



Wakefield Grammar
School Foundation

YOU'LL LIKE THE WAY WE

WORK TOGETHER



TEACHING
ASSISTANT
(QUALIFIED)



Information for
Candidates

March 2025

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For further information about the Foundation please visit the website at www.wgsf.org.uk



An Introduction

Wakefield Grammar School Foundation is one of the country's leading families of single-sex independent day schools. Girls and boys join the Foundation from age 3 at Wakefield Grammar Preparatory School, and then from age 7 at either Wakefield Girls' High School or Queen Elizabeth Grammar School (QEGS) for boys.

All three schools are conveniently located together with easy access to the West Yorkshire motorway network and within walking distance of Wakefield city centre. Wakefield Westgate train station is a short 10 minute walk from the schools with regular services from Leeds, Doncaster, Sheffield, Huddersfield and London. Additionally, there are dedicated school bus services from Barnsley, Huddersfield, Pontefract and the east of Leeds.

In total the Foundation has around 1,600 pupils and around 400 employees covering both teaching and support staff. Each school in the Foundation is individual with its own Head and Senior Leadership Team, and governance comes from a single governing body comprising of 19 Governors with a broad range of skills and experience. The Governing board provides robust and conservative governance through a well established committee structure. Total income for the Foundation is around £24m annually, making the Foundation one of the largest groups of independent schools in the region.

The Foundation's Aim

The Foundation has a vision of enabling long lasting contributions to society through a shared joy for learning.

The Foundation is committed to providing education in a supportive, engaging and inclusive environment that inspires individuals to develop their abilities, strengthen their character and fulfil their potential.

The schools will maximise the potential and educational opportunity for all those with the academic ability to access the curriculum by encouraging the pursuit of excellence, providing high quality teaching, outstanding pastoral care and an extensive range of co-curricular activities. They will embrace as wide a cross section of the community as possible and support students irrespective of their social or economic background.

At Wakefield Grammar School Foundation we know diversity fosters creativity and innovation. We are committed to quality of opportunity, to being fair and inclusive, and to being a place where all belong.



The Role

An exciting opportunity is available for a Teaching Assistant to join our school on a fixed term basis for one academic year from the 1st September 2025 until the 31st August 2026.

Candidates should be excellent communicators, able to relate well to children and have the ability to support to a high standard, in a number of subjects and year groups. Applicants should have the ability to work independently and flexibly using their own initiative and be excellent team members.

Knowledge of pastoral interventions such as ELSA and Zones of Regulation, and experience of working across EYFS, KS1 and in particular KS2 would be beneficial.

This post is fixed term for one academic year and term time only (including INSET) working 21.66 hours per week, Monday to Friday from 12.00 noon until 4.20 pm each day.

As part of our commitment to safeguarding and promoting the welfare of children, the successful candidate will be required to undertake an Enhanced Disclosure and Barring Check.

Further details and an application form can be obtained from the recruitment section of our website www.wgsf.org.uk/employment-opportunities/ or by emailing the HR Department at hr@wgsf.net



Job Description

Reporting to: Director of Junior Section

Main Duties & Responsibilities

- Work alongside other members of the Wakefield Girls' High School Team and specifically with the Junior Section teaching staff to establish and maintain an appropriate learning environment
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Set up the learning environment as directed for activities, helping to maintain a productive teaching environment and , where appropriate, clearing away at the end of the school day
- To work, on a one to one basis or with a small group of pupils, as directed and instructed by the teaching staff, ensuring learning activities are recorded and progress noted
- To work with individuals or small groups of pupils providing support as required in all aspects of the curriculum
- With resources and planning supplied by the teaching staff, support the teacher by carrying out whole group activities when asked to do so
- To assist the teachers with pastoral matters and create written records of pastoral interactions when required
- To be involved with lesson planning, evaluating and adjusting work plans, if requested by the teachers
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement, keeping and updating records as agreed with teachers
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents and/or reporting any concerns as necessary in line with established policy and encourage pupils to take responsibility for their own behaviour
- To produce teaching resources and perform regular administrative tasks as required e.g. preparing workbooks, photocopying, filing etc
- To accompany and supervise pupils on visits, trips and out of school activities as required with emphasis on the learning objectives of the activity
- Playground supervision and other supervision of pupils e.g. in the dining hall to oversee the health, safety and general behaviour of the children
- Attend to the children's physical welfare such as sickness and support when ill
- To be a first point of call when first aid administration is required
- To liaise with and work alongside others in producing displays

