



# High March

High March School, Ledborough Lane, Beaconsfield, Buckinghamshire HP9 2PZ

Headmistress: Mrs K. E. Gater MA PGCE (Warwick)

**APPLICATION PACK FOR THE POST OF  
PART-TIME TEACHING ASSISTANT  
AT  
HIGH MARCH  
(PREFERABLY LEVEL 3 QUALIFIED)**



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**Website** [www.highmarch.co.uk](http://www.highmarch.co.uk)

At High March School we are committed to Safer Recruitment and therefore this appointment will depend on the successful completion of an Enhanced DBS check.

## Welcome

Thank you for your interest in the post of Level 3 Teaching Assistant.

### **The Candidate**

We are looking for a suitably qualified and experienced Teaching Assistant, preferably with a Level 3 qualification. This is a part-time post working 2 or 3 days a week; the hours of work will be either 8am to 5pm or 8:30am to 5:30pm. Hours may be varied by agreement. The post is term time only.

### **About High March**

High March is a thriving mixed-ability preparatory day-school for girls aged 3 to 11 with a co-educational Nursery. Our pupils come mainly from the local area with many families moving to Beaconsfield from London. The School is divided into a Junior House for children aged 3 to 7 and an Upper School for children aged 7 to 11. Class sizes are small with a maximum class size of 20 pupils.

Academic expectations are high and pupils at the School make superb progress. Our pupils are regularly awarded scholarships or gain places at some of the most prestigious independent senior schools. We also have an excellent record in the Bucks County 11+ Transfer Tests.

Music, Art, Drama and Sport are all highly valued at the School with specialist teachers, teaching spaces and excellent facilities and equipment.

High March is a family-owned school established in its current form by Mrs Del and Mr Robert Anderson who were Headmaster and Headmistress for many years. The School is now owned by their grandchildren, Mrs Belinda Avery and Mr Michael Chapples. They were both educated at High March, they live in Beaconsfield, and both have children who have been pupils at the School. They take a passionate and thoughtful interest in all aspects of the School and are fully involved in High March life. They are supported by a committed and experienced Board of Governors.

High March is a happy School where dedicated and caring staff are appreciated and valued. If this sounds like a school of which you would like to be a part, I hope you decide to make an application.

Kind regards,



**Mrs Kate Gater**  
**Headmistress**

## Aims and Ethos

High March School aims to provide education of the highest quality and promote excellence in all fields.



To achieve this aim, the School:

- Provide a caring community in which children feel loved, known and valued as individuals.
- Encourage high levels of effort and ambition ensuring that all pupils are aiming for their personal best at all times whether as individuals or as part of a team.
- Promote positive attitudes and character strengths including friendship, respect, confidence, diligence, curiosity and a lifelong love of learning.
- Nurture talent and endeavour and encourage academic, sporting and artistic achievement in all pupils.
- Promote a Christian ethos and Christian values, whilst respecting other faiths and traditions, but remain non-denominational in its admissions policy and teaching.
- Provide social and personal education that prepares pupils for the contemporary world and enhances a sense of their cultural identity to include respect for the Fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Cultivate pupils who are courteous, well mannered, independent, sociable, self-disciplined and able to communicate effectively
- Provide a pastoral care system that instils the values of care and consideration for others, for the environment and for themselves.
- Establish and nourish links within the local community and the wider world in order to enrich our lives culturally and spiritually.

- Prepare pupils for 11+ Independent Senior School Entrance Examinations and Scholarships. Equip pupils with the curriculum skills required for Buckinghamshire 11+ Transfer Tests, as well as for the challenge of life in their senior school.
- Provide a broad and rigorous curriculum which equips pupils with the knowledge and skills required to transition successfully to their senior schools and which lays a firm foundation for future learning.
- Provide a stimulating and enriching co-curriculum which provides opportunities to develop interests and skills and which instils confidence and supports personal development and growth.

## Job Description of a Teaching Assistant at High March

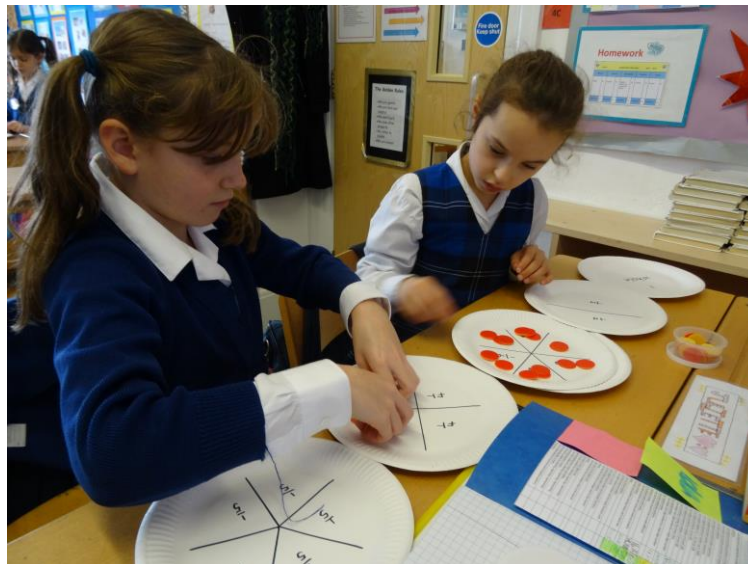
A Teaching Assistant has a responsibility to help maintain the highest professional standards at High March.

By his/her example he/she needs to encourage the children to have high expectations of themselves.

He/she needs to keep him/herself professionally up to date, to maintain a lively enthusiasm for his/her role, and to be vigilant at all times for the general welfare of the children.

