



Warwick  
Preparatory  
School

# Teaching Assistant

(NVQ3 or equivalent in relevant area)

## INFORMATION FOR APPLICANTS

Warwick Preparatory School

Bridge Field, Banbury Road, Warwick,

CV34 6PL

Telephone (01926) 491545

### Statement of Ethos

We place great emphasis on a broad and inclusive education, in a nurturing and supportive environment, whilst striving for excellence in all that we do. In celebrating each girl and boy for the unique qualities they bring to our community, we encourage them to explore and develop their interests, gain confidence in themselves and in their abilities, and seize the rich opportunities life offers.

We seek to prepare all our boys and girls for a life of learning and fulfilment, and for the fast-changing world of the 21st century as responsible, active, and compassionate global citizens.

In all that they do, we encourage our children to 'Aspire, Achieve, Enjoy', and to be the best that they can be.

### Statement of Religious Ethos

Founded on Christian principles, we welcome pupils of all faiths and none. King's High School and Warwick Preparatory School are committed to enhancing the contribution we can make to society as a whole, and, in embracing diversity, to equal opportunities for all.

## Aims

### **Scholarship**

To foster a love of learning, intellectual curiosity, independence of thought, and effective learning habits.

### **Environment**

To provide a safe, stimulating and supportive school environment, where each pupil can feel inspired, challenged and valued.

### **Community**

To foster a vibrant school community, built on trust and respect, and instil a sense of social responsibility.

### **Character**

To develop resilience and confidence, and to inculcate integrity, and encourage responsible behaviour and attitudes within a Christian ethos.

### **Opportunity**

To provide a rich and stimulating school experience, where our pupils can explore and develop their interests, gifts and talents, and discover new ones.

## Details about the School and Warwick Independent Schools Foundation

Warwick Preparatory School is a large day preparatory school situated on the Warwick School campus a few minutes' walk from the historic town centre of Warwick and within a skilful longbow shot of Warwick Castle. It occupies a fine site with exceptional facilities and is a flourishing community of almost 500 pupils from the age of 3 to 11 including a Nursery of some 60 children. The school is one of the three schools which make up the Warwick Schools Independent Foundation and so has significant links with the two nationally-recognised senior schools in the town, King's High School for Girls and Warwick School.

In January 2016, Foundation Governors announced their vision for a more seamless management and strategic oversight of the Foundation's full 3 – 18 educational provision, and as such from September 2016, the Head of Warwick Preparatory School reports into the Head Master of King's High School. This provides an unrivalled opportunity for King's High and Warwick Prep to grow and develop together harnessing their considerable expertise and formidable reputations for the benefit of all.

In September 2016, Foundation Governors announced its exciting 2020 vision for the Foundation, which will see the move of King's High School (currently located in Warwick town centre) to the Myton Road site to create a family of schools on one campus. The project will represent a major investment in all three schools which will strengthen them individually, provide equality of opportunity for boys and girls of all ages, and facilitate the collaborative opportunities uniquely available to the Foundation. Part of the investment will include a new and substantial, state of the art Music School which will be shared by both Warwick Prep, and King's High School.

More information on Project One Campus can be found by accessing the dedicated website [www.projectonecampus.co.uk](http://www.projectonecampus.co.uk)

## Structure and facilities at Warwick Prep

The Pre-Prep (Nursery to Year 2) at Warwick Prep includes girls and boys, with each class teacher having the support of a full-time Nursery Nurse or Teaching Assistant. All the boys leave us at the end of Year 2 with the great majority moving on to Warwick Junior School on the other side of the campus.

In the Prep Department (Years 3 to 6) there are two forms in each year, made up of classes of around 25 girls. However, the girls are rarely taught in such group sizes, as there is setting in English and Maths and in most specialist subjects the form is split into two groups. Pupils are taught and looked after by a Form Teacher who will take them for a number of academic subjects, but in addition there is specialist teaching in Science, French, D&T, Art, Games/PE, Music and Computing. At the end of Year 6 the majority of girls make the natural step to our sister school, King's High.

Our facilities include a sports hall, a hall/gymnasium, an astro-turf, specialist teaching areas for Science, Art, Music, Design and Technology, as well as a computing room and networked provision across the school. There is a very well stocked, modern library at the heart of the school and this is managed by our school Librarian. Our links with the two senior schools within the Foundation give us access to many superior facilities including a swimming pool, some 40 acres of grounds, a professional standard theatre venue (Bridge House Theatre) and the recently opened 'Warwick Hall.' Warwick Prep School is certainly an exceptionally stimulating educational environment.

