

# Teaching Assistant

September 2025

## The School

Churcher's College is an independent co-educational day school offering Nursery, Junior, Senior and Sixth Form education. With around 1072 pupils in the Senior School and 255 pupils in the Junior School of approximately equal numbers of boys and girls, Churcher's College enjoys recognition as one of the most accomplished independent, coeducational day schools in the country.

The school is hosted on two campus sites in Hampshire enabling the Junior School and Nursery pupils to flourish in their own beautiful grounds in Liphook, whilst maintaining close links to the Senior School and Sixth Form located in nearby Petersfield. Both sites offer on-site playing fields and unrivalled facilities, providing the comfort and opportunities of an open, healthy environment.

The Junior School has specialist rooms for Science, Music, Art/DT as well as having its own library. There is a spacious Studio with moveable staging and a lighting and sound system. Chromebooks and iPads are used across the ages to facilitate the pupils' learning.

Churcher's College offers the widest range of experiences and the opportunity to be the best. The school has received independent acknowledgement for its academic success, creative arts, performing arts, adventurous activities and sporting achievements. Churcher's is an inclusive school where parents, children, staff and friends all contribute to the rich and broad education provided. We aim to nurture children into educated, informed, socially responsible and respectful citizens ready to succeed in life.

## Teaching at Churcher's College

We provide an excellent education for all pupils based upon traditional values and

academic standards, personal discipline and the development of self-confidence. This is accomplished within a caring environment and a positive balance between academic studies and enterprise and adventure outside the classroom.

A dynamic and innovative place to work, Churcher's College is academically strong and beyond the classroom, we offer a vibrant and extensive extracurricular programme which includes sporting, artistic and musical activities. Music and drama flourish with many pupils taking music lessons, numerous accomplished ensembles, and regular and varied pupil drama and musical performances.

The Junior School boasts a supportive family of staff who care about the progress and well-being of the children. Churcher's College is a passionate teaching and learning community providing continuous professional development.

## The role

The role is to provide support for the pupils and teacher to enable pupil progress. The ideal candidate is someone who is enthusiastic, flexible and committed to working with young children. Working within a team is an important aspect of the role as well as the willingness to work independently and show initiative. The Teaching Assistant works under the instruction and guidance of the senior staff to undertake support programmes which enable access to learning for pupils and assist the teacher in the management of pupils and the classroom. Teaching Assistants also provide playground and lunchtime supervision.

Teaching Assistants work flexibly across the key stages, including EYFS depending on pupil numbers and needs.

The main duties are outlined below; from the outset, we aim to provide high standards of physical, emotional and intellectual care for the children. You will be required to work as an integral part of the school team and a flexible approach is essential.

## Key functions

### Support for pupils

- Develop a positive and supportive relationship with pupils
- Be aware of the differing needs of pupils
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Support and assist with the implementation of Individual Support/ Behaviour Plans
- Take a committed approach to improve children's learning and be committed to personal continued professional development
- Maintain challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Being actively involved with the children during playtimes, breaktimes and lunchtimes

### Support for the teacher

- Have a sound knowledge and/or experience of the relevant age group
- Use strategies, in liaison with the teacher, to support pupils to achieve their learning objectives
- Attend planning meetings where necessary
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Carry out observations of children as required



- Work with small groups within the class – e.g. phonics, circle times and focused activities in all aspects of learning, as required or directed by the teacher

#### Support for the curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Record achievement and progress and feed back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- Assist in the display and presentation of learning cues and pupils' work inside and outside of the classroom environment as required
- To support the Head of Learning Enrichment in following intervention programmes as required

#### Support for the school

- Undertake training and CPD as required
- Attend and participate in relevant meetings as required
- Assist with the supervision of pupils at lunchtime and at playtime, working as part of a team
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Maintain confidentiality
- Be part of the wraparound care team involved in supporting pupils after school and in Tea Club
- Attend special school events: sports days, plays, celebration afternoon, **weekend** open day
- Take on further hours to support holiday care for nursery aged pupils
- **Sometimes there are opportunities available to support holiday wrap around clubs (with additional financial reward)**
- To attend to minor first aid needs of pupils – to undertake an appropriate first aid course
- Attend special school events: sports days, plays, celebration afternoon, open day
- To attend to minor first aid needs of pupils – to undertake an appropriate first aid course
- Take on further hours as the school

develops holiday care for nursery aged pupils

### Personal Qualities

- Approachable and flexible working style
- Ability to prioritise and work well in a busy environment
- Well presented, with welcoming manner
- A calm and friendly communication style
- Ability to relate to children and understand their needs
- A desire to support children in their learning and facilitate their progress
- Ability to work in a team and follow instructions and procedures as well as working alone and using initiative when required.

### Skills and Experience

- **Level 3 Childcare Diploma qualification or equivalent, with full and relevant status is essential**
- Strong literacy and numeracy skills (Maths and English GCSE or equivalent)
- Good understanding of ICT and comfortable learning new software packages
- Previous experience in a school or Nursery environment or working with young people
- Knowledge of the Early Years Foundation Stage
- Ability to relate and communicate appropriately to both parents and pupils
- Knowledge and appreciation of Child Protection (training will be given)
- To be First Aid trained (training available)

### Application Details

As a consequence of the Children Act 2006 and KCSIE 2024, all staff appointed to positions at Churcher's College must undergo a check with the Disclosure & Barring Service. A copy of the School's Recruitment, Selection and Disclosure Policy and Procedure is available on the website. Two written references will be required and any gaps in employment records will be investigated. It is also necessary for all staff to notify the Headmaster before the appointment of any convictions, or other factors which may be relevant to their employment in a school environment. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in

order to assess their suitability to work with children.

Churcher's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Churcher's College does not discriminate against employees on the basis of gender, ethnic origin, religion or religious belief, disability or age. We embrace inclusion and fairness in the workplace: diversity is to be celebrated and as such we strive towards a fully immersive culture of inclusion, diversity and equality.

Application forms with a covering letter or supporting statement explaining how you meet the job description and person specification together with **a copy of your Level 3 full & relevant qualification** and should be sent to the Head of the Junior School at Churcher's College Junior School and Nursery, Midhurst Rd, Liphook, GU30 7HT or by email to [ncorrigan@churcherscollege.com](mailto:ncorrigan@churcherscollege.com) by 10:00am on Monday 19 May 2025.

Interviews will be held on Wednesday 21 May 2025.

### Terms and Conditions

Core hours will be 8:30 to 17:30 Monday to Friday, term time only, plus 5 weeks paid holiday. The hourly rate of pay will be £14.48.

The children of staff are eligible for a fee remission subject to satisfying the usual entry requirements.

Staff also benefit from using the excellent sporting facilities including the fitness suite and 25 metre indoor pool at the Senior School.

The successful candidate will begin working at Churcher's in September 2025.