



Pre-Prep Teaching Assistant (part-time)

About Our School

Set in beautiful extensive grounds in the village of Hawkhurst in Kent, Marlborough House is a country Prep School for 2 ½ to 13 year old boys and girls with a distinctly family feel; small enough for everyone to be known and cared for whilst still being bold and ambitious for the future. We believe strongly in allowing the children to develop values and character alongside an exciting Academic, Creative and Sporting Curriculum.

Our pupils move onto senior schools at either 11 or 13 – there is a proud track record of success to Cranbrook at 11 as well as a range of independent senior schools at 13.

We know our staff are our greatest resource and we are committed to employing inspirational people who have passion, drive and vision with the overall aim of giving each child at Marlborough house confidence, determination and a willingness to try new things.

Our website www.marlboroughhouseschool.co.uk will give you a flavour of life at Marlborough House as well as some useful information.

All staff at Marlborough House are responsible for promoting and safeguarding the welfare of pupils for whom they are responsible or with whom they come into contact and are expected to adhere to and ensure compliance with the school's Safeguarding policy at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the school, they must report concerns to the Designated Safeguarding Lead.

About the role

We are seeking an enthusiastic Key Stage 1 Teaching Assistant, ideally qualified to Level 3 for this permanent part-time role. The role would suit either an experienced practitioner or someone at the start of their career who is keen to develop and embed their practice.

The successful candidate will work initially in a Year 2 class, working closely with the class teacher under the overall supervision of the Head of Pre-Prep. They will promote the education, care, health and general welfare of the children in their class.

Cheerfulness, enthusiasm and energy are vital qualities for this post, as are patience and adaptability. The ability to work well with children and to be able to form good relationships with colleagues and parents alike is essential.

Hours will be 8.30am to 12.30pm Monday to Friday inclusive during term time. Additional attendance will be required from time to time for events such as training days, Open Days, social events for new parents and Prizegiving.

All staff at Marlborough House School have an important role to play in safeguarding and promoting the welfare of children.

Please refer to the full job description person and specification below.

Pre-employment checks: Marlborough House School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers, and Disclosure and Barring Service.

Outline Terms and Conditions

Period of employment: Permanent part-time position starting in September 2022.

Working hours: This is a part-time position, working Monday to Friday, 8.30am to 12.30pm, term time only. Additional attendance will be required from time to time for events such as INSET, training days, Open Days, Prize-giving and School events.

Salary: Salary will be according to the Marlborough House payscale. The School will comply with its legal obligations in relation to the provision of access to a pension scheme. Lunch is provided during term time.

How to apply

Please complete both required application forms which can be downloaded from the School website www.marlboroughhouseschool.co.uk/ and return, electronically (in MS Word format please) to recruitment@marlboroughhouseschool.co.uk or by post to the school in an envelope marked RECRUITMENT.

Please note that only applications which are on school application forms can be accepted and that applications received after the closing date will not be considered for shortlisting.

Closing date for applications: Midday Tuesday 24th May 2022

It is expected that interviews will take place on Thursday 26th May 2022, however, interviews for shortlisted candidates may take place prior to the closing date therefore early applications are encouraged.

Required start date: September 2022

Pre-Prep Teaching Assistant Job Description

The Teaching Assistant plays a vital pastoral and academic role in the school caring for children who are receiving their education at Marlborough House. This role is an essential part of the team and their contribution to the ethos of the school is valued and respected. The Teaching Assistant will need to work closely with the teacher in charge of the class in performing this role and will be given every encouragement and assistance to fulfil the various duties and responsibilities.

Responsible to the Head of Pre-Prep, and working under the direction of the class teacher, the main areas of responsibility are:

- To understand and deliver the curriculum under the guidance of the class teacher and to achieve the potential of pupils in all curriculum areas.
- To continually liaise with the class teacher and other practitioners.
- To act as a role model to the children in the school and encourage high standards of behaviour with particular attention paid to our School values.
- To take small groups of children to support learning in maths and English.
- To help with developing confident, happy readers.
- To assist in ensuring the classroom is stimulating through relevant displays and resources and maintain an attractive working environment.
- To ensure that furniture and play equipment is kept in a good state of repair and to support with general housekeeping issues.

- To encourage the children to develop a sense of responsibility especially when supervising play and to liaise with other staff as necessary as regards any specific problems which pupils are experiencing when in your care.
- To carry out break duties and lunchtime supervision.
- To take responsibility for contacting the relevant member of staff in the event of a problem (i.e. first point of contact to be the class teacher, then Head of Pre-Prep. In matters of first aid, contact Nurse, Head of Pre-Prep, other Pre-Prep trained First Aider).
- Establish and maintain good working relationships with colleagues.
- Attend appropriate training sessions.
- Attend regular staff meetings and the whole staff meetings at the beginning of each term.
- Be conversant with all relevant school policies and procedures and accept shared responsibility with all Marlborough House staff for Safeguarding, Health and Safety, and Data Protection.
- Perform any other duties as commensurate with the post that the Head of Pre-Prep may reasonably ask the Teaching Assistant to perform from time to time.

Pre-Prep Teaching Assistant Person Specification

The successful candidate will ideally possess the following key attributes and experience:

Personal Skills

- Discreet and sensitive to the needs of children and parents
- Keen to support children to achieve their potential
- Ability to motivate and encourage pupils
- Cheerful and enthusiastic
- Capable, organised and flexible in approach
- Self-motivated and able to take on additional responsibility as required
- Supportive to the values and aims of the school and department

Professional skills

- Aptitude in English and Maths
- Creative
- ICT literate
- Willing to learn and develop
- Show discretion and sensitivity to the needs of children
- Able to use tablet / iPad

Experience

- Working within a school setting and supporting children's learning
- Knowledge and / or experience of KS1 and EYFS curriculum
- Familiar with tracking pupil progress
- Working with SEND children

Qualifications

- Level 3 or above
- First aid qualification

Other

- Shares the school's commitment to providing a safe learning environment where safeguarding children's welfare comes first
- Willing to become involved in the life of the School as a whole