

CANDIDATE INFORMATION

# Teaching Assistant & OPAL Coordinator

Independent Day School for over 1100 students  
Co-educated Junior School (3-11),  
Boys' School (11-16), Girls' School (11-16),  
Co-educated Sixth Form (16-18)



**DAME ALLAN'S SCHOOLS**  
building the future

# Teaching Assistant & OPAL Coordinator

We are looking to appoint a creative, energetic and enthusiastic person to join our vibrant Junior School and Nursery. Our children enjoy an action packed, broad and child centred curriculum that stimulates their young minds and ignites a love of learning. Our purpose built junior school is an outstanding, creative learning environment with superb facilities both indoor and outside.

The selected individual will lead our team of lunchtime supervisory staff as well as support teachers and pupils in learning activities during the school day, including short term cover of classes. Please see the terms and conditions at the end of this document for the various roles.

## The OPAL Primary Programme

The OPAL Primary Programme is the only programme of its kind that has been independently proven to sustainably improve the quality of play in British primary schools. Research shows that play contributes to children's physical and emotional health, wellbeing, approach to learning and enjoyment of school. Given the importance of play in children's lives and current concerns about children's health and opportunity to access time and space to initiate their own play outdoors, there are considerable benefits for children, parents, schools, and the wider community from participating in OPAL's programme, which we believe would be a perfect fit for us at Dame Allan's Junior School.

You will need a minimum Level 3 qualification as well as experience of working with pupils in the primary phase. The post holder will deal with a wide variety of people so you must be an effective communicator and have strong interpersonal skills.

The ability to multitask and prioritise in a busy environment using your initiative are key attributes for this role along with the importance of confidentiality and safeguarding.

## Job Description

### To lead on operational delivery of OPAL (10:45am - 1:00pm)

This role is vital in ensuring the smooth, safe and effective delivery of OPAL each day and to ensure the safety and wellbeing of pupils in your care. This will involve leading a team of staff, preparing engaging activities and making sure all pupils and staff follow relevant policies and procedures.

#### Duties and Responsibilities:

- To work with and report to the curricular lead for play;
- To lead and support the play team at lunchtimes, including deployment within indoor and outdoor zones;
- To lead on the effective delivery of the school's OPAL action plan;
- To manage the provision and maintenance of loose parts and play resources;
- To support the curricular lead for play with communication on play to the whole school community;
- To support continued development of the play environment;
- To support the process of effective risk management in play;
- To support the continued development of effective playwork practice within the play team.

### Teaching Assistant (08:30am - 10:45am and 1:30-3:30pm. 3:30-4:30pm supporting in After School Club)



To work under the guidance of teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.

#### **Duties and Responsibilities:**

- To work under the direction of the SENDCo;
- Develop an understanding of the specific needs of pupils to be supported;
- To establish a constructive relationship with pupils and interact with them according to individual needs;
- Support pupils to learn as effectively as possible;
- Meet physical needs as required whilst promoting independence;
- To provide support to children with mathematics, reading and writing on an individual, class or small group basis;
- To give extra help to children with special needs or those for whom English is not their first language;
- To follow agreed learning activities and teaching programmes;
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use;
- To motivate and encourage pupils;
- To assist with marking and correcting work;
- To prepare materials required for lessons;
- To observe and assess pupils and accurately record achievement as directed;
- Participate in the evaluation of the support programme;
- Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour;
- To provide the necessary pastoral care to enable children to feel secure and happy;
- To promote the inclusion and acceptance of all children;
- To assist in the production of displays of work;
- Assist with the preparation and maintenance of equipment and resources required to meet lesson plans;
- To support teachers with photocopying and other administrative tasks;

#### **Health and Safety:**

- Providing emergency first aid (training will be given as necessary) as and when required, using the First Aid bag provided and contacting the School's nurse for assistance as required.
- To comply with Health, Safety, and Hygiene Regulations as laid down within the Schools' policies.

#### **General**

- Maintain strict confidentiality of all information belonging to the Schools. It is important, and a condition of employment, that all information of any kind is treated as confidential and not disclosed or used other than as authorised and in the proper performance of the Schools business.
- Take responsibility for their own professional development, continually keep updated and contribute to the Schools as a learning organisation.
- To contribute to the Health and Safety of pupils and other staff in accordance with Health and Safety regulations and DSE legislation.
- Comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Schools.
- Develop constructive relationships and communicate with other agencies/professionals.
- Recognise your own strengths and areas of expertise and use these to advise and support others.

- To undertake any other duties and responsibilities, which do not change the character and purpose of the post as directed by the Principal / Bursar.

## Person Specification

The successful applicant should possess the following experience, qualifications and qualities:

- Level 3 or higher qualification;
- A First Aid qualification is essential, or the willingness to attend training;
- Experience of caring for, or working with, children in the primary age range
- Good literacy, numeracy and IT skills with good written communication skills;
- Ability to organise activities for children and adhere to defined standards;
- General understanding of child development and learning;
- An understanding of the National Curriculum;
- A commitment to the provision of high quality childcare;
- A positive approach to learning and gaining new skills through teamwork and training;
- Commitment to the highest standards of child protection and safeguarding;
- Recognition of the importance of personal responsibility for health and safety;
- Understanding of health and safety and food hygiene issues.

### Personal attributes

- Professional approach to work;
- Good organisational, record keeping and planning skills;
- Well motivated & able to work on own initiative and as part of a team;
- Flexible approach to work;
- Able to communicate effectively with children, colleagues and parents/carers;
- Ability to use own initiative and judgement to solve problems;
- Able to meet the physical demands of the post;
- Flexibility to work outside of normal working hours on occasion, for meetings, training, events etc.;
- Calmness, efficiency, and the ability to work under pressure;
- Awareness of the nature of Dame Allan's School and to be prepared to commit to its all-round ethos;
- A commitment to ongoing personal and professional development where necessary;
- Positive and can do attitude.

## Ready to Apply?

1. Please read the Application and Recruitment process on our website along with the Recruitment and Privacy Notice.
2. Complete the [Employment Application form](#).
3. Complete the [Equal Opportunities Monitoring form](#).
4. Email your completed application form along with your covering letter to [hr@dameallans.co.uk](mailto:hr@dameallans.co.uk) by the closing date and time.

**The closing date for applications is noon on 13 September 2023.**

## Terms and Conditions

**Hours:**

Monday to Friday, 37.5 hours a week, 8:30am to 4:30pm, term time only.

**Salary:**

Competitive.

**Benefits:**

The Schools operate a fee reduction package for children of staff members, subject to their meeting the Schools' admissions criteria.

All support staff may join our competitive employer contributions Pension Scheme.

All staff receive free school lunches during term time including a wide selection of hot and cold menus every day.

Training opportunities for personal and professional development.

Access to a vibrant and friendly staff community including involvement in a variety of staff wellbeing groups, school trip travel opportunities and sports activities.

Access to an Employee Assistance Programme.

Access to the Cycle to Work scheme.

A formal contract, detailing terms and conditions, will be extended following completion of all safeguarding/pre-employment checks.

## Questions

Please direct any questions to the HR department:

**Email:** [HR@dameallans.co.uk](mailto:HR@dameallans.co.uk)

**Phone:** 0191 275 1500

**Thank you for your interest in applying to work at Dame Allan's Schools.**

The Schools are committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Excellence. Stability. Happiness. Est 1705.



**DAME ALLAN'S SCHOOLS**  
building the future

RATED EXCELLENT BY THE INDEPENDENT  
SCHOOLS INSPECTORATE

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