

**Pate’s Grammar School Foundation &**

**The Richard Pate School**

**(“the School”)**

**Teaching Assistant - Information Pack**

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| **Title:** | Teaching Assistant – Reception  |
| **Reports To:**  | Head of Prep  |
| **Employment:** | Permanent, full-time, term-time only post |
| **Hours:****Salary:****Benefits:** | 08.30 -16.00 Monday to FridayBased on qualifications and experience* Pension scheme with employer contributions
* Sick Pay Scheme
* Free parking on site
* Subsidised lunches during term time.
* Cycle to Work Scheme and Employee Assistance Programme
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| **Start Date:** | 1st September 2025 |

**About Us**

The Richard Pate School is owned and operated by Pate’s Grammar School Foundation. It is a successful co-ed independent day school for 3-11 year olds in Cheltenham. We offer children a broad education in modern, purpose-built facilities. The school also enjoys a wonderful woodland area where children enjoy an exciting forest school experience. The School also provides a varied extra-curricular programme, as well as offering a Breakfast Club and After School Care.

We are seeking an experienced Teaching Assistant to work within the Prep Department, initially assigned to a Reception class beginning in the Autumn Term of 2025. The post will be full-time and permanent.

**Job Description**

* To promote the learning and personal development of the children in the classroom and to support the class teacher in delivering the Early Years curriculum.
* To support the children’s personal and social development and academic learning in individual, small group and whole class situations under the guidance and instruction of the Head of Prep by:
* Promoting and encouraging children’s independence and confidence when learning new skills
* Facilitating, supporting and helping children develop through positive play
* Clarifying and explaining instructions
* Ensuring the pupil(s) is/are able to use equipment and materials provided
* Motivating and encouraging as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs
* Using praise, commentary and assistance to encourage the pupil(s) to concentrate and stay on task
* Providing additional support and encouragement to individuals when requested by the Head of Prep or SENDCO
* Consistently and effectively implementing agreed behaviour management strategies
* Helping to make appropriate resources to support the pupils’ learning
* Giving positive feedback to all pupils
* To establish supportive relationships with all pupils, parents and colleagues.
* To provide consistent treatment of all pupils while ensuring individual needs are recognised and addressed.
* To work closely with Nursery colleagues to ensure an effective partnership is created.
* To act as a positive role model for children by setting excellent examples of attitude, appearance, punctuality and attendance.
* To fulfil duties when required and have high expectations of behaviour in line with the School Rules.
* To support inclusion and acceptance of all pupils.
* To support the use of ICT in learning activities and with specific programmes to support learning.
* To be familiar with all School policies such as Behaviour, Anti-Bullying, Safeguarding, Teaching and Learning and ensuring they are delivered effectively.
* To give positive encouragement, feedback and praise to reinforce and sustain pupils’ efforts and develop self-reliance and self-esteem.
* To provide regular feedback on pupils’ learning and behaviour to the Early Years Lead, including feedback on the effectiveness of the behaviour strategies adopted.
* Under the direction of the Early Years Lead, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.
* When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance.
* Where appropriate, to know and apply positive handling techniques.
* Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information.
* To be aware of confidential issues linked to home/pupil/teacher/School.
* To contribute towards reviews of pupil’s progress as appropriate.
* To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
* To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties if required.
* To be willing to support After School Club on at least one afternoon per week.
* To accompany teacher and pupils on educational visits.
* To attend staff meetings and training as reasonably requested by the Head.
* To carry out the above duties in accordance with the School’s Equal Opportunities Policy.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the School as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

**Person Specification**

To be successful in this role, you will need to be able to demonstrate the following:

Qualifications, Skills and Experience

* Qualified to at least NVQ Level 3
* Good standard of Literacy and Numeracy
* Strong interpersonal skills to effectively communicate with staff, parents and pupils
* Applicants must have experience working within an EYFS setting
* Experience working with a range of children including those with Special Educational needs and those who are more able
* Working as part of a team
* Able to engage with parents appropriately.

Knowledge and understanding

* Good knowledge and understanding of the EYFS and KS1 national curriculum
* Thorough understanding of current education policies and practice, in particular relating to Safeguarding and Health and Safety
* Understanding of the importance of play in each child’s development
* Able to monitor pupils’ responses to learning activities and where appropriate modify or adapt the activities as agreed with the teacher to achieve intended learning outcomes
* Able to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs, encouraging the pupils to stay on task
* Able to carry out and report on systematic observations of pupils’ knowledge, understanding and skills
* Able to offer constructive feedback to pupils to reinforce self-esteem
* Be committed to partnership between home and School
* Understanding of, and willing to uphold, the core values of The Richard Pate School
* Committed to the protection and safeguarding of children and young people.

Personal characteristics

* Professional in approach and appearance
* Well organised with high expectations of achievement and behaviour
* Discretion and confidentiality
* Good team player, willing to make a full contribution to School life
* Caring and nurturing
* Enthusiastic, self-motivated and keen to learn
* Ability to work on own initiative, and to follow plans
* Able to foster good relationships
* Flexible, with a very ‘hands on’ approach and a ‘have a go’ attitude.

**Safeguarding and Probation**

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. In accordance with the DfE’s *Keeping Children Safe in Education 2024,* references will be sought on all short-listed candidates prior to interview, and online checks undertaken.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

**Further Information**

Please let us know if you have a disability and require reasonable adjustments for any part of the recruitment process.

Up to date information and policies (including ‘*Recruitment, Selection and Disclosures Policy and Procedure, including Policy on the Recruitment of Ex-Offenders and Recruitment Privacy Notice’* ) may be found on our website, www.richardpate.co.uk.

Should you wish to discuss any of the detail contained within this information pack, please contact our Bursary on 01242 522052.

**How to Apply**

To apply, please download an application form from our website (www.richardpate.co.uk), or call the Bursary (01242 522052) for a hard copy of an application form.

Please post completed application forms to:

Bursary

The Richard Pate School

Southern Road

Cheltenham, GL53 9RP

Alternatively, e-mail completed application forms to: bursar@richardpate.co.uk

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.

**Applications must be received by 12:00pm on Monday 30th June 2025**

**Interviews will be held on Monday 7th July 2025**

**Start Date: 1st September 2025**

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