



THE KING'S SCHOOL
CHESTER

Higher Level Teaching Assistant (Junior School)

Applicant information - Fixed Term Maternity Cover



Willow Lodge

Discovering the *world*



KING'S JUNIORS

Igniting *curiosity*



KING'S SENIORS

Seizing *opportunity*



KING'S SIXTH FORM

Becoming *exceptional*

EVERY OPPORTUNITY. ENDLESS POSSIBILITIES.

About us



King's is an academically selective, co-educational independent school originally founded in 1541. Almost 500 years later, King's is a thriving, and forward-thinking school of 1150 pupils, considered to be one of the very best of its kind in the country.

King's comprises of the Senior School (ages 11-18), the Junior School (ages 7-11) and the Infant School (Willow Lodge, ages 4-7). There are currently 541 pupils in the Senior School, 222 in the Sixth Form, 243 pupils in the Junior School and 127 in the Infants, supported by almost 240 staff (teaching and support).

Further information about the school can be found on our website: www.kingschester.co.uk

THE JUNIOR SCHOOL

The Curriculum

There is a 40-period, five-day week and pupils are taught mainly by their form teachers although they meet other staff. There is more specialist teaching in years 5 and 6. A wide range of visits in and out of school enlivens classroom work and brings school work into the context of everyday life.

Academic Curriculum:

- mathematics, English, science
- history, geography, RS
- art, DT, music, PE, games
- ICT, Spanish
- PSHE

Additional short courses include the following:

- Drama, Baking, Forest School, Dance, Yoga, Pilates, Cycling, German, French, Needlecraft, Money Sense, Gardening and Mindfulness.

Extracurricular activities:

- music, drama, sport, computing and technology, wellbeing, creative activities
- Activity holidays, year group school trips

The school community

Each pupil is seen as an individual who is a valued member of the school family. We aim to understand their needs and each form teacher gets to know their charges well and cares for their wellbeing and progress. Pupils are encouraged to consider the welfare of others as much as their own needs both within the school and outside. Parents are encouraged to be involved in monitoring their children's progress. Parents' evenings are held regularly and there are many opportunities for families to be involved in school life.

Fostering spiritual awareness

Assembly is held four mornings a week and is one expression of the corporate life of the school community. Through assemblies and cathedral services pupils of all religious persuasions can consider spiritual and moral issues that may confront them in everyday life.

Culture, leisure and recreation

There is an extremely lively tradition in music. The orchestra and choir perform regularly and every pupil participates in the annual concerts. Each year there are two drama productions and all pupils are involved. Clubs and activities take place before and after school and during lunchbreak, when there is also plenty of time for play.

Sporting opportunities

The school has extensive playing fields and few primary schools can offer the range of games available. Many competitive sports fixtures take place during the week. Selection for teams is on merit and all pupils can be considered.

Every pupil has opportunities to represent the school in sporting fixtures. There is a full inter-house sporting programme for all and competitive and recreational opportunities in football, cricket, swimming, tennis, athletics, cross country, biathlon, rounders, hockey, and netball.



THE ROLE AND OPPORTUNITY

The King's School is looking for an extraordinary Higher Level Teaching Assistant (**HLTA**) to join our exceptional Junior School team on a **fixed term basis to cover a period of maternity leave - term time only**.

The successful applicant will play a pivotal role supporting the Junior School Teachers and Pupils alongside the wider curriculum during a period of maternity expecting to commence 28th April 2025 for up to 12 months.



RESPONSIBILITIES

To be responsible to the Head of Willow Lodge (Infant School) and Junior School and/or class teacher for:

- high standards of teaching;
- the promotion of effective learning;
- the maintenance of good discipline;
- promoting and safeguarding the welfare, safety and pastoral care of all pupils within the school.

DUTIES

- Support the school and its aims by example and commitment working within the established framework as a member of the King's School team;
- Observe the established professional standards, being supportive and encouraging of colleagues and of decisions taken by the school, and being discreet and confidential when dealing with pupils, parents and prospective parents;
- Attend whole-school formal occasions and INSET days;
- Attend the new parents' evening and new starters events held in the summer term before the new school year begins;
- Assist in the promotion of the school by helping to invigilate and mark the entrance assessment and by making positive contributions to the Open Day and taster sessions.
- Share the necessary administration and preparation in support of the work of The King's School and contribute to meetings and activities.
- Make positive contributions to the extra-curricular life of the school.
- Take responsibility for the welfare and safety of charges, having regard for the school's Child Protection, Health and Safety and other policies.
- To supervise pupils before and after school, lunch and playtimes on a rota basis.
- To complete registration (a legal requirement) noting absences and lateness in the absence of the class teacher;

TEACHING

- Assist the class teacher in delivery of agreed schemes of work effectively, following guidelines produced by curriculum co-ordinators and keeping abreast of developments in the National Curriculum;
- Assist in the preparation of lessons within the established framework;
- Encourage pupils to realise their full academic potential;

- Provide support for pupils inside and outside the classroom to enable them to fully participate in activities;
- Mark work regularly and promptly in accordance with subject or whole school marking policies;
- Provide a stimulating and attractive working environment, displaying examples of pupils' work and other stimulus material;
- Support the Class Teacher in photocopying and other tasks in order to support teaching;
- Assist in the monitoring and evaluation of formal and informal assessments of children as directed by the teacher, helping to update records as necessary.
- Engage in regular planning with class teacher. In addition the HLTA may be asked to plan and deliver group work and deliver intervention strategies.
- Assist in reporting the progress of individual pupils to parents, including attendance at parents' evenings where necessary. Additionally to be involved with such occasional meetings with parents which are essential to the relationship between home and School.
- In the absence of the Class teacher, the HLTA may be asked to welcome the pupils in the morning, to dismiss them at the end of the day, complete morning and/or afternoon registrations and teach prepared lessons.



