



Gap Teaching Assistant

Candidate Information

£12,000 per annum

40 hrs per week - term time only

Fixed Term January 2023 - July 2023

The Granville is an IAPS
co-ed Pre-School for ages 3 - 4
and girls' Prep School for ages 4 - 11



Executive Summary

As part of our dedicated and enthusiastic team you will support out pupils and teachers within lessons. This is an opportunity to gain work experience where high standards are expected in everything we do, to gain insight in the teaching profession and an opportunity to use personal qualities and skills in supporting our pupils. This will be a year of varied experiences in a high quality and supportive working environment which will be viewed favourably by future universities and employers.

The Granville combines future-ready, forward-looking educational excellence with affectionately held traditions and a bespoke approach to both the academic and personal experiences of its pupils.

Are you taking a gap year before studying to be a teacher or joining the uniformed services?

Do you love Sport and Art or Drama?

Come and work for us at The Granville School as a Gap Year Teaching Assistant to learn and develop skills that you can use in your career of choice.

Closing Dates **Monday 2nd January 2023**

Interviews **Thursday 5th January 2023**

The Headmistress would be delighted to talk on the phone to any candidate who would like to know more about the post. She can be contacted either at the School on 01732 453039 or by email through officemanager@granvilleschool.org.

The Granville is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo child protection screening.

The School

Founded in 1945 by Ena Makin, The Granville School is a thriving, successful prep school with an enviable reputation for excellence.

The school is set in five acres of gardens and woodland and is centred on a large, attractive Victorian house. Over the past years, several new specialist buildings have been added so that it is now an impressive campus with exceptional, purpose-built facilities.

The school benefits from being close to a mainline station (30 minutes from London) and the busy market town of Sevenoaks. The Granville School is a non-selective, day preparatory school for girls aged 3 to 11 and boys aged 3 and 4. It is an educational trust administered by an extremely supportive Board of Governors.





Our Vision

Realising the full potential of every child by developing knowledge, confidence and self-reliance within a supportive and successful school community.

The Granville is an exceptional school which combines the very best of prep school tradition with a vibrant, forward-looking outlook where change is embraced and innovation celebrated. Pupils thrive on individual attention and achieve their best in a happy, secure and stimulating environment. Highly qualified, specialist teachers make learning exciting, develop enquiring minds and raise levels of expectation.

Every year, pupils participate in traditional Granville celebrations. These all help to reinforce both a strong family community and a warm, friendly atmosphere, which are highly valued by pupils, parents and staff. While the school is non-selective, it successfully nurtures the potential in every pupil and each year the girls achieve impressive results academically as well as in sport, music, drama and art.

Our record of leavers' destinations is outstanding with girls gaining scholarships every year to a wide range of excellent senior schools, (including Caterham, Kent College, Sevenoaks, Walthamstow Hall and Woldingham) and places at Kent grammar schools.

The Head is a member of the Independent Association of Prep Schools (IAPS) and the school is inspected by ISI. The most recent ISI inspection took place in 2017 and the school was proud to be rated 'excellent' in all areas. The full inspection report can be read on the school's website.

Looking to the future, the school aims to continue on it's journey of excellence, constantly improving the standard of teaching and learning, helping pupils achieve their personal best and expanding our educational provision to ensure they are future-ready.

Testimonials

“ I love the school as much now as I did 20 years ago when my eldest daughter came here. They have such fond memories at being at The Granville. ”

Mrs V Wyatt, Teaching Assistant

“ We have so many fantastic clubs! Every Thursday I do circus skills club. But my favourite is cross country running in Knole Park. ”

Isobel, Year 5 Pupil

“ I love teaching here. The girls are so well behaved and there is an incredible support system for all staff, as well as a carefully structured induction process. I feel so valued in the team, despite only being here less than one year. ”

Miss C Townsend, Year 3 Teacher

“ I really enjoy being part of the Senior Leadership Team at The Granville. It is a supportive and creative group to be a part of. The girls we teach are charming: polite and courteous as well as inquisitive and confident. ”

V Duggan, Head of English

“ I love coming to school. The teachers are so nice and they make learning fun. Also, the food is excellent! ”

Harriet, Year 3 Pupil



Job Description: Gap Teaching Assistant

As Gap Teaching Assistant, you will be:

Part of our dedicated and enthusiastic team and will work with teachers to support teaching and learning both within and outside of the classroom. You will provide general and specific assistance to pupils and staff under the direction and guidance of the Teacher. A particular love of sport would be an advantage.

