



# LORENDEN

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## **Early Years' Teaching Assistant Vacancy Full time, permanent from September 2019**

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### **Introduction**

Lorenden Prep School is a small school of approximately 115 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. In 2018 Lorenden celebrated its 25th anniversary and was awarded the highest grades of 'Excellent' in all categories in its ISI inspection in November. The Head is a member of IAPS and Lorenden is 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 Early Years teaching assistant - either with Nursery (3-4 year olds) or Reception - who is passionate about helping young children to make progress using all mediums. You will have the ability and passion to interest and inspire children of all ages 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.

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 young 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 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.
- Work independently from class teachers across the school as agreed with the Deputy Head.
- 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 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
- 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 desirable).

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: Friday 17 May 2019 (midday)

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

Interview Dates: Tuesday 21 May 2019 or Friday 24 May 2019.

***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.***