

# Stowe

THE  
Stowe  
GROUP

## **Part Time Teaching Assistant** **(Term Time Only)**



### **A BIT ABOUT US:**

Stowe School occupies Stowe House and approximately 200 acres of the Stowe estate, and is located in Stowe's world-famous landscape gardens set in 880 acres. Stowe School is an independent co-educational boarding School with approximately 870 pupils. There are around 400 full and part-time staff with 80 staff and their families living on site.

In January 2021, Winchester House and Swanbourne House Schools became part of The Stowe Group. The schools occupy sites of historical significance in Swanbourne, in the market town of Brackley and in the beautiful gardens at Stowe, where we work with The National Trust to manage the landscape gardens and open the grounds to over 200,000 visitors a year. Stowe House is also open to the public during the school holidays.

### **WE ARE CHANGE MAKERS**

The Stowe Group have a talented and committed workforce. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and non-teaching staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership.



**KEY TASKS/MAIN DUTIES: JOB TITLE**

- To support pupils within classes under the guidance of the teacher enable them to fully participate in activities
- To work with students in a small group under the guidance of the teacher.
- To help students in a one-to-one situation.

20 hours per week, term time only.

Monday to Friday and some Saturday Mornings.

Two evenings per week up to 18.30 pm

**Salary:** Up to £8171 per annum (FTE £20,245)

**How to apply:** An application form and job description may be downloaded from our website [www.stowe.co.uk/careers-at-stowe](http://www.stowe.co.uk/careers-at-stowe)

**Closing date: Friday 17<sup>th</sup> June**

**Interviews: Week commencing 20<sup>th</sup> June**

**The Stowe School Group** is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

**Application deadline:** This post will close on the closing date stated at midnight. If we receive a large number of applications or there is a change in circumstance, we may be required to close a job before to the closing date.

**Contacting you:** We will contact candidates through the email address supplied on their application form. Please make sure you check this regularly.



## **Job Description**

<b>Job Title:</b>	<b>Teaching Assistant (Part Time)</b>
<b>Department:</b>	<b>Skills</b>
<b>Accountable to:</b>	<b>Head of Skills</b>
<b>Responsible for:</b>	<b>No direct reports</b>

### **Purpose of the job:**

To support pupils in mainstream classrooms and in small group tutoring situations.

### **The Stowe Group**

The Stowe Group of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and is situated on three separate sites in Buckinghamshire and Northamptonshire. Across the three schools, The Stowe Group can offer education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,400 pupils and 600 members of staff. The Schools occupy sites of historical significance in Swanbourne, the market town of Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.

### **Vision & Ethos**

We are Change Makers.

Our goal is to inspire pupils and staff in The Stowe Group to be Change Makers who will shape positive futures for themselves, their families and the global community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve.

Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and listening to multiple viewpoints. It is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community. We are committed to the development of character with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. While many compete at the highest level in sport across the three schools, our aim is to provide a wealth of co-curricular activities which pupils of all abilities can access and enjoy. Through teaching, coaching and counselling, we will do our utmost to support pupils to be their best, do their best and feel their best.

We strive to attract and retain employees of the highest calibre. The Stowe Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We



focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership.

Environmental stewardship and sustainability are cornerstones of The Stowe Group. Pupils and staff have a heightened awareness of their social and environmental responsibility in preserving our unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.

### **Values and Behaviours:**

The post-holder is expected to act professionally at all times and in accordance with the standards of behaviour and code of conduct outlined in the staff handbook and below. In particular the following standards of behaviour for the Stowe community.

The Stowe Community is committed to working together to achieve Stowe's aims and objectives. We are a Christian community that aspires to excellence through working efficiently whilst being responsive to change, adding value where possible and using resources wisely. We collaborate to work both as individuals and as members of a team, communicating and consulting often and openly to the highest standards. We act with integrity and treat each other considerately, valuing diversity and rejecting discrimination. We operate within the appropriate laws and regulations. We are accountable to each other and to our pupils, parents, governors, trustees and visitors. The Stowe Community is both environmentally and socially responsible, recognising the importance of an appropriate work/life balance. Our combined goal is to create Change Makers who will shape positive futures for themselves, their families and the global community.

### **Key Responsibilities and Accountabilities:**

- To support pupils within classes under the guidance of the teacher
- To work with students in a small group under the guidance of the teacher.
- To help students in a one to one situation.
- To help in the running of prep clubs and homework clubs

### **Key Tasks:**

#### **1 Teaching and learning**

- 1.1 To assist in the educational development of pupils under the direction and guidance of the Head of Skills and class teachers
- 1.2 To assist in the setting up and implementation of individual programmes for students and help monitor their progress
- 1.3 To provide support for individual students inside the classroom to enable them to fully participate in activities



- 1.4 To be willing to work with a small group of students under the guidance of the class teacher.
- 1.5 To have a proactive approach to help students succeed in their learning
- 1.6 To assist with the development of support materials
- 1.7 To work with other professionals, such as speech therapists and occupational therapists, as necessary
- 1.8 To assist class teachers with maintaining student records
- 1.9 To assist with exams, including invigilation, or exam access arrangements as required.
- 1.10 To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment as required i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks.
- 1.11 To aid pupils with a physical disability where necessary.

## **2 Administrative duties**

- 2.1 To undertake duties from time to time as the Head of Skills requires
- 2.2 To assist in the organisation and administration of exams for pupils with specific needs

## **3 Standards and quality assurance**

- 3.1 To support the aims and ethos of the school
- 3.2 To set a good example in terms of dress, punctuality and attendance
- 3.3 To attend team and staff meetings
- 3.4 To undertake professional duties that may be reasonably assigned by the Head of Skills for example attend meetings with parents as required.
- 3.5 To be proactive in matters relating to health and safety
- 3.6 To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
- 3.7 To ensure adherence to statutory Health and Safety and Data Protection Legislation at all times.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Date agreed: December 2021

*Stowe*