

INFORMATION FOR APPLICANTS



**NURSERY (PRE SCHOOL) LEARNING ASSISTANT
FULL TIME
COMMENCING JANUARY 2018**

Dear Candidate,

Thank you for your interest in the position of Learning Assistant in our Nursery at Edge Grove. We are very excited about this role, which will be based in our newly refurbished “state of the art” Nursery in Aldenham Village, and the opportunities it affords. You will find a lot more information about it and the school in the attached pack but I wanted to give you a sense of the context of this appointment.

I am now in my sixth year of Headship at Edge Grove and I live on site with my wife, Alex, who is very much involved in the life of the school, and our two young children, Edward and Thomas. This is a unique community and we are all aware that we are lucky to be living and working in this school. Edge Grove pupils are all very much individuals but characterised by their generosity of spirit, tremendous enthusiasm, confidence and good manners. They approach school life with committed engagement making the most of the many opportunities available. We are entirely committed to providing an academically rigorous and creative education within a secure and happy environment where our pupils feel nurtured and valued.

Pupil numbers are buoyant and in the last five years they have increased by over 45%. We are now at capacity and are looking to commence a number of development projects to ensure that all our facilities complement the excellent standards of teaching and learning. In recent years, we have introduced dedicated facilities for textiles, graphic design and home economics, refurbished our two science laboratories to a very high standard, provided two dedicated and interactive language classrooms and significantly enhanced our IT infrastructure and capability.

I am aware that job descriptions and person specifications can appear rather daunting when one reads the full list of requirements and responsibilities. Please be reassured! We are looking for candidates who are keen to become part of the Edge Grove community, who can bring great personality, experience, innovation and commitment to the role and who have clear enthusiasm for preparatory education in the 21st century. Attitude and approach are just as important as qualifications and experience although do note that we will insist upon a recognised teaching qualification.

If you have any further questions, please do not hesitate to ask but in the meantime, thank you again for your interest in the position. Good luck!

Best wishes,

A handwritten signature in black ink, appearing to read 'Ben Evans', with a stylized, flowing script.

Ben Evans
Headmaster

THE SCHOOL

Founded in 1935, we are a vibrant and successful day and boarding prep (IAPS) school for boys and girls aged between 3 and 13, characterised by a genuine commitment to the pursuit of excellence. There are currently around 490 pupils at the School with a family style environment for our 50 boarding beds utilised by a range of weekly and flexi boarders. The School employs around 120 staff.

We are fortunate to be situated within 28 acres of parkland, only 15 miles from central London and conveniently located close to the M1 and M25 motorways. Our wonderful setting and facilities ensure our children are exposed to a wide range of experiences and develop confidence in a challenging, fun and inspirational environment.

At Edge Grove we offer a holistic education by encouraging the development of the whole individual, seeking to find and foster talent whether in the classroom, the art room, in music, on the stage or on the sports field. We firmly believe that all children can and will excel at something.

We encompass the traditional values of good manners and self-discipline coupled with a modern and progressive approach. We offer an education that instils self-assurance and a passion for learning that stays with children for the rest of their lives. Our first class teaching resources, strong academic approach and accessible and enjoyable teaching methods allow pupils to progress individually and reach their true potential in all spheres of school life.

At Edge Grove we are proud of our academic performance and children are prepared for a wide range of senior schools across the country, carefully chosen to suit their academic and extra-curricular strengths. Edge Grove pupils characteristically approach the next stage of the educational journey with confidence and distinction.

Edge Grove was most recently inspected under a full integrated ISI inspection in September 2015 and was awarded 'Excellent' across all nine inspection categories. The report highlights how successful the school is in achieving its ambitious aims, including that of providing high standards of academic achievement through innovative teaching to ensure all pupils reach their full potential. It also reflects the importance the school places on learning in its broadest sense and in the recruitment and development of outstanding teachers and leaders.

Working at Edge Grove offers the opportunity to be part of a vibrant and welcoming community, committed to academic excellence and the highest standards of pastoral care for its pupils. The Governors consider the development of excellence in the education offered to the pupils to be the underlying purpose of activities undertaken by all staff.

Edge Grove is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.



OUR AIMS

To provide a secure and happy environment in which children feel safe, nurtured and valued.

To promote high standards of academic achievement through innovative, reflective teaching, focussed assessment and a rigorous curriculum to ensure all pupils reach their full potential.

To promote a spiritual and moral awareness in our pupils based on the values of respect, empathy and kindness; developing a sense of service to the school community and beyond.

