



LORENDEN

EYFS Teaching Assistant Vacancy

Full time, permanent contract from Monday 17th April 2023, or soon after, depending on the availability of the right candidate

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Introduction

Lorenden Prep School is a small school of approximately 120 pupils, ages 3-11, with an excellent local reputation; most pupils come to the school from recommendations from other parents or staff. It is a friendly, family environment with one form entry and with high expectations of pupils of all ages. This year Lorenden celebrates our 30th anniversary. Lorenden was awarded the highest grades of 'Excellent' in all categories in its most recent Educational Quality Inspection by ISI. The Head is a member of IAPS and Lorenden is within the Methodist Independent Schools Trust.

Lorenden has flourished because staff have given generously and willingly of their time and energy to aid the academic and personal development of the pupils in the many forms that this may take.

It is the abiding hope of the Governors and Head that all staff will approach their employment by the school in that same spirit. We develop self-disciplined, thoughtful children with a cheerful 'can-do' attitude to life and a strong sense of fair play. We thoroughly prepare our children socially, physically and intellectually for secondary education so that they can take with them happy memories of their time with us.

We are looking for an enthusiastic and committed Early Years Teaching Assistant, for our Reception class in the first instance. You will be kind, have patience, have the ability to explain clearly and have a genuine interest in helping a child to do the best they can.

This is a very rewarding position in a friendly school.

Scope

The role is offered on a 40 week per annum contract. (School term time is approx. 35 weeks)

The role is permanent, subject to a probationary period.

The role is full-time. This means Monday-Friday, 8am-4pm.

The position is predominantly based in the Early Years.

The role reports to the Head

INSET days are expected to be attended.

Salary range is expected to be within KR3-KR4, pro rata for 40 weeks per annum.

Job Description

- Work with the direction of class teachers, as per the timetable, whilst using a large amount of initiative, independence and proactive behaviour.
- Provide an attractive and stimulating range of activities and displays relevant to the age and needs of the children, which encourages independence, self-motivation and eagerness to learn.
- Have knowledge of up to date EYFS standards.
- Maintain excellent communication with all class teachers.
- In the absence of the class teacher, to maintain the class register and / or cover a class.
- Track pupil progress using digital learning journey software (Tapestry).
- Be flexible and work across other classes and year groups as directed, and at short notice if required and to undertake extra duties as required.
- Tidy and keep classrooms in good order, maintaining high standards of hygiene
- Maintain a friendly but professional relationship with parents, ensuring that the class teacher is made aware of any concerns or queries and updating the Pastoral Log as necessary.
- Ensure familiarity with key school policies, including 'Behaviour', 'Safeguarding & Child Protection', 'Supervision' and Anti-Bullying'. Ensure policies are followed at all times.
- Supervise children at concerts, performances, events, trips, playground duties etc as required
- Attend department meetings
- To assist with After School Care (until 4pm) as required.
- Undertake appropriate external INSET and report back to colleagues; suggest ideas to colleagues for the classroom.
- Undertake regular safeguarding and other mandatory training as directed.
- Participate in Staff Development through Appraisal and Supervision meetings
- Support the school in the community

Person Specification

At least Level 2 qualified in a relevant Early Years Ofqual approved qualification (Level 3 desirable)

OR

Relevant Teaching Assistant qualification (HLTA desirable).

Up to date Paediatric First Aid qualification from recognised awarding body
At least one year of recent experience of working with children - supporting, nurturing and challenging them
Good level of proficiency in Maths and English
The ability to work productively as part of a team.
Able to record pupil progress on digital learning journeys (Experience with Tapestry helpful but not essential).
Work using own initiative.
Flexible and adaptable to situations
Organised
Kind and honest
Confident
Resilient
Committed and willing to go the extra mile
High expectations of pupils
Willing to learn and improve own practice
Friendly and approachable to colleagues, parents and pupils
Rigorous understanding of safeguarding procedures and best practice

Dates and Deadlines

Deadline for Applications: 5pm on Monday 10th April 2023

Interview date: Monday 20th March 2023

References will be sought for shortlisted candidates prior to the interview date.

Applications are only accepted on the application form and should be returned to the school by post, by hand or emailed to office@lorenden.org

We reserve the right to deal with applications as they are received and therefore interview and appoint before this date, if appropriate. We therefore encourage applications in advance of the deadline for applications.

Please email Mrs Nicola McIntosh, School Secretary, at office@lorenden.org with your contact details if you would like an informal discussion about the post.

Lorenden 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. All applicants must be willing to undergo child protection screening, including checks with past employers and Disclosure and Barring Service. Safeguarding is of the highest priority at Lorenden and forms part of the interview and reference checks.