



LGS
STONEYGATE

Key Stage 1 & 2 Teaching Assistant
Full-time
To start as soon as possible

A message from the Headmistress

LGS Stoneygate is a co-educational day school for pupils from the age of four to sixteen. In May 2016, it joined the Leicester Grammar School Trust's family of schools, a move which began an exciting new phase in the life of the school, with numbers increasing by over a third in the last five years to just over 200. Originally founded in 1856, it remains one of Leicestershire's most respected and well-regarded schools.

In addition to a robust academic curriculum, LGS Stoneygate is proud of its small class sizes, and forty acre campus that together offer a genuine space to learn and grow. Our close-knit community is one in which everyone is known as an individual, yet one where everyone plays their part to enable us to field successful sports teams, play together in orchestras and stage drama productions.

We aim to give each child a well-rounded education blending notable academic achievement with excellence in each child's individually discovered talents. Our committed staff work together to support the learning of every child through our broad academic curriculum and by virtue of the provision of a wide range of co-curricular activities.

The school aims to empower, enthuse and inspire children in a happy, safe and caring environment and our core values (The 4Cs) inform all that we do:



Christina McCullough
Headmistress

- **Caring** - As a school community we care about ourselves, each other, the local and global environment
- **Creative** - Pupils and staff are encouraged to be creative in every subject area and in all that they do
- **Curious** - Children should explore, experiment, question and challenge theories
- **Committed** - At LGS Stoneygate we believe that all staff and pupils must show commitment and perseverance

Campus and Facilities

LGS Stoneygate is based on traditional values yet future focused. Our beautiful historic buildings stand alongside modern science and food technology labs, IT and sports facilities. We value books, art, technology, sport and performing arts; we embrace our unique culture built and refined over the last 165 years, yet successful at preparing pupils for the modern world. Within our glorious surroundings, we possess a deep and genuine commitment to provide a first-class education, one through which our pupils develop a passion for learning, a capacity for independent thought and an appreciation of academic rigor.



The Post

We are looking for an enthusiastic, inspiring and versatile Teaching Assistant, who will work to support teaching and learning for pupils in Year 2 through to Year 11. You will provide general and specific assistance to pupils and staff under the direction, guidance and supervision of the class teacher. This role presents an opportunity to motivate young people to develop confidence in their own independent learning and resilience. Our ideal candidate will have strong organisational and interpersonal skills, the ability to work to deadlines, as well as excellent attention to detail. Experience of working in a prep or secondary school or with children in Key Stage 1 and or 2 would be an advantage.

The school has support from a fully trained nurse several days per week, however this post-holder will be the first point of contact for pupils and staff who fall ill or require first aid during the school day, when the nurse is not present.

This is a full-time position, working 37.5 hours over 5 days per week, term time plus INSET days (35 weeks), paying £22,316 per annum (inclusive of holiday pay). This is a fixed term contract ending in August 2026.

We welcome applications from all sectors of the community as we aspire to attract staff who reflect the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the role which will ultimately improve the well-being and education of the pupils. Applicants must have the right to work in the UK.



Job Description

Key Responsibilities

- Work with individuals or small groups of pupils in the classroom under the supervision of teaching staff and provide feedback to the teacher
- Motivate and work alongside pupils
- Support independent learning and inclusion of all pupils
- Support the teacher in behaviour management and keeping pupils on task
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Prepare and clear up the learning environment and resources, including photocopying, filing and the display and presentation of pupils work
- Provide first aid, in the absence of the school nurse, during the school day for pupils and staff
- Have sound knowledge of the daily classroom routine and timetable
- Assist with registration and organisation in the teacher's absence

Additional Duties

- Support the aims and objectives of the Leicester Grammar School Trust, in line with all school policies and as detailed in the staff handbook
- Maintain personal resilience and well-being as a key to supporting others
- Work in accordance within current safeguarding and schools' guidance and legislation
- Use excellent organisational skills and interpersonal and communication skills to manage own workload and build relationships
- Monitor, review and evaluate library plans and strategies
- Support the School's well-being approach
- Be committed to Leicester Grammar School Trust's vision and ethos
- Attend INSET days
- Attend marketing and admissions events as required.