Person Specification

Qualifications and Training

Essential

- a minimum of 5 GCSEs (or equivalent) grade 9 – 4 (A* - C) including maths and English.

Desirable

- First aid training

Experience

- Previous experience of working with children in a School/ club or volunteer setting
- Team Sports

Knowledge and Skills

Essential

- Good organisational skills
- Flexibility and creativity
- Good literacy and numeracy skills
- Good time management
- IT Skills

Desirable

- Ability to manage groups of pupils and deal appropriately with challenging behaviour

Personal Qualities

- An ability to build good working relationships with both pupils and adults and work constructively as part of a team
- Enjoy working with children
- Patience and a sense of humour
- Motivation to participate in ongoing training and self-directed CPD (Continuing Professional Development) programmes.



Job Description: Gap Teaching Assistant

Key areas of responsibility include:

Classroom Assistant

- To supervise and provide support for pupils, ensuring their safety and access to learning activities; considering the learning support involved, to aid the pupils to learn as effectively as possible both in group situation and on their own.
- Deliver and teach group and individual support programmes as required.
- Meeting physical needs as required whilst encouraging independence.
- To observe and monitor the progress of pupils, liaising with the class teachers, SENCo (Special Educational Needs Coordinator) and other staff and keeping records of pupil's progress, both educational and social.
- To assist and attend school assemblies

Support for Teachers

- Assist class teachers in the promotion of positive behaviour pattern and implementation of the school's behaviour policy and in raising children's self-esteem and encouraging independent learning.
- Liaise with the class teachers to understand weekly and daily planning, including the objectives of each lesson and being able to share these with the children.
- Prepare and assemble and maintain classroom/ corridor displays as directed by the teacher.
- Assist in creation, preparation and maintenance of appropriate resources for teachers or pupils as directed.
- Assist where necessary with clearing away of classroom and materials to ensure effective and efficient teaching.
- Establish constructive relationships with parents/ carers.
- Support class teachers in photocopying and other tasks as directed.

Co-curricular Activities

- Assist with the supervision of pupils during playtimes either in the playground or in the classroom during wet playtimes.
- Administer First Aid and care for sick children – tending to the hygiene and physical needs of pupils.
- Assist with the supervision of pupils during lunch.
- Escorting pupils to/from 'After School Care.'
- Accompanying school outings and trips



Job Description: Gap Teaching Assistant

General Responsibilities for all Staff at The Granville

- Pastoral care is a strong feature of Granville life, and all staff are expected to contribute to this area by creating a warm, caring environment in which children can grow socially, emotionally and mentally.
- Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- To develop professional relationships.
- To undertake supervisory duties when required.
- To attend staff meetings and School INSET.
- To avoid overfamiliarity with pupils
- Undertake other duties from time to time as required by the Head Teacher such as attendance at Open Evenings, School Fete etc.

This job description cannot be considered to be exhaustive and other duties not included above may arise from time to time. On the understanding that such duties are commensurate with the purpose of the job and have been identified by the post holder's line manager and advised to the post holder, then such additional duties shall form part of the requirements of the post.

Additional Information

Salary

£12,000 per annum

Fixed Term from January 2023 to July 2023

The successful appointee will also be entitled to the following;

- Free school meals

Additional Information

- Gap Students will have a mentor who will organise induction and be available at all times to deal with any concerns or problems. Regular reviews will take place during the year in order to make this year as useful and productive as possible for both school and student.
- It is vital that our gap students dress smartly and appropriately. An example to others must be set at all times – to children and parents you will be seen as a teacher.

This post offers an exciting opportunity to work in a well-established, developing and ambitious school. At a time when interest in the School, and demand for places is considerable, the future is very exciting.



Additional Information

Safeguarding and Child Protection

The successful candidate will be expected to commit to the following:

To promote and safeguard the welfare of children and young persons' for whom/she/he is responsible, or with whom she/he comes into contact. They will adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection 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 risks to the safety of welfare of children in the school she/he must report any concerns to the schools' Designated Safeguarding Lead.

The successful candidate will be required to provide an enhanced DBS Disclosure.

In seeking references on short-listed candidates the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

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