



MAIDSTONE
GRAMMAR SCHOOL

FOUNDED 1549

Teaching Assistant

Candidate Information Pack



Dear Prospective Candidates

At Maidstone Grammar School, we believe in providing a supportive and inclusive environment that prepares young people for the future. Our school is not just an academic institution, but a way of life that combines a strong focus on academic success with opportunities to develop leadership skills and give service to our community.

Our vision, ethos, and values can be broken down into two main pillars: Inspire to Learn and Inspire to Belong. We strive to inspire our students to love learning, to be curious, and to ask challenging questions. We want them to be independent, know how to respond to feedback, and see the connections across different subjects. Alongside this, we also inspire our students to belong to their school – ensuring they feel safe and supported, having respect for one another, and having a sense of identity. We help students to develop strong moral values such as patience, humility, courage, ambition, drive, and enthusiasm.

As part of this vision and ethos, we also place great emphasis on valuing and preserving our history and traditions. Our school motto, "Olim Meminisse Juvabit" ("A joy it will be one day, perhaps, to remember even this"), taken from Virgil's Aeneid, encapsulates the values and ideals of Maidstonians and reminds us of the generations that have come before us. We believe that our unique vision, ethos, and values are what sets MGS apart and is what makes our school an excellent choice for prospective candidates.

Our approach to education is built on the idea that forming strong and lasting relationships is the basis of a successful and fulfilling school life. Our staff and I strive to provide students with a nurturing and inclusive environment that addresses the individual needs of each student and helps them to develop self-respect, self-discipline, and self-understanding. We want students to have fond memories of their time at MGS and leave as confident, self-assured, mature, responsible, and capable young adults with a strong work ethic.

If you share our passion for fostering a close-knit and supportive learning community where academic and personal growth is prioritised, then we would be thrilled to have you apply to join our team at Maidstone Grammar School.

Yours sincerely

Mr M Tomkins BSc NPQH
Headmaster, Maidstone Grammar School

Teaching Assistant

16 hours a week, 38 weeks per year

Kent Range 5, £20,595 - £21,693

(£7,496 to £7,896 pro rata)

Required as soon as possible

We are looking to appoint a Teaching Assistant to support individual student(s), with complex needs 1:1 in lessons to ensure they attain the targets set in their individual provision plan(s). The role will also involve supporting teaching staff by preparing appropriate modified teaching resources. The successful candidate will also have a role in the wider SEN department in the school.

MGS offers a stimulating academic environment in which to work with students whose commitment to study has been highly praised by Ofsted.

The deadline for the receipt of applications, by letter with completed MGS application form is midday on Wednesday 22 March 2023. Application via email is acceptable. Applications will be considered as they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School reserves the right to withdraw the position if an early appointment is made.

Maidstone Grammar School is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with former employers and the DBS. Maidstone Grammar School is an Equal Opportunities Employer.

Job Title: Teaching Assistant
16 hours a week/38 weeks per year
Kent Range 5 - £20,595 - £21,693 (£7,496 to £7,896 pro rata)

Reporting to: AEN Manager

Purpose of the Job:
To provide Teaching Assistant support as detailed below.

Teaching Assistant Key duties and responsibilities:

To work with teachers to support teaching and learning, providing general and specific assistance to identified students under the direction, guidance and direct supervision of the classroom teacher.

Key duties and responsibilities:

1. Work with individuals or small groups of students in the classroom under the direct supervision of teaching staff and provide feedback to the teacher; support and monitor specific individual students in periods when they are required to undertake remote learning.
2. Support individual students with identified needs to access learning by modifying learning materials and resources and becoming familiar with relevant software programmes for SEND students where required.
3. Support students to understand instructions and support independent learning as well as the inclusion of all students.
4. Support the teacher in behaviour management and keeping on task.
5. Support students in social and emotional well-being, reporting problems to the teacher and/or AEN Manager as appropriate.
6. Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security and confidentiality and report all concerns to your line manager or SENCO.
7. Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
8. Undertake training and other learning activities and attend relevant meetings as required to ensure continuing professional development.
9. Invigilate exams and tests when necessary.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification

| | CRITERIA |
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| QUALIFICATIONS | <ul style="list-style-type: none"> • Previous experience in similar roles would be an advantage. • Level 2 Diploma (or equivalent) desirable but not essential. |
| EXPERIENCE | <ul style="list-style-type: none"> • Successful recent experience of working with children of relevant age. |
| SKILLS AND ABILITIES | <ul style="list-style-type: none"> • Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment. • Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations. |
| KNOWLEDGE | <ul style="list-style-type: none"> • Knowledge of procedures for supervising pre-prepared learning activities, providing feedback. • Knowledge and compliance with policies and procedures relevant to child protection and health and safety. • Numeracy and literacy skills • IT skills • Have the ability to relate well to children and adults • Good influencing skills to encourage pupils to interact with other and be socially responsible. |
| BEHAVIOURS | <ul style="list-style-type: none"> • Be a calm but assertive individual • Approachable • Challenging but encouraging • Good communicator |



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