Person Specification

Essential Qualifications, Experience and Skills

- Excellent communication skills with the ability to manage staff, parent and pupil relationships
- Ability and commitment to work creatively to ensure that children develop as happy, motivated, independent learners
- Commitment to children's social, academic, emotional and physical development
- Care for children's well-being
- Understanding of, and commitment to, safeguarding children

Desirable Qualifications, Experience and Skills

- Hold a current First Aid certificate (Paediatric or other) or be willing to train towards
- Good ICT skills, and the willingness and ability to learn new systems, as required by the post
- A good standard of general education, normally evidenced by 3 or more GCSEs (including Mathematics and English) at Grade C or above or other equivalents
- Demonstrate commitment to your own professional development
- Have an understanding of the benefits of co-education and be willing and committed to become involved in the pastoral and co-curricular life of a busy and ambitious school community
- Ability to demonstrate and promote positive values, attitudes and behaviour with young people



Personal Qualities

- Have patience, tenacity, flexibility, warmth, self-motivation, be well organised, sense of humour.
- Willingness to work flexibly according to the fluctuating demands of the role
- Model and promote good manners and an understanding of the needs of pupils of all abilities
- Ability to work as part of a team and collaboratively across the school
- Willingness to attend and support occasional after school activities
- Excellent interpersonal skills

Above all, the successful candidate will have an infectious enthusiasm for the value and relevance of teaching in young people's lives.

Please note this job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and Leicester Grammar School Trust in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post.

Original certificates will be required as proof of qualification. All other attributes will be assessed using the contents of the application form, at interview and with professional references.



Application Details

Interested candidates are advised to apply early as we reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

The closing date for applications is **Monday 8 September, 9:00am**.

Please note that tours of the school form part of the interview for short-listed candidates. Also, references will be obtained prior to interview.

Leicester Grammar School Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Applicants must undergo safer recruitment checks, including checks with past employers, on-line searches and the Disclosure and Barring Service (DBS). This role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children.

If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Please refer to the Data Privacy Notice and Annexes on the Policies page of the school's website for the Data Privacy Notice for individuals applying for work within Leicester Grammar School Trust (Annex 3).





Hours and benefits

Staff in our schools are well qualified and enthusiastic and have high expectations of themselves and their pupils. The Trust has a strong reputation for pastoral care and teaching staff are committed to co-curricular activities.

Start Date	As soon as possible
Hours	Full-time
Salary	£22,316 per annum (inclusive of holiday pay).
Pension	The Trust participates in Standard Life Pension, for support staff, with employer contributions equivalent to 6% of salary in return for contributions by the employee equivalent to 3% of salary
Lunch	School lunch is provided during term-time
Education	Fee remission for the children of our staff is available at all schools across the Trust.
Car Parking	Free car parking is available at the school sites

Other benefits enjoyed by our staff include:

- Access to Medicare health plan
- Employee Assistance Programme, which provides 24 hour support for the employee and their immediate family members
- Cycle to Work scheme
- Rural walking trails around the School sites



Equal Opportunities

Leicester Grammar School Trust is an equal opportunities employer and is committed to equality of opportunity for all staff. The Trust takes very seriously its duty to safeguard children, to remove discrimination, to advance equality of opportunity and to foster positive and caring relationships, by integrating safety and equality into each school's core priorities and functions.

We welcome applications from all sectors of the community as we aspire to attract staff who reflect the social and cultural diversity of our pupils. We consider the most important factor to be the right skills, abilities and aptitude for the job which will ultimately improve the education and well-being of our pupils. We also encourage applications from individuals at all stages of their career, and regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnership.





LGS
STONEYGATE

Independent Co-educational Day School for children aged 4-16
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Stoneygate School forms part of the Leicester Grammar School Trust, a Company Limited by Guarantee and a Registered Charity in England and Wales.
The Company Registration number is 1521751 and the Charity Registration number is 510809.