



# HALSTEAD ST ANDREW'S SCHOOL

Teaching Assistant

Start date: January 2025





# Teaching Assistant

## Main purpose

The Teaching Assistant will be based at our Pre-prep site at Woodham Rise.

The TA will work with class teachers to raise the learning and attainment of pupils and promote pupils' independence, self-esteem and social inclusion.

They will support pupils, individually or in groups, to enable them to access the curriculum, take part in learning and experience a sense of achievement.

The TA will also be expected to perform duties, parents' evenings and events as required by the school and support the extra curricular provision.

Responsible to: Head of Pre-Prep

## Duties and Responsibilities

### Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Apply effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher

- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

### Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

### Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work

collaboratively with classroom teachers and other colleagues, including specialist advisory teachers

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

## Person Specification

### Qualifications and training

- Level 3 qualification in childcare is desirable but not essential

### Experience

- Experience working in a school environment or other educational setting
- Experience working with children / young people
- Experience planning and delivering learning activities

### Skills and knowledge

- Good literacy and numeracy skills
- Good organisational skills
- Ability to build effective working relationships with pupils and adults
- Skills and expertise in understanding the needs of all pupils
- Knowledge of how to help adapt and deliver support to meet individual needs
- Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils





- Excellent verbal communication skills
- Active listening skills
- The ability to remain calm in stressful situations
- Knowledge of guidance and requirements around safeguarding children
- Good ICT skills, particularly using ICT to support learning
- Understanding of roles and responsibilities within the classroom and whole school context

#### Personal qualities

- Enjoyment of working with children
- Sensitivity and understanding, to help build good relationships with pupils
- A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding pupil's wellbeing and equality
- Resilient, positive, forward looking and enthusiastic about making a difference
- Capacity to inspire, motivate and challenge children and young people

#### Working Conditions and Remuneration

The Teaching Assistant will be based at Woodham Rise.

The role is fixed, part-time, for two terms starting January 2025, with potential to be permanent.

Working hours: Thursdays and Fridays, 8am-4pm

Salary will be competitive for the sector and based upon qualifications and experience.

#### Benefits

Benefits package includes:

- Auto enrolment to contributory workplace pension subject to qualifying salary
- Death in service benefit
- Free school meals (term-time only)
- Fee remission for eligible children attending the school
- Free car parking

#### Application Process

Applications to be on the School Staff Application form and covering letter.

This must be completed in full and include the names, addresses and telephone numbers of TWO referees one of whom, if appropriate, should be your current employer.

Applications should be submitted electronically to [hr@hsaschool.co.uk](mailto:hr@hsaschool.co.uk).

**Closing date 12pm 9 December 2024. Candidates must be available for interviews that week (w/c 9 December 2024).**

We reserve the right to interview and appoint before the closing date.

#### Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.



## About Halstead St Andrew's

**Halstead St Andrew's is an independent all-through school located in Woking, Surrey.**

We are more than just a school – we are a community dedicated to empowering every child to become confident, compassionate and curious learners.

We are proud to be a family-oriented school, dedicated to creating a caring, secure, and nurturing environment where pupils thrive as happy and confident learners. Our values-driven and opportunity-rich ethos provides an inspiring educational experience that fosters the holistic development of every pupil while instilling a lifelong love of learning.

Halstead St Andrew's is set over two sites; our Nursery and Pre-Prep are based at our Woodham Rise site and is a stimulating and age-appropriate environment for our youngest pupils, which creates a happy and secure learning environment.

From Year 3, pupils move to Church Hill House. Here they enjoy continuing outstanding teaching and the facilities of our well-appointed site and extensive playing fields. They then, when we extend our offering in 2026, will have the opportunity to stay with us through to GCSE.

The success of Halstead St Andrew's School is built upon our values of endeavour, positivity, creativity, respect and kindness. These values form the foundation of everything that we do and enable pupils to reach their potential in all areas and it is our plendge to equip pupils with the skills necessary to navigate an ever-changing world.



## HALSTEAD ST ANDREW'S SCHOOL

Pre-Prep  
Woodham Rise  
Woking  
Surrey  
GU21 4EE

T: 01483 760943  
E: [officewr@hsaschool.co.uk](mailto:officewr@hsaschool.co.uk)

Prep and Senior  
Church Hill House, Wilson Way Horsell,  
Woking  
Surrey  
GU21 4QW

T: 01483 760943  
E: [officechh@hsaschool.co.uk](mailto:officechh@hsaschool.co.uk)

“For parents wanting the personal touch,  
this school delivers.”

*Good Schools Guide*



Follow us on social @halsteadstandrews

[www.hsaschool.co.uk](http://www.hsaschool.co.uk)