

Founded 1642



New Hall School

The Best Start in Life



Appointment of

Teaching & Cover Assistant (Pre-Prep)

Fixed term, one-year or two-year

Full time, all year round or term time only

Closing date: Midday, 6 June 2022

Job Description - Teaching & Cover Assistant (TCA)

Key responsibilities:

1. To support the Class Teacher

- 1.1 to provide in-class support, in Reception or across Years 1 and 2, in order to help pupils access the curriculum, under the direction of the Class Teacher or specialist teacher
- 1.2 to contribute to the monitoring and evaluation of the pupils' learning
- 1.3 to attend to pupils' personal needs, including help with social, welfare and health matters and to foster independence in pupils in their daily routines
- 1.4 to assist with the creation of an interesting learning environment
- 1.5 to assist with the preparation, maintenance and control of stocks of materials and resources
- 1.6 to assist with escorting the pupils around the School site
- 1.7 to assist with activities such as outdoor learning

2. Cover

- 2.1 to supervise classes as required, overseeing the work that has been set and explaining to pupils the tasks and exercises required

3. Pastoral

- 3.1 to undertake supervision of pupils before School/at break time/at lunch time/after School, as per the duty rota
- 3.2 to uphold the expected standards of pupil behaviour and uniform around the School
- 3.3 to run after-school activities and to help supervise after-School care
- 3.4 to attend and support educational visits, as required
- 3.5 to assist with the Preparatory Divisions' activity scheme during School holidays

All staff are responsible for promoting and safeguarding the welfare of students at New Hall School by ensuring compliance with the School's Safeguarding & Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Principal. All staff are expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and Aims of the School. Job Descriptions are subject to annual review.

New Hall is committed to increasing the number of staff from ethnic minorities, across all roles and at all levels, to reflect our diverse student population. Applications from practising Catholics are particularly welcome. The Equal Opportunities Policy can be found on the website.

Person Specification

All candidates should have a clear understanding of and a commitment to the aims of a Catholic independent school and be committed to the values and ethos at the heart of New Hall School as expressed in the Mission & Ethos Statement of the School.

	Essential	Desirable
Education	Educated to GCSE, Grade C or above in English and Mathematics Level 3 qualification (e.g. NVQ, A Level)	Graduate or NVQ Level 5
Experience	Willingness to undertake further training and qualifications	Evidence of CPD Training in key curriculum areas such as phonics Training to support children with SEND (e.g. dyslexia) Previous experience as a Teaching Assistant Experience of independent preparatory education
Skills and Aptitudes	Excellent skills in the following areas: <ul style="list-style-type: none"> • communication • organisation • IT 	An ability to contribute to the co-curriculum e.g. through coaching Sport or supporting PE activities
Disposition and personal qualities	An understanding of the importance of promoting and safeguarding the welfare of children Initiative Kind and calm disposition Confident around children Firm and fair approach to behaviour management Effective team player Ability to relate effectively to primary aged pupils Ability to motivate others Flexibility to adjust to change and development	

Salary & Benefits

Salary

The salary range for the all year round post is £21,257-£24,032pa (NHC20-24). The range for term time only is £17,780-£20,094pa.

Hours

The hours of work for the TCA will be 8.00am-6.00pm, Monday to Friday during term time. A one-hour unpaid lunch break is permitted from 1.00pm-2.00pm each day. The TCA may be required to work on School Open Days, which take place on the last Saturday in September and the Saturday of the first Bank Holiday weekend in May. All staff are required to attend relevant INSET (staff training) days.

For a full time, all year round role, in addition to their term time responsibilities, the TCA is expected to assist with the Prep Activity Scheme at New Hall that takes place out of term time. Averaging 30 hours a week, the specific hours may vary with the needs of the scheme and are agreed in advance with the line manager.

Holidays

For the full time, all year round role, the TCA is entitled to 30 days' holiday including bank holidays. New Hall closes for two days between Christmas and New Year and for bank holidays. Staff must set aside these days as annual holiday entitlement to allow for this closure. Holidays are not normally permitted during term time.

Pension

Subject to meeting the qualifying conditions, support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life. New Hall currently matches employee contributions up to 4%.

Training

New Hall is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets.

Accommodation

Rented School accommodation may be available in a shared house or flat.

Technology

The TCA will receive a New Hall laptop and iPad to support the professional duties of this role.

Sports membership

As an employee, you are able to make use of a discounted annual membership rate for the New Hall Sports Club, with effect from your start date. The staff rate is currently £20pa and £5pa for additional family members. Membership includes Club time use of:

- 25-metre, 6-lane indoor swimming pool
- 10 floodlit tennis/netball courts
- School Fitness Suite, which comprises a range of cardiovascular equipment and free weights
- Athletics track



hr@newhallschool.co.uk | | 01245 467 588
 New Hall School, The Avenue, Chelmsford, Essex CM3 3HS