



# The Beacon

Independent Prep School for boys aged 3-13  
Amersham, Buckinghamshire

**Teaching Assistant  
(HLTA or Level 3)  
Pre-Prep Section  
Full-time  
September 2024**



## Contents

Welcome	3
Aims and Ethos	4
Job Description	5
How to Apply	8



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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 Nick Baker**

## **Headmaster**

Dear Applicant



Thank you for your interest in working at The Beacon.

Our friendly and caring TAs support our class teachers and work as a cohesive team. Whilst our TAs are required to work in any age group and generally across Sections of our school, we are currently looking for support to start for September 2024 in our **Pre-Prep Section** which ranges from **Nursery/Early Years to Year 2**.

There will be two full-time roles available this September:

- one working as a **class TA** requiring a **Level 3 qualification (37.5 hours/week)**.
- the other to work as an **HLTA across the Section (40 hours/week)**
- both roles require starting at 8.00am

The Beacon is a large prep school for boys aged between 3 and 13, with superb facilities and resources that support a forward-looking educational environment. The school occupies an 18-acre site in leafy Chesham Bois near Amersham and is accessible by Chiltern Railways and Met Line. We have superb facilities and resources that support a forward-looking educational environment and are immensely proud of our happy and supportive staff teams.

Please have a look at school's website [www.beaconschool.co.uk](http://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.

Nick Baker  
**Headmaster**

### IMPORTANT NOTE:

- The school is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy
- The safeguarding responsibilities of the post, can be found in the job description and person specification in this recruitment pack
- The post is exempt from the Rehabilitation of Offenders Act 1974.



## Professional Standards

The Following 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.





# The Role and Job Description

**Roles:** Teaching Assistant and HLTA

**Hours:** Full-time

## Job Summary:

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

## Main Areas of Responsibility

### Academic

- 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 children 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 Teaching Assistants, 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 records and notes on pastoral issues in the school MIS



### **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/Responsibilities**

- To ensure, at all times, absolute commitment to the safeguarding and promotion of the welfare of the boys at our school
- To undertake break time, clubs and lunchtime duties on a rota basis and assist with Late Stay provision
- To supervise boys during assemblies
- To assist with the organisation and running of clubs, trips etc and help/attend events
- If required, to assist with wrap around care, prep and after school clubs as appropriate (and on a paid over-time basis if in addition to normal hours of work)
- 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.

### ***[Additional Responsibilities if employed as HLTA***

*The purpose of the Teaching Assistants' roles in general is to be responsible for the care and welfare of the children within The Beacon and to assist the teacher in the pupils' education. In addition, in the role of HLTA, skills are more specialist and expectations are higher than basic TA duties - such include higher level responsibilities in terms of assistance in the classroom, support and cover for the teacher/s as well as providing high quality SEN, EAL and intervention support.]*

### **Safeguarding**

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact; following the School's safeguarding policy at all times and using the internal systems/contacting the DSL for monitoring safeguarding, wellbeing and pastoral issues

### **Note:**

- The role will involve daily contact with children and a high level of responsibility for children. The role constitutes regulated activity with children.
- In the role, you may also be required to undertake such other duties as the Head reasonably requires from time to time.



## ***Person specification***

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Relevant childcare qualification at level 3 OR Higher level HLTA qualification	
<b>Experience</b>	Experience of working with school age groups as listed	(Note: it is not essential to have worked in the independent sector)
<b>Skills</b>	Highly organised Strong pastoral skills	
<b>Knowledge</b>	Up to date safeguarding training	
<b>Other</b>	Committed and hardworking Positive, caring and friendly approach Desire to contribute to school life beyond immediate classroom Highly professional and confidential with a positive outlook Able to quickly settle into new environments Ability to remain calm and professional in all situations Self-motivated and versatile Excellent role model Team player	



## 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. Please download from the School's website send a copy of your completed Application Form and covering letter by e-mail to: [recruitment@beaconschool.co.uk](mailto:recruitment@beaconschool.co.uk)

The closing date for receipt of applications is **7th March 2024** and interviews will be held the following week.

**WHEN APPLYING PLEASE STATE CLEARLY WHETHER YOU ARE WISHING TO BE CONSIDERED FOR THE GENERAL TA OR HLTA POST.**

(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).

