The Abbey

# Teaching Assistant

A part-time, fixed term position at our Junior School

# Introduction

The postholder will work as a Teaching Assistant, supporting teaching and learning across the curriculum. The role involves working with individual students and groups, providing pastoral support, assisting with classroom organisation, and contributing to the smooth running of the school day.

In addition, the postholder will support the delivery of the Before and After School Care (BASC) provision by helping to create a safe, engaging, and nurturing environment for students. The role includes planning and delivering activities, supporting students' wellbeing, and building positive relationships with students, families, and colleagues.

# Welcome from the Head of The Abbey Junior School

The Abbey Junior School is a vibrant, nurturing community where girls are encouraged to be themselves, explore their passions and achieve extraordinary things every day.

From their very first steps with us in Little Knellies Nursery, our students benefit from exceptional teaching, excellent facilities, resources and a wide-ranging curriculum delivered by dedicated form teachers and specialists. Strong links with our Senior School create a seamless, stimulating learning journey that supports each girl's academic growth from the very beginning.

Our curriculum is rich, diverse, and designed to spark curiosity, creativity and a lifelong love of learning. Rooted in real-world experiences and hands-on discovery, it fosters confidence, independence and a deep sense of global awareness, preparing our girls to thrive in an ever-changing world.

Wellbeing is at the heart of all we do. We believe that children learn best when they feel happy, safe and valued. With small class sizes and a warm, inclusive atmosphere, each girl is known and supported as an individual. This personalised approach helps every child flourish academically, socially and emotionally.

Above all, we want our students to come to school each day with a sense of excitement.

We warmly invite you to come and visit and see for yourself what a special place The Abbey is.

**Mrs Beccy Newton**

# Role Description

## Key Responsibilities

- Support teaching and learning across all curriculum areas.
- Work with individual students and small groups to reinforce learning and support progress.
- Promote students' confidence, independence, and engagement in learning.
- Provide pastoral care and contribute to the wellbeing of students throughout the school day.
- Assist with organisational and administrative tasks to support the effective operation of the classroom and wider school.
- Prepare, organise, and clear away classroom resources and learning materials.
- Support classroom displays, productions, and other school events and activities.
- Work effectively as part of a wider team, liaising with teaching and support staff across the school.
- Attend educational visits and residential trips, supporting students' learning, wellbeing, and participation.
- Support the planning and delivery of a range of engaging activities that enhance the BASC provision, including creative activities, games, and homework support.
- Prepare, organise, and clear away resources and materials used during BASC sessions.
- Always ensure appropriate supervision of students and maintain a safe and positive environment.
- Develop positive relationships with students and their families, promoting a welcoming and inclusive atmosphere.
- Support the pastoral care and wellbeing of students attending BASC.
- Work collaboratively with colleagues across the school to ensure the smooth running of the provision.
- Maintain awareness of and adhere to relevant school policies and procedures.
- Work confidently with individual students and groups, responding appropriately to their needs.

## Person specification

- Support and actively promote the ethos and values of the school.
- Demonstrate a genuine enthusiasm for working with young children and supporting their development.
- Understand the physical, emotional, social, and intellectual needs of 3-11 year old children.
- Build positive and professional relationships with students, parents, and colleagues.
- Work effectively as a supportive and collaborative member of the school team.
- Demonstrate high standards of professionalism, conduct, and appearance at all times.
- Be organised, efficient, and able to manage time effectively within a busy school environment.
- Show initiative and the ability to work independently when required.
- Be reliable, punctual, flexible, and adaptable to the needs of the school.
- Demonstrate patience, empathy, and a nurturing approach when working with children.
- Have excellent interpersonal and communication skills.
- Maintain confidentiality and demonstrate a commitment to safeguarding and promoting the welfare of children.
- A demonstrable commitment to excellent customer care, with a focus on ensuring positive and professional experiences for families, external stakeholders and partners.
- Demonstrating and exemplifying the School's key purpose, to equip students to live with confidence, purpose and joy, and the School values of courage, honesty and kindness.

## Qualifications

- Experience of working with young children in an educational, childcare, or early years setting (essential).
- Good literacy, numeracy, and communication skills (essential).
- Ability to work effectively as part of a team (essential).
- Level 2 or Level 3 qualification in Childcare, Early Years Education, Teaching Assistance, or a related field (desirable)

# Location, estates and facilities

The Abbey's town centre location places us at the heart of a thriving, busy and diverse community, whilst our extensive coach network helps us provide accessibility from locations across Oxfordshire and Berkshire for both Junior and Senior girls.

As one of the most vibrant towns in the UK, with a focus on technology and innovation industries, Reading offers wonderful opportunities, from the glories of the Chilterns and the Thames, and beautiful parks, to outstanding shopping and a constantly evolving cultural and restaurant scene.

Whilst we embrace the benefits of being a town centre school, with a solid urban vibe, we have excellent sporting facilities, with astros, tennis courts, netball courts, a large gymnasium, and an impressive fitness suite. These facilities are supplemented by partnerships with Reading University, Reading Rowing club at the Redgrave Pinsent rowing lake, and other excellent local facilities. We were delighted to host the national GSA event of Girls go Gold in September 2023.

Governors have made a substantial investment in the estate over the past few years.

Our Junior School has been extended and remodelled, with imaginative new spaces to enable girls to go way beyond a conventional curriculum, the recent refurbishment of Knell House provides a welcoming and age-appropriate setting for Little Knellies nursery. The buildings sit in the Christchurch Conservation area, five minutes up the hill from the Senior School.
Our heated indoor pool, complete with diving boards, is in the heart of our Senior School building and all girls, including the very youngest, have timetabled swimming and other water activities.

All our classrooms are well equipped to support effective teaching and learning, including IT resources to support the school's one to one digital device policy.

# Terms of appointment

An excellent remuneration package commensurate with the importance of the role and the experience of the successful candidate will be offered. The salary range for this role is £17,804 - £18,308 (pro-rata). The hours for this role are - 7.30am - 2.50pm (072 fte)

This role is a part time fixed term position for 1 year starting as soon as possible.

All eligible, non-teaching employees will be automatically enrolled into the non-contributory Group Pension Scheme, run by ReAssure after 3 months employment with the school. The School contributes 8.35% of the monthly salary into the pension scheme.

## Appointment process and how to apply

Applicants should complete The Abbey's application form and provide a covering letter which fully addresses the competencies as described in the job description and person specification and outlines their interest in The Abbey.

The Abbey is committed to safeguarding and promoting the welfare of children. The successful candidate must be willing to undergo an enhanced disclosure through the Disclosure and Barring Service.

Protecting your personal data is of the utmost importance to The Abbey and we take this responsibility very seriously. The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to assist our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection policy.

If you succeed in your application and take up employment with The Abbey, the information will be used in the administration of your employment. We may check the information provided by ou on this form with third parties.

# Abbey Life & Benefits

The Abbey

3 Course Meal Dining

Electric Vehicle Leasing Scheme

Free Parking

Cycle to Work Scheme

Sports Facilities

Employee Assistant Programme (EAP)

Pension

Income Protection

Family Friendly Policies

Concessions & Discounts

Private Healthcare Scheme

Interest Free Ticket Loan

Professional Development

Staff Accommodation
(subject to availability)

IT equipment & Resources

# Key dates

Applicant Closing Date
14 September 2026
Shortlist Selection
14 September 2026
Face to Face Interview
TBC