



JOB DESCRIPTION

EFYS Teaching Assistant
To start September 2019
Full-time, term-time

The position is term time only with variable working hours between 8.00am – 5.30pm (Mon to Fri)

Job Title: Teaching Assistant
Reporting Line: Head of the Pre-Prep
Location: Hampton Pre-Prep and Prep School

The closing date for applications is **Monday 25 March 2019 at 9.00am**

Interviews will be held on **Friday 29 March 2019**.

HAMPTON PRE-PREP AND PREP SCHOOL

Hampton Pre-Prep & Prep School is a selective, independent day school with approximately 225 pupils across two sites and is a small and friendly school with high standards, educating pupils from 3 to 11 years old. The Pre-Prep is accommodated in its own attractive Edwardian buildings in Wensleydale Road, and the style of the properties helps to create a secure and homely feel for the children in this early, yet, very formative stage of their schooling. The Prep pupils (Years 3 – 6) are located on Gloucester Road; we moved into our magnificent new Prep premises in February 2016.

Hampton Pre-Prep & Prep welcomes applications from colleagues teaching in both the state maintained and independent sectors for this permanent position. This is an exciting opportunity for a positive, determined and dynamic individual who shares our vision and aspiration that every child succeeds. We are looking to appoint an individual who is fully conversant with the latest in Early Years education and has the necessary skills and experience to ensure we achieve our goals of excellence. Members of staff here are required to work hard and to go the extra mile to ensure that the potential of all the boys and girls in their care is completely fulfilled. There is a very happy, harmonious atmosphere in the staff room.

We follow the Early Years Foundation Stage Framework, but as an independent school we have the privileged freedom to enhance our curriculum offer as we see fit. As a school reflective of its practice, we work hard to ensure we are always making the most of this gift. Above all, we want our pupils to have a tremendously enjoyable day at school, every day, certain of the progress they know they have made however large or small, by the end of it.

Hampton Pre-Prep & Prep is one of the two Schools that constitute The Hampton School Trust, Hampton School being the other. Terms and Conditions for all Trust employees, Pre-Prep teaching staff included, are excellent. Expectations - both internal and external - are high and the Early Years occupies a special and unique place in our School.

ROLE SUMMARY

Hampton Pre-Prep & Prep School is an independent preparatory school for boys aged 3 to 11 years and girls aged 3 to 7 years and we are currently seeking a qualified (minimum Level 3) EYFS Teaching Assistant to work as part of our Early Years team from September 2019.

The successful candidate will provide a hands on, fun, creative and innovative environment for the children and will bring enthusiasm to every interaction with those under their care.

The position is term-time only with the following working hours: 8.00am – 4.30pm (Monday), 8.00 – 3.30pm (Wednesday and Friday) and 8.00am – 5.30pm (Tuesday and Thursday).

MAIN RESPONSIBILITIES

Other duties may be added to or removed from this job description, depending upon the qualifications, expertise and experience of the successful candidate.

Pastoral Provision

- Expect and embody kindness, in terms of developing and maintaining relationships with everyone in our School; accept that 'children do not learn from people they do not like'.
- Be an identifiable, professional role model for the pupils, colleagues and parents connected to our School, both within and outside the classroom.
- Be an approachable point of contact for parents and recognise that the pastoral role implicit in teaching extends beyond the classroom.
- Take a proactive approach to initiating and maintaining friendly, sensible relationships between the pupils at our School.
- Be a wise, trusted listening ear for the pupils in our School, taking any concerns they may have seriously whilst accepting that as adults we have a view that enables us to maintain a sense of perspective when resolving disputes or solving problems.
- Communicate effectively and efficiently, with the appropriate level of tact and sensitivity when required, any news or information about the pupils in their care to other colleagues, the Head of Pre-Prep, the Headmaster and parents and maintain retrievable written records of all such communication.

