



LORENDEN

Teaching Assistant Vacancy
Full time, 40 weeks per year, permanent;
from 22 February 2021 or as soon as possible thereafter

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Introduction

Lorenden Prep School is a small and vibrant school of 120 pupils 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. The school is currently graded 'excellent' across all areas in the ISI 2018 inspection and was awarded a Swale Business Award in 2019 for outstanding achievement. The school has also been very successful in navigating online learning across all subjects during the pandemic and has a strong and supportive parent community. Pupils are successful in gaining scholarships to independent secondary schools. The school is a member of IAPS and an acquired school in 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 teaching assistant who is passionate about helping children, predominantly in KS1, to make progress in the classroom and to support Forest School activities across year groups. You will have the ability, passion, experience and confidence to interest and inspire children who, in the majority, will be successful at grammar school entry or who will receive a scholarship entry to independent senior school at the age of 11, but you will equally welcome supporting pupils who need extra help.

Our classes are small and our children are well known to us all. As a Lorenden teaching assistant you will prize effort, want to work with pupils of all abilities, and be able to demonstrate excellent pastoral care.

This is a fabulous opportunity for someone who is passionate about children's education to work predominantly term-time only, in our excellent school.

Scope

The role is offered on a 40 week per annum contract. (School term time is approx. 34-35 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 KS1, but flexibility is required.

The role reports to the Head

INSET days are expected to be attended.

Salary range is competitive and is 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.
- Work with small groups of children, predominantly in maths and English to assist or extend their learning; support Forest School activities.
- Work independently from class teachers across the school as agreed with the Deputy Head.
- Work with specialist teachers to support a range of lessons across the school.
- Maintain excellent communication with all class teachers.
- In the absence of the class teacher, to maintain the class register and / or cover a class.
- Be flexible and work across other classes and year groups as directed
- 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 and Discipline', 'Safeguarding', '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 if required
- 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 approved qualification (Level 3 desirable)

Good level of proficiency in maths and English

Recent experience of KS1, or KS2 or EYFS as a teaching assistant or teacher

Willingness to support Forest School activities

The ability to work productively as part of a team.

Able to assess and record pupil progress as required by the teacher.

Competent IT use

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

Understanding and alignment with the school's ethos and values

Dates and Deadlines

Deadline for Applications: Monday 1 February 2021 (9am)

References will be sought for short-listed candidates prior to the interview date.

Interview Date: Thursday 4 or Friday 5 February 2021

Lorenden Prep School is committed to safeguarding and promoting the welfare of children, and young people and expect 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.