



REIGATE ST MARY'S  
PREPARATORY AND CHOIR SCHOOL

**APPOINTMENT OF  
TEMPORARY INDIVIDUAL NEEDS  
TEACHING ASSISTANT**

**NOVEMBER 2017**

Reigate St Mary's is an independent day school for approximately 350 boys and girls aged from rising 3 years to 11 years. It was formed in 1950 by the merger of the preparatory department of Reigate Grammar School and the choristers of St Mary's Church. In 2003, the school returned to its former status as the nursery and junior department of Reigate Grammar School.

The school is set in 15 acres of beautiful parkland and sports fields in the centre of Reigate, a pleasant market town in Surrey. Proximity to Gatwick airport, the M25 and rail links to London make this a popular area for parents with young families.

Reigate St Mary's is one of a small number of schools with a traditional choir of boys, girls and lay clerks led by the Head of Choral Music. The RGS Godfrey Searle Choir sings regularly in school and church services, and performs in concerts throughout the UK and Europe, with music from the 15th to the 21st centuries and texts in several languages. The Godfrey Searle Choir Trust offers a choral scholarship to each chorister which can be subsequently transferred to Reigate Grammar School.

The majority of pupils leave the school at age eleven and transfer to Reigate Grammar School, however, a small number each year move on to other senior schools which have included Box Hill School, Hurstpierpoint College, Worth School and Ardingly College.

The school is non-denominational, but is based on Christian values, and all pupils in the Upper School attend church services twice each week. Music, sport and drama play an important part in the life of the school.

The school buildings consist of the original house (Sunnyside), a Kindergarten and Technology building, and Beech House a 10 classroom building with full sized and equipped sports hall.

Further details of the school can be found by visiting our website:

[www.reigatestmarys.org](http://www.reigatestmarys.org)

## **1. General**

Reigate St. Mary's Preparatory and Choir School (RSM) is the junior school of Reigate Grammar School (RGS), a charity and a company limited by guarantee. The two schools are managed separately but are part of the same company under one Board of Governors.

## **2. Governance and Management**

The Head of RSM is given considerable autonomy in the day-to-day running of RSM, but reports to the Head of RGS and the Bursar of RSM reports to the Bursar of RGS regarding major changes of policy, financial matters, staff appointments and disciplinary matters, health and safety.

## **3. Job description**

The role is to support pupils in Year 2 Monday to Friday from 8.30 am to 3.30 pm.

The successful applicant will need to have had relevant experience and/or training with children with individual needs.

The role will initially be until July 2018 to be reviewed but it is likely that the contract will be extended for further terms, again subject to ongoing review and the success of the intervention.

### **Specific duties**

- To support the pupils under the direction of the Class Teacher and/or SENCO (for specific work programmes).
- To carry out any specific duties as outlined in the pupils' Individual Support Plan (ISP).
- To undertake structured and agreed learning activities/programmes as planned by the Class Teacher/SENCO.
- To aid pupils to learn as effectively as possible both in group situations and on his/her own, in and out of the classroom, for example:
  - Clarifying and explaining instructions.
  - Ensuring the pupil(s) are able to use equipment and materials provided.
  - Giving positive encouragement, feedback and praise to reinforce and sustain the pupil(s) efforts and develop independence and self-esteem.
  - Assisting in areas of need e.g. speech and language, reading, spelling, numeracy, handwriting/presentation, behaviour etc.
  - Consistently and effectively implementing agreed behaviour management strategies.
  - Monitoring the pupil (s) responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
  - Providing feedback to pupil(s) in relation to progress and achievement under the guidance of the teacher.
  - Helping make appropriate resources to support the pupil(s).
  - Supporting the use of ICT in learning activities.
  - Be aware of, and support, difference and ensure all pupils have equal access to opportunities to learn and develop.
  - To undertake break time supervision duties as part of a rota.

Under the direction of the teacher, to 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 the pupil(s) stage of development.

To provide regular feedback on the pupil(s) learning and behaviour to the Class Teacher/SENCO.

To liaise with the Class Teacher, SENCO and other professionals about Individual Support Plans (ISPs), contributing as appropriate.

The job will be term time only on the RSM Teaching Assistant scale.

#### **4. General**

- Uphold the school's core values.
- Support the Head in promoting the school's Christian ethos.
- Be a role model and insist upon good manners and courtesy.

#### **5. The Person**

The successful candidate will have, or be able to demonstrate, the following:

##### **Qualifications/skills**

- Good education.
- Good communication skills.

##### **Qualities**

- Efficiency, commitment, a sense of humour, ability to work under pressure.
- The initiative to work on his or her own, but the sensitivity to work as part of a team.
- Confident, but sensitive to pupils and parent's needs.

##### **Personal**

- Experience of good practice.
- In sympathy with the school's Christian ethos.

Above all, the successful candidate must care about the education of young people.

Although a day school, many activities happen in the evenings and at weekends, and the successful candidate will be expected to attend some of these events.

#### **6. Terms and Conditions**

- Temporary contract to July 2017.
- Term time only, Monday to Friday 8.30am to 3.30pm.
- Auto enrolment pension scheme.
- Successful applicants will be vetted by the Disclosure and Barring Services and will be required to complete an Online Pre-Placement Medical Questionnaire.
- The school has a strict no smoking policy.

#### **7. Salary**

On the RSM Teaching Assistant scale.

## 8. Child Protection

Reigate Grammar School and Reigate St. Mary's are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All applicants should read the school's Child Safeguarding Policy, Safeguarding Children, Protecting Staff Policy and Keeping Children Safe in Education Document, which are available on the Reigate Grammar School and Reigate St Mary's websites ([www.reigategrammar.org](http://www.reigategrammar.org) or [www.reigatestmarys.org](http://www.reigatestmarys.org)), and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Enhanced disclosures from the Disclosure & Barring Service will be sought on all successful applicants. Full details are given on the application form.

## 9. Applications

Applicants are asked to complete the Support Application Form and Supplementary Information Form available on the school website and send them with a supporting statement to the Headmaster by Friday, 10 November 2017.

Applications should be addressed to the Headmaster and sent (by letter or by e-mail) to the address below.

Mrs Dawn Holmes  
Human Resources Manager  
Reigate Grammar School  
Reigate Road  
Reigate  
RH2 0QS

Tel: 01737 222231  
Fax: 01737 217005  
e-mail: [hr@reigategrammar.org](mailto:hr@reigategrammar.org)

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**Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.**