Early Years Provision

- Assist in delivering a high quality Early Years curriculum and range of learning opportunities for all pupils within the setting.
- Assist in the provision of an attractive and stimulating range of equipment, activities and displays, indoors and out, relevant to the ages and needs of the children, to encourage independence, self-motivation and eagerness to learn.
- Work in partnership with parents; value and utilise parents' contributions to support their child/children's well-being, learning and development and take part in a range of instructive workshops to support the parental community.
- Have an understanding of the importance of formative assessment, monitor and record children's progress and use this information as a basis for assisting with planning and improving practice and provision both in the indoor and outdoor environment.
- Assist with the domestic management of the setting, ensuring that it is kept safe, secure and clean at all times, and help with the preparation of snacks.
- Attend and contribute to the professional development programme for all teaching staff, including whole school CPD provision.
- Maintain positive working relationships with relevant external professionals and

work in partnership with other agencies within both the Richmond and Kingston local authority.

Safeguarding

- Adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times.
- Maintain particular responsibility for promoting and safeguarding the welfare of all our pupils by ensuring that the School's Anti-Bullying Policy is followed and any unkindness between pupils is resolved swiftly and securely.
- If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the school, s/he must report any concerns to the School's safeguarding designated person(s) or to the Headmaster immediately.

General

- Arrive at school sufficiently in advance of the official start time in order to ensure planning and preparation for the day ahead is complete.
- Register the attendance of pupils, when required, and ensure they are well-organised and well-equipped to meet the demands of daily life in the Pre-Prep.
- Be prepared, in good grace, to cover for colleagues in their absence when reasonably required and expect the same in the event of any planned for or unforeseen absence.
- Attend all school functions that directly involve our pupils and offer help when needed, e.g. concerts, plays, end of term assemblies etc.
- Attend staff meetings at the beginning of each term as well as those regularly scheduled to take place before and after school, during the course of each term.
- Take a pro-active approach to continuing professional development by maintaining a highly reflective view of their practice, and the practice of others teaching, and participate in the School's Professional Development Review process.
- Contribute to and work towards fulfilling the aims of *The Higher Document*, our name for the school improvement plan.
- Read and follow all School policies relating to the fulfilment of the professional duties expected of a member of the teaching staff at Hampton Pre-Prep & Prep.
- Carry out any other duties as may be reasonably required by the Head of Pre-Prep and the Headmaster.
- Assist with general office queries as required
- To act as Fire Marshal and First Aider as required. Training will be provided.

Training

- An appropriate Paediatric First Aid course
- Where necessary, to undergo on the job training under the general direction of the Head of Pre-Prep/Bursar to increase competence, proficiency and safety awareness
- To attend CPD training outside the school where appropriate to increase competence, proficiency and safety awareness.

Person Specification

The successful candidate is likely to be able to demonstrate the following skills, qualifications, experience and personal qualities:

Skills, Experience and Qualifications

- A relevant EYFS qualification (a minimum of Level 3)
- A good general level of education (must have at least 3 GCSE/O Level or overseas equivalent at grades A*- C , including Maths and English)
- Good working knowledge of the requirements of the Statutory Framework for the Early Years Foundation Stage and National Curriculum appropriate to Key Stage 1, but willing to accept and teach to modifications of it
- A good, up-to-date knowledge of the latest SEN Code of Practice
- A clear understanding of the difference between formative and summative assessment and evidence of the impact of both upon pupils' progress
- An understanding of how ICT and related emerging technologies can support and enhance the development of teaching and learning

Personal Attributes and Qualities

- Excellent communication and organisational skills with a tangible passion for early years teaching
- Common sense, patience and a sense of humour are essential qualities for this post!
- The ability to work using own initiative and to display resilience, stamina and drive but also to work effectively as part of a team relating well to colleagues, pupils, and parents
- To be flexible and creative in approach, with the ability to manage multiple tasks
- Ability to remain calm whilst working under pressure, and to demonstrate compassion and empathy, and respond appropriately to the unexpected, when such circumstances arise
- Tactful and diplomatic with the ability and experience to handle sensitive situations effectively
- Commitment to involvement in wider school life

If any special requirements are necessary to attend an interview, please inform the School.

