



THE PORTSMOUTH GRAMMAR SCHOOL

PGS JOB DESCRIPTION – JUNIOR SCHOOL TEACHING ASSISTANT (PART TIME)

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

Summary of the role

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. We are very much a family school known for excellent teaching, superb pastoral care and wide-ranging co-curricular opportunities and offer an education across the age range from Pre-School to Sixth Form.

Teaching Assistants (TAs) in the Junior School work under the direction and supervision of teachers in order to help promote effective learning and teaching and report to the Head of the Junior School.

Teaching Assistants work term time only to include all Professional Development Days (INSET) as set out in the school calendar. In addition, there is a requirement to support a small number of events and information evenings each academic year and overtime will be paid for attendance at these events and evenings.

This is a **part time vacancy for 35.5 hours per week during school terms**, working with staff and pupils in **Years 5 and 6**. For the 2026-27 academic year an indicative work pattern is shown below although could be subject to change. Hours are worked across both the core school day and in wrap around care provision. Please note that work patterns may vary in future academic years according to the operational needs of the school:

Monday - 08.00 to 16.30

Tuesday - 08.00 to 13.30

	<p>Wednesday - 08.00 to 13.30 Thursday - 08.00 to 15.00 Friday - 08.00 to 17.00</p> <p>All candidates should hold a relevant childcare qualification to at least NVQ Level 3, completed in full, and will be asked to provide their original qualification certificates as part of the interview process.</p> <p>How to apply:</p> <p>Candidates are asked to apply using the online MyNewTerm application form linked to our advert on the 'Work With Us' page of our school website or directly at https://mynewterm.com/school/The-Portsmouth-Grammar-School/116583</p> <p>Any enquiries about the role or how to apply are welcome at recruitment@pgs.org.uk</p> <p>The closing date for receipt of applications is midday on Wednesday 22nd April 2026 and interviews will be scheduled to take place on the school site in the week commencing 4th May 2026 with a provisional interview date of Thursday 7th May.</p>
<p>Line management responsibility for</p>	<p>This role has no line management responsibility</p>
<p>Main duties and responsibilities</p>	<p>The following list is not intended to be a complete list of all the tasks that a TA could perform; nor is it intended that a single TA would be able to take on all the tasks on the list.</p> <p>The main areas of responsibility are as follows;</p> <p>Contributing to the quality of care and welfare of pupils by:</p> <ul style="list-style-type: none"> • Building good relations with pupils • Encouraging good standards of pupil behaviour • Supervising pupils during playtimes and lunchtimes (as detailed on duty rotas) • Supervising pupils during Wrap Around Care • Supporting pupils within and outside the premises e.g. between classrooms, on educational visits, swimming lessons, sports events etc

- Providing comfort and first aid for minor accidents, upsets or ailments and reporting to the Health & Wellbeing Team as appropriate
- Helping children who need support whilst also encouraging independence
- Providing specific learning support programmes for individual pupils or small groups of children

Contributing to the effective organisation and use of resources by:

- Organising and maintaining the stock of materials and distributing resources
- Preparing classroom materials including photocopying resources, obtaining materials for specific lessons and setting out equipment as required
- Planning and constructing creative displays in conjunction with the Form/Class Teacher
- Ensuring pupils' work is filed and stored correctly

Under the direction and supervision of the Form/Class Teacher, supporting the needs of pupils effectively accessing the curriculum by:

- Building a positive relationship with pupils and supporting the classroom/school ethos
- Developing good teamwork with the Form/Class Teacher and other staff who are supporting pupils
- Preparing the classroom for aspects of the day's work e.g. setting up a particular area including the resources required
- Ensuring pupils are paying attention, concentrating and staying on task
- Providing appropriate praise and encouragement to pupils during tasks
- Supporting children working together to encourage teamwork and co-operation
- Providing support to pupils in their classroom learning
- Helping with tasks where there are physical difficulties, whilst encouraging independence and safety
- Helping pupils to follow instructions and to find resources required with increasing independence
- Providing help for pupils in organising their work
- Providing relevant information to teachers' records and reports on pupils' progress