General

- To be aware of and understand the role that all staff have in relation to the safeguarding of pupils and to comply with policies and procedures relating to Safeguarding and Child Protection, reporting all concerns to the Designated Safeguarding Lead.
- To comply with policies and procedures relating to health and safety, security, confidentiality and data protection/GDPR, reporting all concerns to the appropriate person.
- Contribute to the overall ethos of the School.
- Attend relevant staff meetings or other meetings as required.
- Attend Inset Days incorporating staff training, staff meetings, Information Morning on the first Saturday in October and additional events e.g. new parents evening as required (including where these may fall on non-contracted days).
- To hold a First Aid qualification, including the emergency application of epi-pens and inhalers in accordance with agreed School procedures (if the post holder doesn't currently have this, they would be prepared to undertake the training to gain this qualification)
- Any other duties that may be reasonably required within the grade and scope of the role.

Person Specification

The following person specification indicates areas of qualification and training, experience, knowledge and understanding, skills and competencies and personal attributes. (E) are essential and (D) are desirable. These will all be measured by application form, interview or certification

Qualifications

- Level 3 Qualified Teaching Assistant (or equivalent) (E)
- First Aid Trained (Or willingness to be trained) (D)
- Food Hygiene certificate (Or willingness to be trained) (D)

Experience/knowledge

- A minimum of 1 years experience of working with or caring for children, preferably in the age range 7-11 (E)
- Understanding of principles of child development and learning processes (E)
- Experience of working in an educational environment and an understanding of the issues facing independent schools (D)
- Knowledge and understanding of child protection (E)

Skills and competencies

- Good literacy Numeracy Skills (E)
- Excellent communication and interpersonal skills (E)
- Able to use own initiative and work independently (E)
- Ability to work constructively as part of a small team (E)
- Flexible and able to adapt to changing demands (E)
- Proficient in the use of IT systems including Google applications (D)
- Ability to maintain confidentiality and handle such information (E)

Personal Attributes

- Patience, tact and diplomacy (E)
- An empathy with the ethos and values of WGSF (E)
- Commitment to ongoing personal and professional development and training (E)
- An empathy for and understanding of the values of Wakefield Grammar School Foundation and a commitment towards the protection and safeguarding of children. (E)

Terms of Appointment

Contract

This position is a temporary position, for one academic year from the 1st September 2025 to the 31st August 2026.

Appointment date

September 2025

Hours of work

21.66 hours per week/Term time only. Monday to Friday from 12.00 noon until 4.20 pm each day.

Salary

Grade G: £23,114-£26,157 pa (FTE)

Grade G: £10,577.80-£11,970.38 pa (Actual)

Pension Scheme

We offer a defined contribution pension scheme on commencing employment. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.

Safeguarding Checks

WGSF is committed to safeguarding and promoting the welfare of children and young people.

Pre-Employment Checks

An offer of employment is subject to the receipt of 2 references considered satisfactory to WGSF; a satisfactory DBS (Disclosure and Barring service) check; evidence of eligibility to work in the UK; Prohibition from Management check (if applicable); relevant qualifications and a satisfactory health questionnaire.

Parking

Free on site car parking

Lunches

Subsidised school lunches (term time only).

Other Benefits

- Access to our free 24 hour Employee Assistance Programme
- Cycle Scheme
- Simply Health (Cash back hospital plan)
- Use of free on site gym facilities
- Family Friendly policies
- Access to an extensive CPD program and opportunities across The Wakefield Grammar School Foundation
- A dedicated, well qualified and experienced teaching team, SLT and middle leaders
- A board of Governors who are passionate about the school and bring a wide range of expertise
- A School with strong community links and a supportive parent body

Fee Remission

Foundation staff are eligible for a discount on the fees in respect of their children attending Foundation schools (subject to Foundation policy). Fee Remission is pro-rata for part time/term time employees.

How to apply

Further details and an application form can be obtained from our website www.wgsf.org.uk or by contacting the HR department at hr@wgsf.net.

The closing date for applications is 9.00 am on Friday 25th April 2025

Interviews will be held on 7th May 2025