The Head, Mrs Hellen Dodsworth, is a member of IAPs and is responsible for the leadership and management of the Prep School. She is very ably supported by the Senior Leadership Team which includes Mrs Tanya Hill (Deputy Head), Mrs Deborah Ward (Head of Prep Department), Mrs Gill Smeeton (Head of Pre-Prep Department) and Mrs Charlotte Graham (Marketing & Admissions Manager).

Numbers at the school are extremely healthy, with classes being full and waiting lists in many years. The school has a long-standing academic reputation but is also known for its very friendly, family atmosphere, where children can enjoy their childhood, develop a love of learning and become confident, creative and independent young people. The school looks to develop the talent of each and every child and the successful applicant for this post will be able to play a significant role in ensuring that this continues to be a key feature of the school.

The school day for children runs from 8.40am to 3.45pm, Monday through to Friday, though the school is 'open' from 8am to 5.45 each day.

**The school is committed to safeguarding and promoting the welfare of children and young people and all aspects of staff and volunteers to share this commitment.**



# WARWICK PREPARATORY SCHOOL

Teaching Assistant

|                       |   |
|-----------------------|---|
| <b>JOB TITLE</b>      | Teaching Assistant  |
| <b>ACCOUNTABLE TO</b> | Head and School Governors   |
| <b>REPORTING TO</b>   | Head of Pre-Prep & Head of Nursery depending on role  |
| <b>LOCATION</b>       | Warwick Prep School   |
| <b>CONTRACT</b>       | Permanent, part time (41 hours a week, 35.4 weeks a year); subject to a probationary period of six months.  |
| <b>REMUNERATION</b>   | Warwick Independent Schools Foundation scale points 16-19 (Salary £20,240 - £22,317 pro rata'd to £16,540 to £18,237; hourly rate = £9.73-£10.73) |
| <b>PENSION</b>        | Post-holder is enrolled into the NEST Pension Scheme but has the option to opt out should they wish to do so.                                     |

## JOB DESCRIPTION

### Job Purpose

Under the direction of the Form Teacher/ Room Leader to provide

### SUPPORT FOR THE PUPILS by:

- Providing pastoral support to pupils within the school environment.
- Providing structured support in accordance with specific work programmes designed and supervised by individual teachers
- Using specialist knowledge / experience to provide appropriate support to pupils in relation to their individual needs, e.g. behaviour management strategies.
- Supporting pupils independence in learning.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required
- Contributing to raising standards by ensuring high expectations are set for pupils.
- Having involvement in the development and implementation of Individual Education / Behaviour Plans / EHC plans as required

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### **SUPPORT FOR THE TEACHER/ ROOM LEADER by:**

- Supervising pupils for a particular curriculum activity under the supervision and guidance of the form teacher/ Room Leader.
- Undertaking some marking of planned work.
- In conjunction with teacher/Room Leader, recording pupils' progress, providing feedback to appropriate education professionals both within and outside the school.
- Supporting the teacher to develop appropriate learning plans to ensure progress is made.
- Providing general admin support for classroom activities e.g. preparing materials for agreed activities, tidying away, keeping resources organised.
- Providing brief periods of supervision during unplanned teacher/ Room Leader absence under the direction of a teacher/designated member of staff (*only for a class or group who are undertaking pre-planned work or where pupils are able to undertake self-directed learning*).

### **SUPPORT FOR THE CURRICULUM by:**

- Contributing to curriculum planning, evaluation and implementation.
- Contributing to development of school and year group procedures as and when required.
- Preparing and using appropriate teaching materials.
- Preparing and using specialist teaching equipment and resources to support pupils.
- Attending day trips, residential trips and supporting / running co-curricular clubs as agreed.

### **SUPPORT FOR THE SCHOOL by:**

- Contributing to the overall ethos/work/aims of the school.
- Complying with policies and procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensuring all pupils have equal access to opportunities to learn and develop.
- Liaising effectively with teachers, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Assisting with the supervision of pupils out of lesson times at various times of the school day, including before and after school, according to contractual hours.
- Recognising own strengths and areas of expertise and use these to advise and support others.

You may also be required to undertake such other comparable duties as reasonably required by the Head from time to time.

