

**TEACHING & LEARNING ASSISTANT (LEVEL 3) AND LATE STAY ASSISTANT
TERM TIME ONLY, FIXED TERM MATERNITY COVER (UP TO 1 YEAR)
FROM SEPTEMBER/OCTOBER 2018**

We are the Stephen Perse Foundation. Extraordinary things happen here every day.

The Stephen Perse Foundation is inspiring. It is a community in which everyone, staff or student, achieves and makes a contribution every day.

By teaching students to think for themselves, we achieve exceptional results – but for us, education is not just about grades. We see the individual behind the results. We develop strength of character, a sense of social responsibility and an ability to innovate and collaborate. We look for and develop this added value with our staff as well as our students.

A global outlook, a focus on pedagogy, a ground-breaking commitment to digital learning and an emphasis on inspirational learning environments make us different. More than that, our policy of 'looking beyond' underpins education here. Co-curricular learning is integral to what we do, where opportunity and excellence are valued and encouraged.

Our community, led by the Principal, Miss Tricia Kelleher, is made up of a family of six different schools, each with its own Head, comprising 1,100 boys and girls aged 3 to 18, around 150 teaching staff and 145 support staff.

With an Exceptional ISI Inspection report in 2014 and Independent School of the Year 2014/5, we have much to be proud of as we continue our journey.

However, we know that education in the twenty-first century is as much about looking forward as looking back. We have just completed a pioneering redevelopment plan, which includes a five-storey sports and learning centre in the heart of Cambridge. We have also admitted boys to our Senior School as of 2017, offering them access to the same exceptional education as girls.

By celebrating diversity and collaboration in school and with our wider community we encourage students to choose a path that is right for them. We recognise potential in every child and inspire young people to achieve their dreams - guiding them every step of the way.

Responsible to: Head of Early Years and Head of School

Location: City Pre-Prep

Role Description: The successful candidate will be a teaching and learning assistant in the Pre-prep supporting the classroom teachers to facilitate the active participation of pupils in the academic and social activities of the school, and contribute to raising standards of achievement of all pupils.

They will support the late stay supervisor in creating a safe, caring fun environment for pupils in our after school provision. They will support the teachers and late stay supervisor to facilitate a high standard of physical, emotional, social and intellectual care for pupils; implement a daily routine and be responsible for supporting the running of the after school care.

Main Responsibilities:

Support for pupils

- Contribute to a programme of age-appropriate activities designed to stimulate the pupils you are working with.
- Contribute to observations of individual pupils and to individual online learning journeys.
- Keep an accurate record of pupils movements in after school provision.
- Be a proactive team member, offering appropriate support to your colleagues.
- Liaise with and support parents and other family members under direction of the teacher and late stay supervisor.
- Be flexible within working practices of the Pre-prep. Be prepared to help where needed, including domestic jobs within the Pre-prep, e.g. preparation of snacks, cleaning equipment etc.
- Work with colleagues to ensure that the Stephen Perse Foundation aims and ethos is reflected.
- Record accidents according to procedure and make sure that parents are informed of any accidents that have taken place.
- Look at the Pre-prep as a 'whole', where your help is most needed and how you can most effectively meet the needs of the pupils in your care.
- Respect the confidentiality of information received.
- Develop your role within the team, especially your role as a late stay assistant.
- Specified Child Care Tasks:
 - a) Prepare and complete activities that match the child's stage of development.
 - b) Make sure that mealtimes are a time of pleasant social sharing.
 - c) Wash and change pupils as required.
 - d) Provide comfort and warmth to an unhappy or sick child.
- Help to make sure that the environment meets the needs of pupils, reflecting their cultures and religious backgrounds, and stages of development.

Support for colleagues

- Contribute to reports on pupil progress and development.
- Contribute to the development of PEPs for pupils with special needs and disabilities.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Provide feedback on learning activities and contribute to the school review and development planning.
- Organise the learning environment and develop appropriate classroom resources as required.
- Contribute to behaviour management both in school and on trips and visits, take charge of situations to allow the teachers to continue to work with the rest of the class.

Support for the school

- Develop and maintain effective working relationships with other staff in the School and the parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- When required attend and actively participate in staff meetings.
- When required attend and actively participate in school events outside of the school day for example concerts, workshops, residential trips and open days.
- When required be flexible in working with other parts of the Stephen Perse Foundation.
- Make suggestions for school events and help with the organisation of them.
- Support Pre-Prep families through providing safe and purposeful childcare for children aged 3-7 after school hours.