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

SALARY AND OTHER BENEFITS – EYFS Teaching Assistant

Salary

The salary will be based on the Hampton School Trust Scale for Support staff. The Salary will be pro-rata and will be commensurate with experience. This will be paid in 12 equal payments by bank transfer on the 25th of the month, or next working day thereafter.

Hours and Holidays

The salary is based on the Hampton School Support staff pay scale and will be between £22,000 and £26,000 per annum (full-time equivalent) commensurate with qualifications and experience. The salary will be pro-rated as the appointment is term-time only and the hours will be as follows: 8.30am – 4.30pm (Monday), 8.30 – 3.30pm (Tuesday to Friday) plus the following 'early drop and 'late stay' sessions:

Monday to Friday - 'Early Drop' from 8.00 – 8.30am

Tuesday and Thursday - 'Late Stay' from 3.30 – 5.30pm

Holidays will not be permitted during Hampton Pre-Prep and Prep term time.

Non-contractual Benefits to staff

Pension

You will be auto-enrolled into the relevant School pension scheme. The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme with the Pensions Trust for support staff. Further details are available from the Bursary.

Death-in-Service Benefit

In addition to any Pension Scheme benefits, the School currently has a policy which pays two years' salary in the event of the death of a member of staff to nominated dependant(s). Age restrictions apply to this policy.

Health Care

The Governors currently provide Health Care for all members of staff earning above an annual threshold only if they join at the start of their employment. Further details may be obtained from the Bursar. Age restrictions apply to the Healthcare policy. The school also offer a Medicash policy to all staff.

School Fee Reduction

Child(ren) of teaching staff at Hampton School or Hampton Pre-Prep and Prep School may upon passing the entrance assessments be eligible at the discretion of the Governors for a reduction on the basic tuition fees. Currently, the School also has an agreement with The Lady Eleanor Holles School for Girls for a reduction in tuition fees. The continuance of School fee reduction provision is at the Governors' discretion.

Cycle to Work Scheme

The School allows staff with an employment contract for 12 months or more to purchase a cycle through the 'cycle to work' scheme to ride to work. Further details are available from the Bursar.

Personal Accident Insurance

Members of staff are covered for permanent disability resulting from an accident, whether at School or elsewhere.

Drinks and Snacks

Members of staff are provided, at no cost, with tea/coffee and light snacks during the day.

Lunch

Lunch is provided to members of staff at no cost.

Sports Travel to School on Saturdays

Staff running teams can claim expenses for travel to and from School for Sports matches.

Use of Private Vehicle

Subject to a journey being approved by the Facilities Manager, Deputy Bursar, Bursar or The Headmaster, members of staff can use their private vehicle for School journeys during working hours. The insurance will be under the School insurance and staff can claim for the mileage.

Blood Pressure

The School Nurse can check your blood pressure. S/he is not able to give staff medical advice and staff must rely on their own medical advisor.

Counselling

One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling support is required a charge may be made.

Sports Therapy

The School has a member of staff specialising in Sports Therapy who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be made.

Multi-Gym

The School multi-gym is available for use by staff. Induction is required and conditions apply. The school accepts no liability for use by staff.

Sporting Facilities

Limited use by staff of the facilities is available. Use needs to be agreed in advance with the Bursar or Deputy Bursar who will consult the relevant games/PE staff. Use for events such as parties is available but will be treated as a formal letting.

Parking

Currently staff parking on site is permitted. All those who wish to park must obtain a permit from the Bursary.

EQUAL OPPORTUNITIES

It is the policy of the Hampton School Trust to provide equal employment opportunities for all qualified individuals; and, to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster.

The above non-contractual benefits are currently available to members of staff. They are at the discretion of the Governors, who reserve the right to withdraw them without notice.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.

March 2018