



**AMERSHAM SCHOOL**  
A BUSINESS & ENTERPRISE COLLEGE

# *Live, Learn and Succeed Together*

Recruitment Pack

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**Assistant Teacher**





## WELCOME

Thank you for your interest in Amersham School. We are a student centred school. We pride ourselves on our ability to provide each and every one of our students with a first class and personalised education, which enables them to flourish and succeed in all areas of school life. Students are central to our philosophy of individual success and aspiration. Development of self-confidence, positive attitudes and enterprise skills are fundamental to the delivery of our first-class, personalised and progressive education.

As employers, we are committed to your personal development. We offer a supportive and innovative environment to work within and opportunities for Professional Development.

Due to internal promotions, we are seeking to appoint enthusiastic and innovative **Assistant Teachers**, who will share in the school's vision for success and play their part as we continue to secure outstanding results for our students.

We require Assistant Teachers with a varied skill set and would welcome applications from candidates who have a secure knowledge base in either English, Mathematics or Science.

To apply, please download the school's non-teaching application form from our school website:

[www.amershamschool.org.uk/vacancies](http://www.amershamschool.org.uk/vacancies)

Completed form and a covering letter should be addressed to the Headteacher, Sharon Jarrett and sent to: [employment@amershamschool.org](mailto:employment@amershamschool.org)

The school is committed to stringent safe recruitment procedures and the successful candidates will be required to undertake an Enhanced DBS check.

## AT A GLANCE



### Assistant Teacher

Contract is renewed annually



### Start Date

Tuesday 3 September 2024



### Hours and Salary

Term time only plus 5 days  
35 hours per week  
Bucks Pay Range 2  
£19,460 pro rata / £24,879 FTE



### Closing Date

Friday 5 July 2024



### Interview Date

On application



### Application Form

[amershamschool.org.uk/vacancies](http://amershamschool.org.uk/vacancies)



### Apply To

[employment@amershamschool.org](mailto:employment@amershamschool.org)





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## AMERSHAM SCHOOL

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Dear Applicant

I am delighted you are considering applying for a position at Amersham School. We strive to create a supportive and structured learning environment in which individuals are challenged to realise their full potential, and encouraged to be ambitious for their futures. We believe it is of the utmost importance for students to become self confident, positive and enquiring learners and this vision underpins everything we do.

Our students are encouraged to become well rounded and broad-minded individuals and we support this through a diverse range of extra-curricular activities. As a Business and Enterprise specialist school, we focus on the development of skills which inspire and motivate our students to become successful and confident adults.

Amersham School looks forward to an exciting and promising future. Our students achieve good examination results at both GCSE and A Level. We are consistently one of the top performing Upper Schools in the County, making sure that our students have the personal qualifications and qualities to access Post-16 education and training. We are incredibly proud of our students and welcome the opportunity to work with and learn from those who share our dedication to innovation, improvement and success.

Please visit our school website where you will find a wealth of information about our vision and our mission statement 'Live, Learn and Succeed Together' where our values of mutual respect, honesty and integrity, responsibility and ownership, equality and co-operation alongside the establishment of a sense of community underpin our school environment.

I do hope that you will make an application to join Team Amersham. Our staff turnover is very low due to staff reporting that they feel valued and that they are supported, invested in, and encouraged to achieve high professional standards

Yours sincerely

**Sharon E Jarrett**  
Headteacher



## SPECIALISM

We believe our specialist Business and Enterprise College status has helped us to raise standards of achievement and progress by opening up greater opportunities for student and staff development, alongside the provision of improved facilities.

We are committed to developing a 'can-do' culture of enterprise within the school and also within our wider school community. Our concept of enterprise education is strongly linked to our values and ethos and has, at its centre, a commitment to the development of transferable skills amongst our students. This is demonstrated through strong links with the community and local businesses, and the development of innovative and engaging teaching methods amongst our staff. Two of the most significant curriculum decisions based upon our ethos of Business and Enterprise are:

The introduction of a subject-based skills development programme through the **CIRCLE** skills initiative.