PASTORAL

- Identify and respond to individual pupil needs;
- Be consistent and fair in the application of all rewards and sanctions, initiating disciplinary procedures with respect to pupils as necessary and keeping the Class fully informed of all such matters;
- Undertake supervision duties as may be reasonably required by the Deputy Head and Head of Willow Lodge and Junior School;
- The HLTA is required to carry out such additional duties as may be required from time to time for the proper performance of the duties of this role.

Skills and personal qualities:

- A knowledge of the current education framework.
- Good communication skills.
- Behaviour management skills.
- Learning support skills.
- Good ICT skills.
- Commitment to safeguarding and promoting pupils' welfare.



REQUIREMENTS: Minimum HLTA Qualification

SALARY AND BENEFITS



This opportunity is to work 36.25 hours per week, 8am to 3.45pm Monday to Friday, term time only.

In return you will receive some truly excellent benefits and have access to promotional discounts:

- Actual salary **£19,515 per annum**, a full time equivalent salary of **£24,898** per annum
- Free staff lunch on the days you work, during term time
 - Scottish Widows Group Personal Pension Plan
 - Personalised industry expert pension advice
 - 3 x death in service Benefit
- Free use of the school gym and swimming pool
- A suite of termly staff celebrations and wellbeing initiatives
- Topical health and wellbeing advice
- Employee assistance programmes to support you personally and professionally
- Discounted group private health with BUPA
- Optical support
- A comprehensive further study programme
- Access to a cycle to work scheme
- Access to a salary sacrifice electric car scheme
- Invites to parenting webinars on key topics
- Free access to school productions, speakers and events
- Free onsite car parking

THE PROCESS

Candidates for this post should apply via TES or by sending completed application forms to recruitment@kingschester.co.uk

Closing Date – 9am Monday 24th February 2025

Final interviews: Thursday 27th February 2025

Please note a curriculum vitae (CV) will **not** be accepted in place of the completed application form but can be accepted in addition. We do encourage early applications, as this role tends to attract a large number of applications and we would love to hear from you.

The HR Coordinator, Amie Beaumont, is available to discuss the role informally with prospective candidates and can be contacted via alb@kingschester.co.uk or 01244 689 496.

For more information and to apply using our application form, please see the schools website.

This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the direction of the hiring manager.

The role is deemed to be in regulated activity with a high level of contact and responsibility for children on a day to day basis.

We take pride in our outstanding reputation, and we know this is built largely on the excellent commitment and wide-ranging abilities of our staff. We are committed to promoting a diverse and inclusive workforce and we strongly encourage candidates from all different backgrounds to apply.

IMPORTANT - The King's School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are required to undertake screening relevant to the post, including checks with past employers and the Enhanced DBS check. In line with our commitments to safeguarding, the King's School uses preferred agencies and is unable to work with any agencies where Terms of Business have not been agreed by both parties prior to an engagement. Our Child Protection and Safeguarding policy can be found on our School Website.



RECRUITMENT GUIDANCE NOTES

TERMS OF APPOINTMENT

Under the Department of Education's Keeping Children Safe in Education (KCSIE) Regulations we have a legal duty to undertake the following safer recruitment checks. Therefore, any appointment will be subject to the following:

EMPLOYMENT CHECKS

- **Application Form:** All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. Note: CVs alone are not accepted.
- **References:** To assess candidates' suitability, we shall request at least two references, one of which should be your current or most recent employer. Please ensure you provide all details requested for each referee on the application form.
- **Right to work in the UK:** If you are invited to attend an interview you will be asked to bring three forms of identification with you to confirm your right to work in the UK (this will be used to apply for your DBS if successful). Examples of acceptable forms of ID will be detailed in your invite to interview email.
- **Evidence of qualifications:** If you are invited to attend an interview you will be asked to bring evidence of the qualifications listed on your application form.
- **Medical Fitness:** If successfully appointed, you will be asked to complete a medical questionnaire and signed declaration of medical fitness to work. The School reserves the right to require you to undergo a medical examination if it deems this necessary which would normally involve seeking your consent for a referral to occupational health.
- **DBS Disclosure and other checks:** If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed criminal convictions. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

If you have spent time abroad for 3 months or more in the last 5 years you will be required to obtain an overseas check from that country. It is the candidate's responsibility to obtain this, however, the school will support the successful candidate through this process.

In addition we will check for any prohibitions, sanctions and restrictions that might prevent candidates from working with children or young people, or taking part in certain activities or working in specific positions.

- **Online Searches:** As per the KCSIE regulations September 2022 update, an online search for all candidates shortlisted for interview must be conducted.