



Wakefield Grammar  
School Foundation

YOU'LL LIKE THE WAY WE

# WORK TOGETHER



FOUNDATION  
STAGE 1 KEY  
WORKER/TEACHING  
ASSISTANT

Information for  
Candidates

November 2023

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For further information about the Foundation please visit the website at [www.wgsf.org.uk](http://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 1,760 pupils and around 425 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 Schools



**Wakefield Girls'  
High School**

Named one of the top independent secondary schools in the North by the Times Parent Power Guide 2022, Wakefield Girls' provides an inspiring and empowering environment that enables every student to make their way in the world. By embracing new ideas, encouraging students to think differently, and instilling a joy of learning, Wakefield Girls' makes it possible for everyone to be everything they want to be.

Wakefield Girls' believes that how students learn is every bit as important as what they learn and strives to make education a joy. Passionate teachers deliver extraordinary learning experiences in welcoming, stimulating environments. This excellence in teaching and learning is evidenced by outstanding outcomes at GCSE and A-Level. In 2023, one third of the cohort celebrated results with at least 3 A\*-A grades and more than half of all grades at A\*-A and 75% achieved A\*-B, and 65% of GCSE entries were awarded at grade 9 to 7. WGHS leavers regularly go on to their first-choice destinations, including Oxbridge and Russell Group universities.

WGHS complements outstanding academic outcomes with a full range of co-curricular activities. WGHS believes that sport is for everyone, whatever their standard, and encourages cultivating the joy of being part of a team. WGHS's main sports are hockey and netball, and pupils can play in both friendly and competitive fixtures, including an overseas Sports Tour every three years. There are also a myriad of opportunities for girls to participate in music, including 18 musical groups of different range and ability, and an array of drama productions in partnership with Queen Elizabeth Grammar School.





**Queen Elizabeth  
Grammar School**

Queen Elizabeth Grammar School encourages boys to care, contribute and aspire, the school's values. We seek to provide opportunities for the achievement of excellence in the academic, creative, cultural and sporting spheres. The school allows boys to become the best versions of themselves, develop lifelong friendships, and be inspired by teaching methods that fit their needs.

The school offers a balanced curriculum, combining traditional and more modern subjects, which successfully prepares pupils to enter the best universities, apprenticeships or the workplace. QEGS pupils enjoy considerable academic success at both GCSE and A-level, frequently boasting upwards of 80% of grades in the top brackets across both sets of exams, with pass rates near 100%. Nearly all leavers secure entry to their first-choice universities, including Oxbridge and Russell Group.

Boys of all ages have the opportunity to take advantage of a broad offering of co-curricular activities, including art, sport, and musical and dramatic performance. Sport is an integral part of school life, QEGS has an enviable reputation for sporting excellence with individual and team successes ranging from county to national honours. The arts are equally valued and recognised as part of QEGS life, with performances and productions staged jointly with WGHS. Boys also have the opportunity to take advantage of expert musical tutelage, engaging in composing, listening, and performance activities.







Opened in September 2021, Wakefield Grammar Pre-Preparatory School is the Foundation's provision for boys and girls from foundation stage through to Year 2. At the school, the aim is to introduce children to the joys of learning. WGPPS believes that every child brings their own unique talents and strengths into the classroom, and that it is the school's job to bring them out, build confidence in their natural abilities, and to create strong, independent individuals who care about others, embrace new challenges, and have a growing awareness of the world around them. Children at WGPPS enjoy a friendly community in which they can learn, participate, and grow, setting the foundations for their future success.





# The Role

From 9 January 2024, we have a post available for a teaching assistant based in Foundation Stage 1 (nursery) who has the ability to act in the role of a key worker for a group of children.

Candidates should be excellent communicators, able to relate well to children and have the ability to support and deliver group activities to a high standard across all areas of FSI. Applicants should have the ability to work independently and flexibly using their own initiative and be excellent team members.

The hours of the post are: 8.20am–3.20pm, Monday–Friday, term time only.

This post is offered on a fixed term contract for the remainder of the academic year (until July 5th 2024).

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



# Job Description

Reporting to: Head of Wakefield Grammar Pre-Preparatory School

## Overview

Working in FS1 (nursery) under the guidance of teaching/senior staff and within an agreed system of supervision to support and assist in the implementation of agreed work programmes with individual pupils/groups, as well as the pastoral care of the pupils in and out of the classroom.

## Key Responsibilities :

- Work alongside other members of the team and with teachers to establish and maintain an appropriate learning environment
- To liaise with and work alongside others in producing displays
- 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, maintaining a tidy area and clearing away at the end of the school day
- To work, on a one to one basis or a small group of pupils, as directed and instructed by the teacher, 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
- To support the teacher by carrying out whole group activities when asked to do so.
- To assist the teacher with pastoral matters
- Under the direction of the teacher, monitor and evaluate pupil responses to learning activities through observation and recording achievement
- Provide objective and accurate feedback and reports as required to the teacher
- 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, provide support when ill and act as first aider as part of a team

## Extra-curricular activities

- Actively promote interest in subjects/ issues outside the immediate physical and timetabled confines of the department

## Communications / Marketing and external links, including public occasions

- Actively promote learning and teaching within the school community to staff, students and parents
- Contribute to the positive promotion and marketing of the school in the local and wider community
- Actively contribute to marketing events and external links



### **Management of resources**

- Ensure that all resources are fit for purpose and used in accordance with H&S guidelines

### **Policy/Strategic direction and development**

- Contribute to the whole school strategic plan, as required by the Head
- To take some responsibility to ensure that strategies are embedded

### **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 Wakefield Grammar School Foundation
- Attend relevant staff meetings or other meetings as required
- Attend staff training, staff meetings and additional events, e.g. parents evening; as required (including where these may fall on non-contracted days)
- 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, behaviors and additional requirements. (E) are essential and (D) are desirable. These will all be measured by application form, interview or certification**

## Qualifications

- Relevant NVQ Level 2 qualification in Child Care for working with children (E)

## Knowledge/Experience

- A minimum of one year's experience working with or caring for children, preferably in the age range 3 – 7 (E)
- Understanding of principles of child development and learning processes (E)
- Relevant knowledge of paediatric first aid (or willingness to be trained) (E)
- An understanding of child protection (E)

## Skills and competencies

- Able to relate well to children and adults (colleagues and parents) (E)
- Good literacy/numeracy skills (E)
- Excellent communication and interpersonal skills with the children, staff and parents (E)
- To be confident in using emails and Interactive White Boards (E)
- Able to use own initiative and work independently (E)
- Flexible and able to adapt to changing demands (E)
- Able to work constructively as part of a small team (E)
- Ability to use relevant technology e.g. ICT to support learning (E)

## Personal Attributes

- Patience, tact and diplomacy (E)
- An empathy with the ethos and values of WGSF (E)
- Willing to participate in extracurricular activities (E)



# Terms of Appointment

## Contract

This position is a fixed term position. The appointment is subject to the satisfactory completion of a probationary period of 6 months.

## Appointment date

9 January 2024–5 July 2024

## Hours of work

8.20am–3.20pm Monday– Friday (30 minute unpaid Lunch Break) term time only

## Salary

G £21,667–£24,560 (Actual salary £12,589–£14,269)

## Pension Scheme

We offer a money purchase 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

## 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](http://www.wgsf.org.uk) or by contacting the HR department at [hr@wgsf.net](mailto:hr@wgsf.net).

**The closing date for applications is 9am on 1 December 2023**

**Interviews will be held on Friday 8 December 2023**