**CIRCLE** represents  
**C**ommunication  
**I**nterpersonal  
**R**esearch  
**C**reative  
**L**earning  
**E**ffective Self-Managers

Enhanced Learning Days are whole-day events where the curriculum is collapsed. These days are designed to broaden our students' curriculum diet and provide opportunities to demonstrate, develop and apply their CIRCLE skills and subject knowledge in different contexts.

## PERSON SPECIFICATION

Specification	Essential	Desirable
<b>Qualifications</b>		
Good standard of education including Maths and English to GCSE grade C or 5 equivalent	X	
Degree or other suitable qualification in relevant subject		X
<b>Experience</b>		
Use of a range of ICT packages, i.e. Microsoft Office (Excel), to a competent level		X
Working within a team	X	
Previous experience of working in a school setting		X
Experience working/volunteering with young people age 11-18		X
<b>Skills</b>		
First class oral and written communication skills	X	
Highly motivated, able to follow instructions and work with minimum supervision	X	
Good organisation skills	X	
Calm under pressure and able to build positive relationships with staff and students	X	
Evidence of a personal commitment to professional development and the updating of job-related skills	X	



## THE ROLE

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**Job Title:** Assistant Teacher

**Report to:** Director of Personalised Learning / Subject Lead

### Responsibilities

#### Professional Values and Practice

- To have high expectations of all students, respecting culture and disability, and assist in their personal development by:
  - Encouraging positive attitudes and good behaviour
  - Helping to develop good relationships with staff and peers
  - Promoting high self esteem
  - Developing good organisational skills
  - Furthering their development as learners
- To build and maintain successful relationships with students by:
  - Developing an understanding of their difficulties and needs
  - Giving pastoral and mentoring support
- To work collaboratively with colleagues and liaise with:
  - Form Tutors, subject staff, Director of Personalised Learning, Personalised Learning Team Members
  - Outside agencies, SALT, Educational Psychologist, etc
  - Parents and carers
- To improve own practice and further professional development by:
  - Participating in the school's CPD programme
  - Attending relevant professional training courses
  - Attending school inset days and twilight sessions
  - Attending staff meetings i.e. Personalised Learning Team meeting, whole staff, department or year team meetings and morning briefings
  - To participate and contribute in school appraisal and Performance Management procedures



### **Knowledge and understanding**

- To have an understanding of specialist area of difficulty in order to support students as learners by:
  - Knowing appropriate strategies to use to enable them to access the curriculum
- To be familiar with the school curriculum, age related expectations of students and main teaching methods
- To understand the aims, teaching strategies and intended outcomes for the lessons in which you are supporting students by:
  - Discussing with the Learning Leader/Director of Learning and subject teacher the programme for the lesson/day/week/term.
- To know how to use ICT to advance students' learning and use common ICT tools for the students' benefit

### **Teaching and Learning**

- To work within a framework set by the teacher enabling the students to learn effectively by:
  - Building on their strengths and improving areas of weakness
  - Clarifying or interpreting teachers instructions
  - Differentiating by input and output
  - Encouraging perseverance and completion of tasks
  - Helping with the organisation and completion of homework
  - Providing feedback to students and teachers on students' progress towards targets
  - To support every teacher to help meet every student's needs
- To organise and manage learning activities, the physical teaching space and teaching aids or resources for which you are responsible
- To promote and support the inclusion of all students in learning activities in which you are involved
- To assist with the implementation of specific learning or behavioural modification programmes as identified in Individual Education Plans
- To follow individual timetable ensuring promptness to all lessons
- To use time outside of timetable effectively eg preparation for lessons, one to one mentoring





### **Monitoring and Assessment**

- To observe students' participation and progress, providing feedback to teachers
- To provide assistance for SEN students during internal and public examinations by:
  - Invigilation
  - Reading
  - Transcribing
  - Amanuensis
- To contribute to maintaining records of students' progress by:
  - Maintaining a record of work undertaken with students
  - Contributing to students records, plans and reviews ie ARD and end of year reports
  - Gathering evidence of performance
  - Monitoring progress of students at School Action and Action Plus, Statement
  - Attending annual review meetings if required