## Teaching Assistant – General Information

We are seeking to appoint a Teaching Assistant to start in September 2018.

The post is for 40.5 hours a week, the hours being from 8.00am until 4.30pm two days a week and 8.00am until 6.00pm with an hour's unpaid lunch break. The two later evenings will be supporting the After School Care team. The post holder will be paid for 177 working days in the year, to include 173 school days and 4 in-service training days. The salary is split by equal monthly instalment throughout the year.

The successful applicant must have an excellent rapport with young children, have relevant experience and qualifications, be committed to the highest standards of educational provision and be in sympathy with the aims and ethos of Warwick Prep.

**TEACHING ASSISTANT**  
**PERSON SPECIFICATION**

| <b>Selection Criteria</b>              | <b>Essential</b>  | <b>Desirable</b>  | <b>Method of Testing</b>  |
|--|---|---|---|
| <b>Qualifications</b>                  | NVQ3 or equivalent in Early Years education.  | <ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> <li>• First Aid training</li> <li>• Basic Food Hygiene certificate</li> </ul> | Application form, interview procedure and viewing qualification certificate.                  |
| <b>Experience</b>                      | <ul style="list-style-type: none"> <li>• Recent experience working in an EYFS class or setting</li> <li>• Knowledge of the EYFS curriculum.</li> </ul>  | <ul style="list-style-type: none"> <li>• Some understanding and awareness of SEN.</li> <li>• Experience of independent school education</li> </ul>            | Application form, interview procedure, references.  |
| <b>Special Knowledge</b>               | <ul style="list-style-type: none"> <li>• Knowledge of the EYFS Curriculum</li> <li>• Knowledge of observation techniques</li> </ul>   | <ul style="list-style-type: none"> <li>• Knowledge of the 'key worker' system</li> </ul>  | Application form, interview procedure, references.  |
| <b>Particular Skills and Aptitudes</b> | <ul style="list-style-type: none"> <li>• Ability to work as part of a team.</li> <li>• Ability to support, encourage and build confidence and skills of children experiencing barriers to learning</li> <li>• Good interpersonal organisational and communication skills.</li> <li>• Ability to deal sensitively with children and parents.</li> <li>• Ability to maintain the ethos of the school.</li> <li>• Able to work under direction but use initiative as the situation demands.</li> </ul> | <ul style="list-style-type: none"> <li>• Good ICT skills.</li> </ul>  | Application form, interview procedure, references.  |
| <b>Other requirements</b>              | <ul style="list-style-type: none"> <li>• Clear Enhanced DBS check if appointed.</li> <li>• Suitable to work with children.</li> <li>• Have commitment to own personal and professional development</li> </ul>   | <ul style="list-style-type: none"> <li>• Able to be flexible with working hours should the need arise for extra work on an <i>ad hoc</i> basis.</li> </ul>    | References, DBS check, List 99 check, identity checks, interview, medical fitness declaration |

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

## Application Process

Applications can be completed either electronically or handwritten. Applications should include:

A completed application form (CVs are not an acceptable alternative) including the names, addresses, e-mail and telephone numbers of two professional referees, one of which must be your current or more recent employer.

The application form includes an opportunity for you to set out the reasons why you are applying for the post and what you have to offer us. This can either be completed on the form or in a separate letter of no more than two sides of A4.

Applications should be addressed to the Head at Warwick Preparatory School and sent to the HR Department, Warwick Independent Schools Foundation, Myton Road, Warwick CV34 6PL. Email applications may be sent to [hr@warwickschools.co.uk](mailto:hr@warwickschools.co.uk). The deadline for applications is 12 noon on Friday 18 May 2018.

Applicants called to interview will be required to bring evidence of their identity and qualifications. References will be sought only on applicants who accept an invitation to interview and with their consent.

The appointment will be subject to a satisfactory medical checks and confirmation of academic qualifications. The post will be confirmed on receipt of all references and of a satisfactory outcome from an enhanced DBS check. Please note that the school's Child Protection Policy is available on the [school website](#) and should be read by all applicants for this post.

Interviews are scheduled for the week beginning 4 June 2018. If you have not heard from us by this date then, regrettably, you may assume that your application has been unsuccessful.

Please contact the school and ask to speak to the Head of Pre-Prep Department, Mrs Smeeton, if you have any further questions in advance of an application.

May 2018