To foster self-confidence and a lifelong love of learning so that pupils leave as mature, engaging and thoughtful children.

To provide a wide range of opportunities in a co-educational environment to enable pupils to discover and develop interests and expand their experience.

OUR GUIDING PRINCIPLES

CREATIVITY

CURIOSITY

SELF-MOTIVATION

CONFIDENCE

ASPIRATION

INDEPENDENT
THINKING

GLOBAL
AND LOCAL
RESPONSIBILITY

DISCERNMENT

Teaching and Learning

The International Primary Curriculum is followed in the Pre Prep (Pre School to Year 2) and in years 3 to 8, the Independent Curriculum forms our main programmes of study.

Pre Prep

Pupils are class based with specialist teachers for Forest School, P.E. and games, art and music.

Lower School

Pupils are class based and set for English and maths. They have specialist teachers for art, music, drama, technology (home economics, textiles and graphic design), computing, French, P.E. and games.

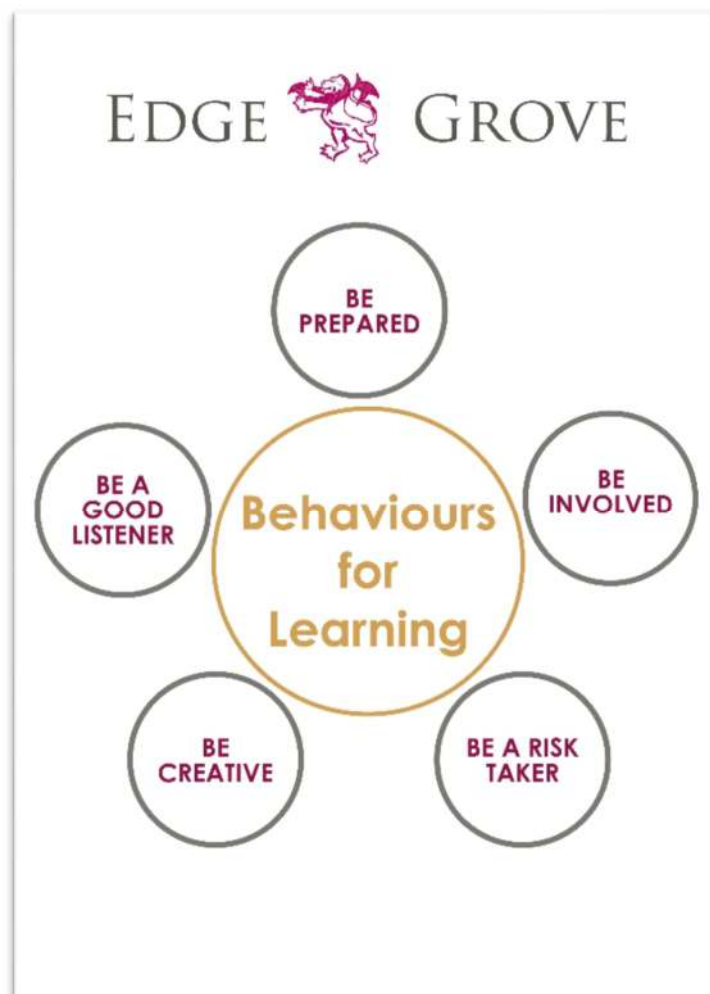
Upper & Middle Schools

Years 5 to 8 are taught exclusively by specialist teachers and move to separate faculty areas for their lessons.

Our programmes of study are designed to be creative, innovative and engaging as well as academically rigorous, incorporating the principles of Building Learning Power to enable our pupils to be confident and independent learners. We also aim to equip our pupils with the skills necessary to lead successful lives in the 21st century; resilience, confidence, assertiveness.

Behaviours for Learning

Our Behaviours for Learning are fully embedded throughout the school and each pupils' progress against them is carefully monitored to ensure they are reaching their learning potential.



THE PRE PREP DEPARTMENT

The Pre Prep Department consists of the Early Years Foundation Stage (Pre School and Reception) and KS1 (Years 1 and 2) and occupies secure and well-resourced accommodation within the main school site, sharing many of the facilities with the older school years. There are currently 150+ pupils in the department which comprises a single Pre School class for up to 40 children aged 3+ while Reception, Year 1 and Year 2 have three class year groups with 18 children per class. In September 2017, the Pre School setting relocated to a new refurbished and state of the art facility in Aldenham Village, approximately 1 mile from the main School site.

