



ALDERLEY EDGE  
SCHOOL FOR GIRLS

**PREP SCHOOL TEACHING ASSISTANT  
(15 hours per week)**

**Required as soon as possible**

**INFORMATION FOR APPLICANTS**



FANTASTICALLY  
**GREAT WOMEN**  
who changed THE WORLD

In this exciting first-of-its-kind illustrated non-fiction book, discover the lives of some of the most influential women in history, science and literature. Who changed the world with courage, BRILLIANT ideas and the will to fight with ENDURING DETERMINATION? Discover inspiration with **EMILY DICKENS**.

With beautiful illustrations and fascinating facts, this book is the perfect introduction to a few of the remarkable women who helped shape the world we live in. Follow their lead and prepare for an adventure of your own.

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FANTASTICALLY  
**GREAT WOMEN**  
who changed THE WORLD

Kate Pankhurst

## **Introduction from our Headmistress**

At AESG academic excellence is delivered within a nurturing, family environment and where staff place equal emphasis on the wellbeing of our pupils and developing their individual characters. Each girl is nurtured and supported in small classes and it is our priority that each girl reaches her individual potential and becomes the best she can be.

From academic competitions, drama and sporting performances to the benefits of being an Apple Distinguished School, our aim is to cultivate a culture of curiosity, resilience and kindness, where every girl can #BeMore.

AESG is more than just a place of learning; it is a much-loved community where success is measured not only by the girls' outstanding academic success but the strength of their character. AESG provides girls with outstanding pastoral support, innovative teaching, a broad curriculum and a fantastic array of extra-curricular activities.

The school prides itself on its Christian values, yet welcome girls of all faiths. AESG respects, celebrates and embraces diversity and equality of opportunity without prejudice. Our school motto permeates all areas of school life: 'Aspire not to have more, but to be more'.

AESG is a community. All our girls, from those in Nursery at the age of two, through to Sixth Form at the age of 18, feel safe and secure and benefit from being in a school positioned in a vibrant village environment.

The School has been awarded Apple Distinguished Status and is an Apple Regional Training Centre, after significant investment and development in Technology Enhanced Learning. Senior School girls bring their own iPads into school to enrich their learning experience. Each teacher is also given their own iPad to support their teaching and there are Apple TVs integrated throughout the School.

In June 2021, the Independent School Inspectorate (ISI) undertook a full inspection at AESG. The School was given the highest possible 'Excellent' rating. The inspection was focused on the pupils' academic and other achievements, as well as their personal development, with the school being found to be excellent across each area.

We are a proud member of the Girls' School Association and we value the importance of an all-girls' education and the benefits this provides for our students. There are numerous opportunities for girls to develop both team working and leadership skills and to help guide the school and their peers. In this way our students learn important

life skills which prepare them for the world of work and they leave us as impressive young women who make a difference.

*C Wood*

Mrs Caroline Wood  
Headmistress



## Vision Statement

“Aspire not to have more, but to be more”  
(Archbishop Oscar Romero)

## Our Aims

### Academic

To provide a challenging and stimulating learning environment in which every girl fulfils her full academic potential, and thus equipping girls with the knowledge, skills and learning attributes for success beyond AESG.

To deliver an innovative and future-inspired curriculum embracing the use of technology, thus fostering intellectual curiosity, developing creativity and a passion for lifelong learning.

### Spirituality

To welcome girls of all faiths who share our values, and to respect, celebrate and embrace diversity and equal opportunities without prejudice.

To present a supportive, open and inviting environment for girls to explore their spirituality, to encourage reflection, and develop a strong moral compass based on our Christian foundation and principles.

### Enrichment

To offer an extensive enrichment programme to enable girls to develop leadership skills, foster collaboration and resourcefulness, grow in confidence and encourage resilience.

To provide a rich and stimulating school experience in and outside the classroom, where girls can explore and develop their interests and talents.

### Girls

To create a supportive, nurturing and happy environment underpinned by pro-active pastoral initiatives, putting the girls' wellbeing first.

To empower all our girls to flourish as strong women in the 21st Century workplace, to communicate with confidence, and take their place as responsible, active and global citizens bringing about positive change for a more sustainable and equitable future.



