



# St Michael's Prep School

The Joy & Wonder of Learning



## PRE-PREP TEACHING ASSISTANT (KS1)

**Salary:** Actual salary £18,673.44 per annum (£24,605.00 FTE)

**Application Deadline:**  
Thursday 9<sup>th</sup> February  
2023 at 8:00am

**To start:** February / March 2023

**Interview Date:**  
Wednesday 22<sup>nd</sup> February  
2023

**Full Time:** Term Time plus INSET

8am – 4pm Monday to Friday





St Michael's Prep School is a co-educational day school, rated 'Excellent' by the ISI in March 2017, with approximately 475 children aged 2-13, enjoying a beautiful location, overlooking 100 acres of land. Our state-of-the-art Pre-Prep building sets each child on a learning journey that is rich, active and inspiring. Children continue into the Prep School, taught by a large number of specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities.

Are you passionate about helping young people fulfil their potential? Do you have experience working with children in Key Stage 1? Do you have the ability to inspire children and encourage them to have self-belief? Would you like to be given the opportunity to lead group sessions and to support children in their learning? Are you looking for a varied role which enables you to support a variety of children across a variety of subjects? Then look no further. Come and join the team at St Michael's as a Teaching Assistant.

You will work closely with the class teachers to support children both in the classroom setting, in small groups and on a one-to-one basis. You will be expected to plan, organise, support, extend and enrich the lives of children. You will have bags of initiative and will be a reliable team player.

**Benefits of working at St Michael's Prep:**

As we are an independent school our terms are just 33 weeks long (5 weeks shorter than state schools). Our Teaching staff work 34 weeks per year which includes INSET days, when training for interesting and relevant topics is provided. All staff working over the lunch period are entitled to a complimentary hot or cold lunch during term time. There is complimentary use of the swimming pool (at agreed times only). Annual salary review, classes are small, parking on site is free, and we would welcome you to the St Michael's family with a comprehensive, interesting induction program.

***St Michael's actively manages the inclusion of its people and values human diversity, believing that our different ways of being and thinking adds value to our school community. We are committed to creating and sustaining a more ethnically diverse workforce. In this regard, we welcome applications from people of all backgrounds who share our values in this area.***

If you would like the opportunity to find out more, please call Kim or Sathya in the HR team for a chat, we are happy to answer any questions you may have before applying.





To apply for this role, please complete an application form (non-teaching) downloadable from our website vacancies page. Please submit your application form with a covering letter in MS Word or PDF format only. Please include details of the skills, qualities and experience you have, and why you would like to apply for this position, apply to:

Mrs Kim d'Albertanson HR Manager at [recruitment@stmichaels.kent.sch.uk](mailto:recruitment@stmichaels.kent.sch.uk).

**APPLICATION DEADLINE:** Thursday 9<sup>th</sup> February 2023 at 8:00am

**INTERVIEW DATE:** Wednesday 22<sup>nd</sup> February 2023

**EARLY APPLICATIONS WELCOMED**

*St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service and online digital presence checks if invited to interview.*





**RESPONSIBLE TO:**

- Head of Pre-Prep
- Deputy Head of Pre-Prep
- Director of Learning Development
- The Head Teacher
- Governing Body

**JOB PURPOSE**

- To develop and maintain the outstanding provision of St Michael's. Ensuring the smooth day to day running and offering support and care to children and their families
- To ensure the well-being, happiness and success of each child in a KS1 setting
- Promote children's independence and self-esteem through enabling their success
- Work with and support the Pre-Prep staff in all aspects of the school life

**KEY RESPONSIBILITIES**

Supporting Teaching and Learning

- To assist, as directed, the work of individuals and small groups
- Plan and conduct group / one-to-one teaching, in line with teacher's plans and individual education plans as appropriate
- Prepare material to support group / one-to-one teaching
- Co-operate with colleagues within the school in the planning and delivery of high quality, differentiated learning for all children
- Use experience to support all pupils' learning and support the promotion of positive behaviour
- Keep records of progress of groups and individuals
- Supervise and provide support for pupils both in class and at other times
- Liaise with class teachers and the Head of Learning Development to track progress of children using Provision Map
- Undertake routine marking of pupils' work as appropriate
- To contribute to the broader life of the school, for example by supporting extra- curricular, social and other activities
- To maintain displays of children's work in and around classroom areas
- To support equal opportunities for all children and staff
- Be aware of confidential issues and your responsibilities relating to GDPR
- To promote children's independence and self-esteem through enabling their success

Pastoral Care

- To ensure the well-being, happiness and success of each child



### Communication

- To treat children at all times in a manner consistent with specific school policies and the broader ethos of the school
- To maintain and foster links with parents / families through formal and informal parents' meetings and other meetings as necessary

### Teamwork

- To participate in all necessary duty rotas within and around the school day
- To co-operate with colleagues in teaching and curriculum planning and to provide cover for teachers as the need arises
- To maintain an appropriate and professional standard of personal appearance
- To support the school policies, procedures and development plans as defined by the school's Senior Leadership Team and Governing Body
- To participate in in-service training as part of career and curriculum development, in line with school needs
- To be in school during the 'school day' and for such additional hours as are necessary to discharge effectively all professional duties
- To have regard to the health and safety of children, staff, parents and visitors to the school
- To safeguard and promote the welfare of all children
- To have respect for the confidential nature of the post

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

### **PERSON SPECIFICATION**

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Our staff need to be:

- passionate about working with children
- committed to excellent provision for all children
- great communicators
- organised
- proactive
- efficient
- reliable
- flexible
- great team players
- computer literate
- eligible to work in the UK



Our Pre-Prep Teaching Assistants need to have:

- a warm and encouraging manner
- experience of working with children in KS1 or EYFS
- relevant Teaching Assistant qualifications NVQ3 or equivalent experience (applicants without experience may be considered but if applying without NVQ3 or equivalent qualification, the salary will be £21,180.00 per annum (pro rata actual salary will be £16,074.11)
- strong literacy and numeracy skills (GCSE passes in English and Maths)
- the ability to plan learning activities for individuals and small groups
- experience of working with children with a range of emotional and behavioural difficulties
- the ability to form and maintain suitable relationships and personal boundaries with children and young people
- specialist curricular knowledge to support children's learning
- imagination, creativity and lots of energy
- patience and initiative
- an enhanced disclosure via the DBS (which the school would facilitate)
- a sense of humour

It is desirable for our Teaching Assistants to have:

- Level 1 Safeguarding Training (this can be facilitated by the school if not already held)
- First Aid / Paediatric First Aid Certificate (this can be facilitated by the school if not already held)
- Food Hygiene Level 1 Qualification (this can be facilitated by the school if not already held)







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*"At St Michael's we work as a team: teachers, pupils and parents."*

*-Deputy Head of Pre-Prep*