

**ST MARGARET'S**  
SCHOOL

# **GAP Teaching Assistant for the Junior School**

**One year fixed-term contract from September 2022**

**Salary £16,000 per annum**

We are seeking to appoint a Gap student to work as a Junior School Teaching Assistant, the ideal candidate may have recently completed studying at University or College or may have finished A-levels and be thinking about working in teaching. The Gap student will play an important part in supporting the life of the Junior school, as well as taking on specific duties in some co-curricular activities, working with children that need additional support as well as working with children on stretch and challenge activities in the curriculum.

Applications are particularly welcomed from applicants who wish to work with children as a future career.

**Closing date for applications: Monday 25th April @ noon**

**Interviews to be held: Thursday 5th May**

For further information and to apply for this vacancy, please visit our website: <https://www.stmargarets-school.org.uk/work-with-us>

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made.

St Margaret's school 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 and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

# ST MARGARET'S

SCHOOL

## **JOB DESCRIPTION**

### **GAP STUDENT | Junior School Assistant**

**Reporting to: Head of Junior School**

#### **Main Duties and Responsibilities**

- Assist in the day to day running of the Junior School
- Accompany children in lessons such as outdoor learning, PE, Drama and academic subjects.
- Support children with both academic support under the guidance of the class teachers and Academic Support Coordinator.
- Support children with Stretch and Challenge work under the guidance of the DH lower and upper Juniors and class teachers.
- Undertake general duties around the School and provide administrative support where necessary
- To assist in the supervision of pupils before, during and after school as part of the School's duties roster, including after school study supervision and supervision of pupils at meal times.
- To assist in the delivery of after-hours activities
- To ensure high standards of behaviour from pupils at all times, making use of the school's systems of rewards and sanctions
- Opportunities to observe and support lessons across the school.
- To model good standards of behaviour, dress and attitude to pupils at all times
- To attend relevant INSET days and some staff meetings
- To assist in the School's co-curricular programme and relevant academic enrichment activities
- To undertake specific duties in accordance with the interests and skills of each successful applicant
- To assist with any other reasonable tasks deemed necessary by the Head or members of the SMT in the daily running of the School

# ST MARGARET'S

SCHOOL

## Junior School Assistant | GAP Student - Person Specification

The successful candidate will have the following qualifications, skills and attributes:

	Essential	Desirable
A high level of understanding of life in a school	√	
An energetic and enthusiastic approach	√	
Excellent interpersonal skills with the ability to relate to the whole school community	√	
Good time management with the ability to work under pressure and prioritise as necessary	√	
Excellent speaking and listening skills	√	
Clear and accurate written communication skills	√	
ICT literate	√	
Excellent interpersonal skills to deal with a range of people fairly and with respect	√	
The ability to work effectively in a team	√	
Good planning and organisational skills with the proven ability to use own initiative	√	
A flexible attitude and an adaptable, self-motivated approach	√	
An understanding of the importance of developing appropriate working relationships with young people, with the ability to define boundaries	√	
Hard working and reliable	√	
An interest in working as a teacher or with children and young people in the future.		√