### **Student supervision and pastoral support**

- Under direction of Headteacher or Director of Personalised Learning to undertake any tasks relating to the supervision and pastoral support of students. This may include the following and is not an exhaustive list:
- To supervise students during break and lunchtimes, in the dining hall, at various locations around the school site – both indoors and outdoors
- To act as a form tutor and register a tutor group at times stated in the school timetable
- To support Learning Resource Centre Manager in the management of students during break and lunchtimes and at other times as required
- To supervise lessons where cover is required due to staff absence
- To assist the Student Support Manager in the Personalised Learning Team area
- To accompany teaching staff and assist with the supervision of students on educational visits and outings

### **Other Associated Tasks**

- To undertake any further duties requested by the Headteacher or Director of Personalised Learning
- To ensure that confidentiality is maintained at all times
- To promote the positive image of the School within the local community
- To ensure Health and Safety regulations are complied with at all times.

**The duties of this post will be reviewed annually and may vary from time to time without changing their general character or level of responsibility entailed.**



### **Responsibilities: All Staff**

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors.
- Work within the school's Diversity/Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal process.
- Adhere to policies and procedures as set out in the Governing Body's Regulations, Staff Handbook and as otherwise notified from time to time.
- Undertake other reasonable duties related to the job purpose required from time to time.

### **Personal and Professional Standards**

- 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.
- Support the aims and ethos of the school as defined in the school prospectus.
- To set a good example in terms of professional dress and appearance, punctuality and attendance.
- Take responsibility for personal development making full use of the school's professional development opportunities and training.
- To attend team and staff meetings as appropriate, contributing actively whenever possible.
- To provide courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors.
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed.
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.
- To maintain confidentiality at all times





## WE OFFER



A friendly and supportive environment



Excellent and ongoing opportunities for professional development



Access to onsite fitness suite with weights



A range of staff social events



An environment focused on wellbeing



We subscribe to the Employee Assistance Programme (EAP) available 24/7 including financial and legal support, counselling and coaching

## WHY US?

Our Mission Statement 'Live, Learn and Succeed Together' lies at the heart of our school. It is from this foundation that we build our team; Team Amersham. By valuing and supporting each other we are all able to experience personal success and happiness.

We are a happy school - this does not happen by accident but through intent. Our desire to provide an excellent education is partnered with nurturing, fun, camaraderie and opportunity. It is our desire that each of our students look forward to what the school day will bring. Our staff have been handpicked for their professionalism and their ability to be positive and cheerful!

### The Local Area

Our school is situated in Amersham in the heart of leafy Buckinghamshire, home to the Chilterns and nestled amongst beautiful countryside. The Old Market Town of Amersham is simply glorious and shrouded in history with cobbled streets, an enclosed garden, 700 year old buildings with excellent eateries and the River Misbourne running parallel to the town.

Amersham-on-the-Hill is a bustling area with a new purpose built leisure centre, high street names, including Marks and Spencer, Waitrose and individual outlets making up an eclectic High Street. Amersham Underground Station comes under Zone 9 of the network and the Metropolitan Line provides easy access to London Marylebone in just 32 minutes.

Buckinghamshire is regularly cited as one of the best places to live in the UK. The surrounding areas include beautiful greenbelt locations with the county bordering the Shires of Berkshire, Oxfordshire, Northamptonshire, Bedfordshire, Hertfordshire and Greater London. Buckinghamshire offers many lovely places to live and visit including Waddesdon Manor, Cliveden, Stowe and Hughenden plus picturesque woodlands and wildflower meadows.



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 [www.amershamschool.org.uk](http://www.amershamschool.org.uk)

 [amersham.school](https://www.instagram.com/amersham.school)

#LiveLearnSucceed | #TeamAmersham

Agencies - Amersham School's terms and conditions are that should you put a candidate forward after the first publication of a vacancy, the School will be liable for an introductory fee of no more than 10% of salary with reducing clawback over the first term, regardless of your terms and conditions.

**Amersham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to uphold the school's policy in respect of child protection matters.**

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