## **Current Staffing**

The School, which is split into the Prep and Senior sections, is led by the Headmistress, Caroline Wood, who was appointed in September 2024. In the Senior School, teaching staff comprise two Deputy Heads.

In the Prep School, teaching staff are led by the Head of Prep, Emma Scott.

The support staff are led by the DFO and comprise of administrative, estate, finance, ICT Support, marketing and development and welfare staff.

The School employs a qualified librarian, technical support staff, visiting instrumental music teachers as well as specialist sport and drama coaches.

Catering and cleaning are currently supplied by external contractors.

## **Accommodation**

In the last five years, an ambitious refurbishment and development programme has transformed the School estate.

The School's outdoor courts have been completely refurbished, along with the Junior Gymnasium. A new fitness suite and climbing wall have been installed.

Early Years provision has benefitted from the installation of outdoor play equipment and the refurbishment of all four classrooms from Nursery to Year 1. Elsewhere, ICT suites have been modernised and infrastructure upgraded, as have numerous specialist subject classrooms. The main buildings have had significant infrastructure improvements as well as investing in state of the art technology.





**LEZO**  
THE CONNECTION.

**Prep School Teaching Assistant  
(Part-Time 15 hours)  
Job Description  
Responsible to Head of Prep School**

**Teaching and Learning**

- Supporting teachers in creating and maintaining a purposeful, orderly and supportive environment for learning
- To be part of the planning process (paying particular attention to the development of the specific support a TA is to give within any lesson)
- Assisting in the educational and social development of pupils under the direction and guidance of the appropriate Class Teacher and SENCo
- Providing support for individuals or groups of girls inside and outside the classroom to enable them to fully participate in activities
- Working with other professionals, such as speech therapists and occupational therapists, as necessary
- Assisting class teachers with maintaining the records, monitoring progress and feeding back information to the teacher and/or pupil in order to inform future teaching
- Helping to develop pupils' social skills
- Working with groups in any lesson within the curriculum
- Supporting the use of computing in learning activities and developing competence in its use
- Supervising pupils on visits, trips and out of school activities as required
- Supervise and ensure the smooth operation of the school breakfast club, providing a safe and welcoming environment for students from 7:30-8:30 AM.
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**Administrative Duties**

These are to be carried out under the overall direction of the Class Teacher or SENDCO.

- To help prepare and present displays of the girls' work
- Support class teachers in photocopying and other tasks in order to support teaching
- Assist class teachers who may have responsibility for designated areas of the school, e.g. library, displays etc.



- Undertake other duties from time to time as the Head of Prep School and Head of Early Years requires

### **Pastoral Care**

- Promoting the inclusion and acceptance of all pupils within the classroom
- Supporting pupils consistently whilst recognising and responding to their individual needs
- Encouraging the pupils to interact and work co-operatively with others as well as ensuring that all pupils are engaged in activities
- Promoting independence and employing strategies to recognise and reward achievements and self-reliance
- Providing positive values, attitudes and good behaviour, dealing promptly with conflicts and incidents in line with established policy and encouraging children to take responsibility for their own behaviour
- Supporting break and lunch supervision as requested

### **Standards and Quality Assurance**

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality, attendance and behaviour
- Attend Staff Meetings and SEND Team Meetings
- Undertake professional duties that may be reasonably assigned by the SENDCO or Senior Leadership Team.
- Be proactive in matters relating to health and safety and appropriately report any concerns
- Take responsibility for and proactive approach to their own professional development

### **School development and the school's wider aspirations**

- To attend INSET Days and Open Events.
- To establish and take responsibility for particular roles that further the school's provision and contribute to the school's development and wider aspirations.

The above list is not meant to be comprehensive or exhaustive but rather to give an understanding of the nature and breadth of the position.