He/she needs to help promote a high morale, foster constructive relationships with parents and always to preserve and enhance the good name and reputation of High March.

Teaching Assistants report to the Class Teacher, the Head of Junior House or Deputy Heads and the Headmistress.



### Duties of a Teaching Assistant:

It is expected that the Teaching Assistant will assist with the following:

1. Pastoral and academic care of all the children under his or her care.
2. Support the class teacher in teaching all subjects.
3. Support specialist teachers in their teaching.
4. Support any pupils with learning difficulties, as required.
5. Work as part of the year group team in producing the medium term and weekly plans for the class.
6. Work as part of the year group team in making and recording observations of the pupils.

7. Support in lessons in other year groups as required.
8. Cover for absent staff as required.
9. Assist in ordering books and equipment in liaison with the Class Teacher.
10. Assist in the preparation of materials for use by the class.
11. Assist in mounting displays of the pupils' work.
12. Participate in the staff duty rota.
13. Participate in staff meetings and faculty meetings.
14. Participate in staff INSET.
15. Attend school events that take place in the evening or at the weekend.
16. Assist in organising and leading visits for the class.

### Current School Events:

- Anderson Social Evening in September or October
- Christmas Fayre in November or December
- Annual Art Exhibition in May
- Sports Day in June



## **Safeguarding**

Child Protection is of paramount importance to High March. We are committed to providing the best possible care and education to our pupils and to safeguarding and promoting the welfare of children and young people whilst offering a supportive working environment to all our members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. Child protection screening applies to all staff appointments within the school, including Enhanced DBS Certificate, Barred Lists check, and checks against the Teacher and Management Prohibition Lists. For further information, please read the School's Child Protection Policy and Recruitment Policy and Procedure which are available on the School's website.

## **Equal Opportunities**

High March is an equal opportunities employer and is committed to achieving and maintaining a workforce which represents the population from all sections of the community in terms of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability (together known as "Protected Characteristics").

## **Health and Safety**

The post holder will be expected to pay due regard to the School's Health and Safety Policies and to report any concerns to the Bursar or Headmistress.

## **Confidentiality**

It is expected that all School employees will understand that our work is confidential and that personal details about staff, children and families should not be discussed outside the school.

## **Hours of Work**

The post will commence from September 2024. The hours for the post will be either 8.00am to 5pm or 8:30am to 5:30pm, two or three days per week. Hours may be varied by agreement. Please note that all staff are expected in School for meetings, training and preparation activities on the two days before each term commences.

## **Remuneration**

The post attracts a salary commensurate with qualifications and experience and salaries are reviewed every September.



# Personal Specification

## Qualifications and training

Qualifications and experience required:

- Level 3 qualification in Childcare
- Evidence of continued professional development
- Familiarity with up-to-date educational practice
- Evidence of being an excellent practitioner

## Other skills required

- High level of ICT skills
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Ability to monitor, evaluate and review
- Strong organisational skills
- Initiative
- Lots of energy
- Effective time management

## Personal qualities

- Positive and forward thinking
- Efficient
- High standards and expectations
- Ability to work in a team

The successful candidate must by their attitude, behaviour and conduct demonstrate that they subscribe to, and will adhere to, the Staff Code of Conduct. This provided on offer and available now on request.

The role constitutes regulated activity within the meaning of s236 of Keeping Children Safe in Education September 2023.

## How to Apply

The post is for September 2024. The closing date is 1pm on Friday 5<sup>th</sup> July.

Applications will be considered as they are received, therefore, early application is recommended. An appointment may be made before the closing date for the right candidate.

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. High March 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.

Completed applications should be emailed to Mrs Tanya Crockford (PA to Headmistress) at [recruitment@highmarch.co.uk](mailto:recruitment@highmarch.co.uk)

### Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. Curricula Vitae will not be accepted in substitution for completed Application Forms in the absence of good reason. Equal-opportunities and child protection statements are available on request from the School.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- Candidates will be required to complete a disclosure from the Disclosure and Barring Service at the enhanced level.
- We will seek references on candidates and will approach previous employers for information to verify particular experience or qualifications, before interview.

- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although you may where appropriate answer 'Not Applicable' if your duties have not brought you into contact with children or young persons.
- You should be aware that the provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the Police and/or Department for Education Children's safeguarding Operation Unit.

### Invitation to Interview

- If you are invited to interview this will be conducted in person or via Zoom and the areas which it will explore will include suitability to work with children. You should also expect to teach a short lesson to a class.
- All candidates invited to interview must provide documents confirming educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- All candidates invited to interview must also provide:
  - A current driving licence including a photograph **or** a passport **or** a full birth certificate
  - A utility bill or financial statement showing the candidate's current name and address
  - Where appropriate, any documentation evidencing a change of name

***Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.***

### Conditional Offer of Appointment: Pre-Appointment Checks

- Any offer to a successful candidate will be conditional upon:
  - Receipt of at least two satisfactory references

- Verification of identity and qualifications
- A check at DBS Barred List and the Protection of Children Act List as appropriate
- A satisfactory DBS Enhanced Disclosure
- Verification of professional status such as QTS Status
- Social Media checks as appropriate
- For teaching posts, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- Verification of medical fitness in accordance with DCFS Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- Satisfactory completion of the probationary period

***Please note:***

Where a candidate is:

- Found to be on Disclosure and Barring Service's Barred List or the Protection of Children Act List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or
- Found to have provided false information in, or in support of, his/her application; or
- The subject of serious expressions of concern as to his/her suitability to work with children

The facts will be reported to the Police and/or the Department for Education Children's Safeguarding Operation Unit.

**High March  
June 2024**