Under the direction of the Form/Class teacher, supporting the quality of learning and teaching in the classroom by:

- Supporting children's activities e.g. by listening and talking with children, leading activities which practice skills, encouraging sharing, turn taking and co-operation
- Encouraging children's oral language development through relevant questioning and personal interaction
- Supporting literacy and numeracy development across a range of subject areas
- Supporting practical activities in and out of the classroom

	<ul style="list-style-type: none"> • Supervising and supporting pupils while they undertake work set by the teacher • Carrying out observations of individual pupils and groups where appropriate and providing feedback to the teacher • Working closely with Learning Support to offer specific individual and group learning support programmes for pupils • Ensuring specific pupil records are maintained and up to date <p>It is also expected that Teaching Assistants will undertake such other responsibilities as the Head of the Junior School or Deputy Heads of the Junior School may from time to time require.</p>
<p>Line management duties and responsibilities</p>	<ul style="list-style-type: none"> • n/a
<p>Safeguarding responsibilities</p>	<ul style="list-style-type: none"> • The role involves working as a Teaching Assistant with Junior School pupils and therefore involves regulated activity with children. • The postholder will share in the responsibility for safeguarding and promoting the welfare of all children in the Junior School. • It is a requirement of the role to attend Professional Development Days and to attend other essential staff training sessions throughout the year, as required by the Head of the Junior School or Bursar.
<p>Benefits</p>	<p>The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar.</p> <p>The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.</p> <p>Key financial benefits of employment at PGS include a generous salary structure and leave allowance.</p> <p>The pro-rata salary for this term time only role of 35.5 hours per week will be £18,339 per annum (including statutory holiday pay) based on the FTE salary of £25,122.54 for a full-time, year-round role.</p> <p>This is a term time only role and the postholder will be required to take their holiday during the school holidays and not during PGS term times.</p> <p>The school will auto-enrol eligible support staff into the NEST pension scheme and also offers an alternative pension</p>

scheme with Aviva whereby if the employee contributes 6.5% of salary the school will contribute 8.5%. We also have a non-contributory death-in-service policy.

Additional benefits include free use of the school's Sports facilities which include a well-equipped Fitness Centre and the school is also an approved operator of the Cycle to Work Scheme. A staff parking space can be applied for, with allocation depending upon availability. Where staff work a full day, a two-course lunch is provided during term time.

The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff. All conditions of employment will be detailed to the successful candidate in a separate contract issued by the Bursary.

Person specification

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

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> Applicants must hold a relevant childcare qualification in full to at least NVQ Level 3 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications if necessary</p>

Experience	<i>The categories of work or organisations, types of achievements and activities required by the Applicant that would be likely to predict success in the role</i>	<i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i> <ul style="list-style-type: none"> • Previous experience of a similar role within a Junior School setting 	Contents of the application form Interview Professional references
Skills	<i>The skills required by the Applicant to perform effectively in the role</i> <ul style="list-style-type: none"> • A willingness to undertake all training considered necessary by the Head of the Junior School 	<i>The skills that would enable the Applicant to perform effectively in the role</i>	Contents of the application form Interview Observed small group session with pupils Professional references
Knowledge	<i>The knowledge required by the Applicant to perform effectively in the role</i> <ul style="list-style-type: none"> • A willingness to engage in CPD relevant to the role as required by the Head of the Junior School 	<i>The knowledge that would enable the Applicant to perform effectively in the role</i>	Contents of the application form Interview Professional references

<p>Personal competencies, qualities, attitude and behaviours</p>	<p><i>The personal qualities, attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • emotional resilience in working with challenging behaviours • ability to work collaboratively within the Junior School • willingness to share ideas and best practice with colleagues in the Junior School • willingness to contribute to the wider co-curricular activities of the Junior School • willingness to support the aims and ethos of the school 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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