**Person Specification: Prep School Teaching Assistant**

	<p style="text-align: center;"><b>Essential</b></p> <p style="text-align: center;"><i>These are qualities without which the applicant could not be appointed</i></p>	<p style="text-align: center;"><b>Desirable</b></p> <p style="text-align: center;"><i>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</i></p>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Good basic education to GCSE level in English and Mathematics, or the equivalent.</li> <li>• Teaching Assistant qualification (or prepared to study for the qualification)</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of basic Safeguarding Awareness course</li> <li>• Food Hygiene Certificate</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience of working with children in an Infants or Junior setting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children of different ages in various settings</li> </ul>
<p><b>Knowledge and Understanding</b></p>	<ul style="list-style-type: none"> <li>• A good understanding of the learning and development needs of children</li> <li>• An understanding of the importance of Safeguarding procedures and other related policies that are in place.</li> <li>• A positive approach to CPD, including learning new skills through teamwork and training opportunities, that will have an impact on the provision of a high-quality learning environment, for the children in our care</li> <li>• An understanding that working as part of our staff is all encompassing, supporting both children and colleagues.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of the requirements of the National Curriculum</li> <li>• A ‘specialism’ – EAL, SEN, teaching a language</li> <li>• Talent, experience or interest in creative art to support with the girls’ learning in Art lessons and assist with classroom and corridor displays</li> </ul>

<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>• To be able to work as part of a team to support and encourage children as they learn</li> <li>• Explain tasks simply and clearly, whilst developing the children's own thinking and problem-solving skills</li> <li>• Demonstrate positive and supportive supervision and control of children</li> <li>• Accept and respond to authority and supervision from line managers</li> <li>• Work with guidance, but under limited supervision, demonstrating good organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Able to demonstrate the importance of being a reflective practitioner with the ability and flexibility to learn and adapt from past experience.</li> </ul>
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Ability to stay calm</li> <li>• Team-spirited and self-motivated</li> <li>• Excellent attendance and punctuality</li> <li>• Reliable, trustworthy and confidential</li> <li>• Excellent communication skills, with children, colleagues, advisors and parents/carers</li> <li>• Empathetic and enthusiastic</li> <li>• Flexibility in responding to varying needs of the children and the daily routines</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility – Work hours might need to be changed.</li> </ul>

**I confirm I have read and understood the job description and person specification.**

**Name:**

**Signature:**

**Date:**



## **ADDITIONAL INFORMATION**

### **Salary and Other Benefits**

The position is offered as a part time role 15 hours per week over Wednesday and Friday 7:30am – 3:30pm.

The salary for the post will be discussed individually with the successful candidate. Salaries are reviewed annually at the start of the academic year.

The School offers membership of a pension scheme applicable to either teaching or support staff. This post currently offers membership of the Teachers' Pension Scheme, with both employee and employer contribution rates set at levels published by the Scheme. Given recent changes to these contribution levels, long term membership of the Scheme is currently being reviewed.

Staff may purchase a lunch from the School dining room, and refreshment facilities are available during the day.

We offer an Employee Assistance Scheme, alongside a number of other wellbeing initiatives.

There is free parking on site for all staff.

### **Other Information**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants who are offered employment will be subject to an enhanced criminal record check and the Children's Barred List check for the Child Workforce from the Disclosure and Barring Service (DBS), which must be cleared before the appointment is confirmed. Candidates will be required to submit the subsequent DBS Certificate to the School prior to commencement of their employment. Candidates are also required to present relevant examination qualifications for inspection at the interview stage. In accordance with the Asylum and Immigration act 1996, the School will require candidates to provide documentary evidence at interview that they are legally entitled to live and work in the UK.

AESG adheres to the Data Protection act and General Data Protection Regulations 2018. As part of the application process we will obtain and process information about you, including any criminal convictions you may have. All information will be kept confidential and will only be used to process your application.

It is essential that everybody working in AESG understands their safeguarding responsibilities and is committed to promoting the welfare of the children in our school.

If your application is unsuccessful, all your information will be deleted from our systems and disposed of in a secure manner.

Upon appointment the successful candidate will be required to complete a medical questionnaire which will be kept on their confidential personnel file.

The School is committed to equal opportunities for all of its employees and its policy is available on request.

AESG has a no-smoking policy throughout its buildings and grounds and a smart dress code.

### **Application Arrangements**

An application for the post should be made by submitting to the Headmistress, either in writing, or by email to [staffrecruitment@aesg.co.uk](mailto:staffrecruitment@aesg.co.uk), the following:

- A fully completed AESG Application Form
- A supporting letter outlining how your experience and/or personal qualities would enable you to successfully fulfil the requirements of the post and contribute to the development of a thriving School.

**The closing date for receipt of applications is 31 January 2025.**

**Interviews will be held week beginning 10 February 2025**



ALDERLEY EDGE  
SCHOOL FOR GIRLS

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