient, caring personality and be passionate about learning and supporting children to develop and achieve their best. We also encourage outdoor learning so you will be happy working outdoors as well as within the classroom.

Experience of working with children in a learning or play environment is essential, as is a recognised TA or childcare qualification to NVQ Level 3.

**About the School:**

Northampton High School, part of the Girls' Day School Trust (GDST), is an independent girls’ day school with a reputation for academic excellence, strong pastoral care and a wide breadth of extra-curricular activity. We are proud to be at the forefront of education for girls and a strong voice in promoting opportunities for young women.

**Benefits:**

As part of the GDST, the UK's leading network of independent girls' schools, we can offer a variety of benefits, such as:

- Competitive salaries and pay progression

- Access to extensive professional development opportunities

- Good transport links

- Training grants for qualifications

- Generous pension schemes

- Free life assurance benefit

- A discount of up to 50% on fees for children at GDST schools

- Childcare vouchers, interest free loans for training, computer purchase loans and

travel season ticket loans

- A Cycle to Work scheme

- Competitive terms and conditions of employment

For further details and an application form, please see our website <https://www.northamptonhigh.co.uk/about/our-team/join-our-team/>

Completed applications should be emailed to [a.gates@nhs.gdst.net](mailto:a.gates@nhs.gdst.net) or sent to:

Mrs Anna Gates

HR Officer

Northampton High School

Newport Pagnell Road

Northampton

NN4 6UU

Applications should be submitted by midday, on Monday 9 July 2018 at the latest, however, applications may be considered in advance of the deadline.

*Northampton High School and the GDST are* 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 and the Disclosure and Barring Service.