



The Beacon

Leading Independent Prep School for boys aged 4-13
Amersham, Buckinghamshire

Higher Level Teaching Assistant **Summer Term 2021**



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Website:	www.beaconschool.co.uk

The School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

The Beacon is an equal opportunities employer.

Registered in England No. 01067862. Registered Charity No. 309911.



From Will Phelps Headmaster



Dear Applicant,

Thank you for your interest in the position of Higher Level Teaching Assistant at The Beacon.

Our small team of friendly and caring Teaching Assistants ('TAs') and Higher Level Teaching Assistants ('HLTAs') support our class teachers and work as a cohesive team. Whilst our TAs and HLTAs are required to work in any age group and generally across Sections of our school, we are currently looking for an HLTA to primarily support Years 7 and 8 in our Upper School Section, with some assistance also across Years 5 and 6 in our Middle School Section.

In this role, you would be working with class teachers and playing a key part in our Learning Support Team. This would also include teaching groups of boys on your own, covering lessons (if required) and performing targeted intervention support.

This opportunity to join our team is available from the start of the Summer term in April 2021. The hours are full time, centred around **08:30 – 16:30, Monday to Friday**, term time only plus attendance at six INSET days across the year.

The Beacon is a vibrant and large independent day school for boys aged 4-13. The school occupies an 18-acre site half way between Amersham and Chesham, easily accessible from London by Metropolitan Line/Chiltern Railways and not far from the M25. We have superb facilities and resources that support a forward-looking educational environment.

Please have a look at school's website www.beaconschool.co.uk for more general information, including the Safeguarding, Recruitment and Equalities policies.

The Beacon is a remarkable school, and we seek remarkable people. I look forward to hearing from you.

Will Phelps
Headmaster



Professional Standards

Below is our 'Circle of Success'. It is this which makes The Beacon a special place to be educated and work at. All our staff live and breathe by the professional principles below. If these resonate with you, you would definitely enjoy working at our School.





JOB DESCRIPTION

Role:	Higher Level Teaching Assistant
Hours:	Term time only with attendance at 6 full days of INSET a year. Monday to Friday, 08:30 – 16:30 (Exact start and end times may vary slightly depending upon School Section)
Job Summary:	To assist the Teacher in the provision of the curriculum

Higher Level Teaching Assistant

The successful applicant would be expected to work in a friendly, flexible and cohesive manner with teachers and fellow HLTAs and TAs, contributing positively to the happy environment and supporting the boys' learning and pastoral care.

The main areas of responsibility are:

Academic

- To supervise and cover lessons (as required)
- To assist the Teacher with the delivery of lessons in line with the agreed curriculum and schemes of work;
- To assist the Teacher in the assessments of boys' work;
- To work with groups of boys in the class under the direction of the Teacher;
- To assist the teacher with daily reading and administrative tasks and ensure that the boys' work is presented and maintained in an organised, appropriate and accessible format;
- To work closely in a team with other Teachers and TAs, the Head of Department, the Heads of Section, and all members of the School Management Team;
- To liaise with the Teacher and the staff in the Learning Support Centre to ensure that the needs of all boys with SEN are met;
- To encourage and stimulate the boys to achieve excellence in all their endeavours and to expect high standards;
- To assist the Teacher to provide a comfortable, stimulating and well-organised classroom environment, with a high standard of display work on notice boards;

Pastoral

- To assist the Teacher in looking after the well-being and pastoral needs of the boys in their classes;
- To reinforce the aims of the school;



- To monitor closely the behaviour of the boys in the classes and deal with any inappropriate behaviour, in consultation with the Teacher and Head of Section if necessary;
- To encourage and reward the boys for good behaviour, using a variety of different and appropriate methods;
- To communicate effectively and regularly with the Teacher and other staff;
- To liaise with the Teacher, and the Head of Section, where necessary, and to liaise with the School Counsellor, where necessary;
- To maintain notes on pastoral issues in the electronic profiling system.

Departmental

- To work with the Teacher to ensure that all departmental requirements are being met;
- To keep the Teacher informed of any issues arising concerning boys in the class;
- To attend staff meetings, INSET sessions and other occasional training sessions of relevance
- To liaise with other Teaching Assistants and Teachers in the Section in order to ensure effective continuity at the end of the year;
- To review resources and ensure that stationery stock items are not running short.

Additional Duties

- To undertake break time and lunchtime duties on a rota basis;
- To supervise boys during Assemblies;
- To assist with the organisation and running of trips and events when necessary;

Requirements

- Hold suitable qualification, including but not limited to HLTA (E);
- Educated to A level (including min grade 6/B in Maths and English at GCSE) (E);
- Experience in schools beyond regular TA level (E);
- Specialisms or SEND experience qualification (D);
- Interest in an extra-curricular field e.g. Sport (D);
- Passionate about educational standards and academic development (E);
- Strong commitment to pastoral care (E)

In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values that we wish the boys to learn.

TERMS

Salary based upon School's pay rate for HLTAs and TAs, with a Support staff pension benefit.



The Process

The school is committed to safeguarding and promoting the welfare of children. All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

There is a requirement to complete the school's Application Form which can be completed online. Alternatively, please send a copy of your completed Application Form and covering letter:

- by e-mail to: recruitment@beaconschool.co.uk
- or by post to: Mr Will Phelps, Headmaster, The Beacon School, Amersham Road, Chesham Bois, Amersham, Bucks HP6 5PF

The closing date for receipt of applications is **17:00 on Wednesday 10 February 2021** and virtual interviews will be held in the following week of half term.

(Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).