The International Primary Curriculum (IPC) is a comprehensive, thematic, creative curriculum with a clear process of learning and with specific learning goals for every subject. The IPC has been designed to ensure rigorous learning but also to help teachers make all learning exciting, active and meaningful for children. Learning with the IPC takes a global approach; helping children to connect their learning to where they are living now as well as looking at the learning from the perspective of other people in other countries. From Nursery through to Year 2 the pupils use group enquiry to explore each thematic unit, enabling them to make links between aspects of History, Science and Geography. It has also inspired and encouraged fantastic cross curricular teaching in English Music and Art.

THE ROLE

A Learning Assistant in the Pre School will be working in close collaboration with other Learning Assistants as well the Pre School Manager and Pre School Teacher to support the provision of education to the children in the class.

MAIN RESPONSIBILITIES

PROFESSIONAL RESPONSIBILITIES

- Support the School in its aims, ethos and objectives
- Promote the academic ethos and life of the school.
- Set high expectations in terms of enthusiasm for learning.
- Dress in a way that is commensurate with the school working environment.

TASK AND DUTIES

Teaching and Learning

- Assist in the educational and social development of pupils under the direction and guidance of the Head of Prep-Prep, Learning Success co-ordinator and Teachers.
- Help pupils to develop their literacy and numeracy skills and to improve their attainment across the curriculum.
- Assist in the implementation of Individual Education Programmes (I.E.P.s) for pupils and monitor their progress.
- Develop an understanding of the specific needs of pupils to be supported.
- Provide support for individual pupils and small groups of pupils inside and outside the classroom to enable them to fully participate in activities.
- Seek to motivate, support and stretch pupils to achieve their full potential.
- Assist Teachers with maintaining pupil records.
- Support pupils with special educational needs and help develop their social, emotional and intellectual skills.
- Work with other professionals (SEN specialists etc) as necessary.
- Develop appropriate resources to support pupils.
- Be fully aware of programmes of study, schemes of work and daily learning objectives.

- Where a specific subject leading role is agreed in addition to the base LA role:
 - Work with HODs, Key Stage Co-ordinators and Subject Co-ordinators as appropriate to the subject.
 - Teach according to the educational needs of the pupils assigned to him/her, including setting and marking work considered desirable for the good performance of the pupils in terms of academic and social development.
 - Seek to motivate, support and stretch pupils to achieve their full potential in that subject.
 - Provide written reports for individual pupils and be available to meet formally with parents of children in your subject/class as agreed with the Head of Pre Prep.
 - Comply with the Teachers' Standards as published by DfE 2013 as may be subsequently amended.

Administrative Duties

- Prepare and present displays of pupils' work.
- Help make and maintain basic teaching resources.
- Support Teachers in all administrative tasks in order to support teaching.
- Undertake other duties from time to time as the class teacher requires.
- Carry out supervision and other duties in support of other staff. This could include accompanying a school trip.

Standards and Quality Assurance

- Set a good example in terms of punctuality and attendance.
- Model acceptable behaviour; supervise and control children, encourage good social skills and adhere to defined standards.
- Attend all phase meetings and participate in all planning sessions.
- Attend weekly whole-school staff meetings and training sessions.
- Attend relevant INSET as directed by the Head of Pre-Prep/Headmaster.
- Be proactive in matters relating to health and safety and general well-being of the children.
- Be familiar with all school policies, both those pertaining to teaching and school life in general, and ensure they are accurately and consistently implemented.
- Participate in the school's appraisal process and attend review meetings as required.
- Assist with parental liaison under the direction of the class teacher.
- Be available to staff during break times to discuss pupils.

Corporate Life

- Take part in the corporate life of the school by attending assemblies, school productions and major events and supervising pupils before and after school sessions.
- Cover for absent colleagues and carry out other supervisory duties as required.
- Contribute to the extra-curricular life of the school e.g. after-school clubs and activities as required.

