

Pre-Prep Teaching Assistant

About Our School

Set in beautiful extensive grounds on the edge of the Kentish village of Hawkhurst, Marlborough House is a country Prep School for 3 to 13 year olds with a distinctly family feel; small enough for everyone to be known and cared for whilst still embracing the future that our children will be part of.

Marlborough House has an ethos based on developing values and characters, our pupils are given space and time to grow both academically and personally, in a supportive and caring environment. These values and Character Education are actively taught alongside the Academic, Creative and Sporting Curriculum to ensure our children are ready for their next steps.

Our pupils consistently achieve fantastic results including an enviable 100% Common Entrance pass rate and a 100% Cranbrook School entrance exam pass rate in recent years. Our pupils also have an excellent track record of success in the Kent 11+ test and they gain places at the top grammar schools in the County.

At Marlborough House, **Valuing Self and Others** is at the heart of everything we do. When we see our values reflected back in the achievements, personal development and characters of each child as he or she grows, we know that each child is, indeed **Enjoying Today, Educating for Tomorrow**.

We believe our staff are our greatest resource. We are committed to employing and developing inspirational teachers who have passion, drive, and vision, but most importantly, the ability to bring their ideas to life and really make things happen, giving each child at Marlborough House confidence, determination and a genuine will to succeed .

Our website www.marlboroughhouseschool.co.uk provides a great deal of useful information about us and will give you a flavour of life at Marlborough House.

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, s/he must report concerns to the Designated Safeguarding Lead.

About the role

We are seeking an enthusiastic Key Stage 1 / EYFS Teaching Assistant, ideally qualified to Level 3 for this permanent full 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 his/her practice.

The successful candidate will work initially in a Reception class, working closely with the class teacher under the overall supervision of the Head of Pre-Prep. He/she will promote the education, care, health and general welfare of the children in his/her 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 3.30pm 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 and person specification below.

How to apply

Please complete both required application forms which can be downloaded from the School website www.marlboroughhouseschool.co.uk/staffvacancies 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 that are on the School's application forms can be accepted and that applications received after the closing date will not be considered for shortlisting.

Closing date for applications: 5pm on Tuesday 27th April 2021

Interviews: Initial interviews will take place in the week commencing Tuesday 4th May 2021

Required Start Date: September 2021

Outline Terms and Conditions

Period of employment: Permanent position starting in September 2021

Salary: Salary will be according to the Marlborough House pay scale. 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.

Working hours: This is a full time position, working Monday to Friday, 8.30am to 3.30pm, term time only. Staff at Marlborough House play a full part in the life of the school, offering extra-curricular or other activities. Additional attendance will be required from time to time for events such as training days, Open Days, Prize-giving, and School events.

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.

Marlborough House School, Hawkhurst, Cranbrook, Kent TN18 4PY

Telephone 01580 753555 / frontoffice@marlboroughhouseschool.co.uk / www.marlboroughhouseschool.co.uk

Head **Eddy Newton** BA PGCE (Cantab) Marlborough House School Trust Limited, Registered Charity 307793, Registered Company 587487

Key Stage 1 / EYFS Teaching Assistant

Job Description

MAIN AREAS OF RESPONSIBILITY:

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 Teaching Assistant will report to the Head of Pre-Prep, working under the direction of the class teacher.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. To understand and deliver the curriculum under the guidance of the class teacher and to achieve the potential of pupils in all curriculum areas.
2. To continually liaise with the class teacher and other practitioners.
3. 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.
4. To assist in ensuring the classroom is stimulating through relevant displays and resources and maintain an attractive working environment.
5. To ensure that furniture and play equipment is kept in a good state of repair and to support with general housekeeping issues.
6. 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.
7. To carry out break duties and lunchtime supervision and to attend staff meetings and INSET when required.

8. 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)
9. To accept shared responsibility with all Marlborough House staff for the Safeguarding and welfare of all children.
 - a. Pastoral Care
 - Promoting the general progress and well-being of individual pupils and the class as a whole
 - Supporting and encouraging our values
 - Encouraging positive behaviour
 - Keeping records of the personal and social needs of pupils
 - b. Discipline
 - Maintaining good order and discipline among pupils in accordance with School policy
 - c. Health and safety
 - In accordance with the School's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, to demonstrate a commitment to promoting and safeguarding the welfare of children and young people in the School.
10. To be conversant with all relevant School policies and procedures.
11. To attend weekly staff meetings and the whole staff meetings at the beginning of each term.
12. To participate in arrangements for further training and professional development, seeking out opportunities for appropriate training.
13. To attend School events / functions as directed by the Head of Pre-Prep.
14. To fulfil any duties that might be required by the Head of Pre-Prep.
15. Other
 - Confidentiality
 - During the course of employment the teachers will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation
 - Data Protection
 - During the course of employment, teachers will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulation and properly applied to pupil, staff and School business/information
 - Ensure all necessary student records and notes are kept up to date on SIMS, including SEN and medical information, and ensuring compliance with the School's policies on Data Protection

Key Stage 1 / EYFS Teaching Assistant

Person Specification – Attributes and Experience

The successful candidate will ideally possess the following key attributes and experience. ‘Essential’ criteria are those which candidates will be expected to meet in full.

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

Practical /Professional Skills	Essential (E) / Desirable (D)
• Aptitude in English and Maths	E
• Creative	E
• ICT literate	E
• Willing to learn and develop	E
• Show discretion and sensitivity to the needs of children	E
• Able to use tablet / iPad	D

Qualifications	Essential (E) / Desirable (D)
• Level 3 or above	D
• First aid qualification	D

Experience	Essential (E) / Desirable (D)
• Working within a school setting	E
• Knowledge and / or experience of KS1 and EYFS curriculum	E
• Familiar with tracking pupil progress	D
• Working with SEND children	D

Other	Essential (E) / Desirable (D)
• Shares the school’s commitment to providing a safe learning environment where safeguarding children’s welfare comes first	E
• Committed to following statutory guidance in ‘Keeping Children Safe in Education’.	E
• Willing to become involved in the life of the School as a whole	E