Late Stay Assistant Duties

- In liaison with the Head of Early Years, Head of School and Late stay supervisor be responsible for the safety of pupils on the Junior School site during the hours of 3.30pm-6.00pm.
- To ensure Health and Safety procedures between the hours of 3.30pm and 5.30pm are effective and up to date.
- To liaise with Pre-prep staff, parents and carers to ensure the safety of all pupils using the Late Stay facility until they have been collected.
- To organise the escorting of pupils from the end of clubs to Late Stay or to their parents.
- To keep an accurate record of names of pupils in Late Stay and time of departure.
- To administer First Aid, as required.
- To supervise the pupils in the playground during the first half hour of Late Stay.
- To establish and maintain a calm, happy, purposeful atmosphere in the Late Stay classrooms.
- To encourage pupils to complete homework assignments and to assist as required.
- To interact with pupils and organise activities for those who have completed their homework.
- To replenish Late Stay resources as required.

General responsibilities

- To build and maintain good working relationships with all Foundation colleagues.
- To assist as necessary in other Foundation areas at peak times.
- Work at all times towards the aims and goals of the Foundation and any individual objectives and targets you may have agreed.
- Proactively identify areas for improvements within the Foundation.
- Act in accordance with Data Protection principles at all times.
- Adhere at all times to Foundation Operational and Employment policies and procedures.
- Attend and actively contribute to staff training.
- Take responsibilities for own Health and Safety and that of your colleagues.

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may be reasonably be required within the general scope and level of the post.

Safeguarding and welfare of pupils

The post holder's responsibility for promoting and safeguarding the welfare of pupils 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 and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the role-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 Child Protection Officer or the Principal.

All employees of the Foundation adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be found on the Foundation website under Recruitment. <http://www.stephenperse.com/recruitment>

Terms and conditions

All appointments for the Stephen Perse Foundation are subject to reference and DBS (Disclosure and Barring Service) checks, proof of identity and eligibility to work in the UK.

Invitation for interview and recruitment arrangements

The School has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete the online form which must be cleared before the applicant can commence work. Such checks may take up to 8 weeks to complete.

If called for interview, you will be required to bring with you:

- ***PHOTOGRAPHIC PROOF OF IDENTITY WHICH MUST EITHER BE A PASSPORT, UK DRIVING LICENCE OR RESIDENCE PERMIT, PROOF OF ADDRESS E.G. UTILITY BILL (NOT MOBILE PHONE), COUNCIL TAX BILL, BANK STATEMENT NOT MORE THAN THREE MONTHS OLD.***
- ***A MINIMUM OF THREE DOCUMENTS MUST BE BROUGHT TO INTERVIEW, ONE OF WHICH MUST BE PHOTOGRAPHIC ID.***
- ***YOUR PROFESSIONAL QUALIFICATION CERTIFICATES.***

References may be taken up before interview.

Hours of work

The position is term-time only (35.8 weeks plus 4 INSET days), 9.30am - 5.30pm Monday to Friday.

Salary

The Stephen Perse Foundation has its own competitive salary scale.

Benefits

- Contributory pension scheme – matching up to 6%
- Private health and dental plan subscriptions after 2 years' service (pro rata for part time)
- A staff discount on School Fees of 25% after 2 years' service (pro rata for part time) should staff have a child at any school within the Foundation
- Salary sacrifice childcare vouchers (no new joiners after October 2018)
- Salary sacrifice cycle to work and tech schemes
- Lunch and refreshments provided
- Discount on train travel

Application process

The closing date for applications is noon on **Friday 31st August 2018**

Please apply directly through our online recruitment portal at www.stephenperse.com/recruitment

Interviews will take place on **Monday 10th September 2018**

We are unable to accept CVs as a method of application.

Privacy Notice

Please see our privacy policy which is available on the recruitment portal.

<http://www.stephenperse.com/recruitment>

Person Specification
TEACHING & LEARNING ASSISTANT (LEVEL 3) AND LATE STAY ASSISTANT

	Essential	Desirable
Qualifications	NVQ Level 3 or higher in Early Years	Paediatric First Aid Certificate
Knowledge & Experience	<p>Previous experience of working within an Early Years setting or KS1 classrooms</p> <p>Digitally Competent in using IT to support Children's learning</p> <p>Ability to complete observations and plan activities that respond to the children's needs</p>	Familiarity with iPads and Google Drive
Skills & Aptitudes	<p>Understanding of young children's development</p> <p>Ability to plan an engaging learning environment for young children</p> <p>Ability to relate well to young children</p> <p>Appropriate use of initiative</p> <p>Ability to adapt to changing circumstances</p> <p>Ability to maintain discipline in an age appropriate way</p>	
Personal Qualities	<p>Willingness to work as part of a team</p> <p>Really enjoy working with children</p> <p>A sense of responsibility and confidentiality</p> <p>Enthusiastic approach</p> <p>Cheerful disposition</p>	