JOB SPECIFICATION

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications	<ul style="list-style-type: none"> Qualifications : Level 3 NVQ in Early Years Education and Childcare GCSE Maths and English or equivalent. 	<ul style="list-style-type: none"> Paediatric First Aid Qualification Basic Food Hygiene Certificate Level 2
Experience	<ul style="list-style-type: none"> A thorough knowledge of EYFS Recent experience in an Early Years' setting 	
Ability / skills	<ul style="list-style-type: none"> Professional and mature approach to work Enthusiastic, flexible, reliable and conscientious in your care of the children, with the ability to inspire and motivate children. Effective team member with excellent communication skills with peers A nurturing approach to teaching and learning Show initiative in your dealings with children in different situations. Awareness of the need to follow set policies and guidelines within a caring and safe environment for the children Be flexible in your approach to tasks Powers of self-evaluation and a critical approach to own practice. A clear understanding of recent developments in teaching and learning Personal integrity, honesty, energy and stamina Excellent communication skills with teachers and parents 	
General	<ul style="list-style-type: none"> An exemplary attendance record in his/her present and previous employment 	
Personal Attributes	<ul style="list-style-type: none"> Friendly, sympathetic and supportive personality Energetic, motivated and enthusiastic 	

CHILD PROTECTION

In the context of his/her employment the member of staff will frequently be in the presence of children and will therefore have to have appropriate levels of training in child protection. All members of staff must comply with the School's Safeguarding Policy which is posted on the School's website and staff intranet. 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 and welfare of our pupils, these concerns must be reported immediately in accordance with the policy.

TERMS & CONDITIONS

Salary

By negotiation depending on qualifications, skills and experience and in accordance with the School's published pay policy which is available on the website or Firefly, the School's intranet.

Hours of Work

For full time Learning Assistants in the Pre School, these are laid down as being Monday to Friday either 07:45 to 17:00 or 09:00 to 18:15 on a rota basis to ensure coverage between 08:00 and 18:00 during term time when the Pre School is open and as advised during Inset days and on other days of required attendance.

As with all its staff, the School may require you to work outside these hours to meet its 'reasonable' needs (e.g. Open Days and the like). There are usually 8 Inset days during the year scheduled as being 2 days prior to the start of the autumn, spring and summer Terms and 2 days post the end of the summer term.

Probationary Period

This appointment will be subject to the completion of a probationary period of three months to the satisfaction of the School. During this period, notice will be one week on either side.

Pension

The School participates in a group personal pension scheme with Aegon into which you will be entitled to be enrolled. This is a contributory scheme into which you may, subject to legislation, elect to pay any percentage of your salary; the School will contribute matched funding of up to a maximum of 7.5% of your basic salary.

Should you wish not to enrol into this scheme, you will be automatically enrolled into the Edge Grove Pension with Nest and employee and employer contributions will be set at the minimum required by legislation. Regardless of choice, your pension arrangements will take effect from the first day of your employment. You will receive information which describes the benefits payable under the scheme from the pension provider. The School reserves the right to change the basis of rate of scale of benefit or to amend the scheme provisions.

Life Assurance Cover

The post holder is eligible to join the School's Group Life Assurance Scheme, at no cost, which provides death in service cover up to 3 x your annual salary or £30,000, whichever is the greater.

Private Medical Insurance

The post holder is eligible to join School's private medical insurance scheme. The School subsidises the premium by 2/3 (which becomes a taxable benefit) and staff contributions are deducted monthly from salary.

Lunches

The post holder will be entitled to free School lunches during term time. These will be taken with the children.

Parking

Staff may park in designated areas on the School and Pre School sites at no cost – please note that all vehicles are parked at the drivers' risk.

Dress Code

Teachers and support staff are expected to set an example to pupils and should dress appropriately at all times. The post holder is not expected to wear uniform for this role.

Smoking

The School operates a no smoking policy.

Health & Safety

The School takes its obligations under the Health & Safety at Work Act seriously and the post holder will be required to comply with all aspects of the School's Health & Safety policy, particularly in relation to safe working practices. All staff must keep up to date with the School's health and safety policies which are regularly updated and posted on the staff intranet.

Equality and Diversity

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

For operational reasons, the School reserves the right to transfer you to alternative duties. For this reason it is a condition of employment that you are willing to do so, if requested, from time to time.

APPLICATION DETAILS

This post, as with all others, is subject to the School's policy on Safer Recruitment which is available on the School's website at <http://www.edgegrove.com/41/school-policies>.

Interviews may be arranged as applications from suitable candidates are assessed so an early application is advised.

Interested candidates should apply by email only to Ms Verena Clark via hr@edgegrove.com including a fully completed application form which is available from the School's website at www.edgegrove.com/101/staffvacancies together with a typed letter of application addressed to Mr Ben Evans, Headmaster, in either pdf or MS Word format. CVs are not accepted on their own but may be added to the application if deemed necessary.

To arrange an informal visit to the School or to discuss the role in confidence with the Headmaster, please contact Alison Dawson, Head's PA, on adawson@edgegrove.com or 01923 855724.

