



WEST BUCKLAND PREPARATORY SCHOOL

Job Specification – Teaching Assistant – Prep School

The School

West Buckland School was founded in 1858 nine miles from the town of Barnstaple. It stands in nearly 100 acres of grounds, surrounded by farmland, near the western edge of Exmoor. Its rural location is outstandingly beautiful. A number of staff live in houses and flats on the campus; most have their own homes in the area.

The school's buildings and facilities have developed steadily throughout its history and recent developments include the outstanding *Jonathan Edwards Sports Centre*, and the award-winning *150 Building*, a major £5m development which includes the Art and Design Technology Departments and a Theatre. The very ambitious programme to build *Parker's*, a seventy bed Sixth Form boarding house, and *The Michael Morpurgo Library*, a state of the art building comprising study facilities, library and resource centre, opened in autumn 2015.

The school is fully coeducational and has grown considerably in recent years. In the Senior and Preparatory Schools there are over 500 boys and girls aged 4 to 18 including over 90 boarders, and 159 students in the Sixth Form, a record number. There is strong demand for boarding places. The school has its own Preparatory School, with pupils aged 4 to 11, which is on the same site. Attached to the Preparatory School is a thriving Nursery for children aged 3 and 4.

Academic standards at the school are high, and for many years, West Buckland has been one of the most consistently high performing schools in the South West at GCSE and A-level. A-level results typically exceed 70% A* to B and our GCSE students this year achieved 52.4% of passes at A* and A. There is considerable emphasis on extracurricular activities at the school, with a proud record in boys' and girls' games, Drama, Music, the Combined Cadet Force, Outdoor Education and the Duke of Edinburgh Award Scheme.

Further information about the school may be found on our website:
www.westbuckland.com

The Appointment

The successful candidate will become a Teaching Assistant (TA) and will help the teaching staff on a daily basis as well as supervising, helping and teaching the children.

Purpose of job: to contribute a high standard of physical, emotional, social and intellectual care for children in the Preparatory School and assist the teaching staff in their duties and preparation.

Main duties:

1. To safeguard and protect the children in your care, ensuring that all the procedures in the Child Protection Policy are followed.
2. To contribute to a program of activities suitable to the age range of the children in conjunction with other staff; this will be primarily across Key Stage 2 but an expectation to assist in Key Stage 1 as required.
3. To assist in maintaining pupil and management records as relevant.
4. Supporting all staff as required and directed and engaging in a good staff team.
5. Liaising with and supporting parents and other family members as directed by your Line Manager.
6. To attend ALL out of working hours' activities, e.g. training, monthly staff meetings, parents' evenings, summer fair, Christmas party, etc as required by your Line Manager in line with your hours of employment.
7. To be flexible within the working practices of the Prep School. Be prepared to help where needed, including undertaking certain domestic jobs within the school, e.g. preparation of snack meals, cleaning of equipment, etc.
8. Working alongside the school team to ensure that the ethos of the school is fulfilled.
9. Recording accidents in the accident book. Ensure your Line Manager and the Prep School Office Manager has the report ahead of issue the parent.
10. Looking upon the school as a 'whole', being constantly aware of the needs of the children.
11. To respect the confidentiality of information received.
12. To develop your role within the team, especially with regard to your position as a TA.
13. Specific tasks as required or directed:
 1. Assisting the teaching staff in their preparation and duties
 2. The preparation and completion of activities to suit the child's stage of development
 3. To ensure that mealtimes and playtimes are a time of pleasant social sharing
 4. To attend and supervise children on fixtures and trips away from school
14. To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds and stages of development
15. To be aware of the high profile of the Prep School and to uphold its standards at all times

The Prep School is open for approximately 36 weeks of the year and the salary will reflect this on a pro-rata basis. TA qualifications or Level 3 or equivalent relating to childcare is helpful, but not essential. Some previous experience in a childcare setting is very important and excellent references are essential. Anticipated hours of duty are 08.30 to 17.00 daily (Monday to Friday) term time and Inset of one additional week over the academic year; overall supervisory requirement and salary will be discussed at interview.

A driving licence and a willingness to drive a minibus and attend fixtures and school trips in line with duty hours are also helpful.

All newly appointed staff undergo checks by the Disclosure & Barring Service at enhanced level. The successful candidate will be asked to complete a confidential questionnaire, the

results of which will be seen only by the School's Medical Officer/Nurse. The Headmaster will be informed only of any medical factors which would make it inappropriate to confirm a candidate's appointment.

The Interview

Closing date for receipt of applications is midday on 31st October 2017.
Interviews will take place in the week commencing 6th November 2017.

Candidates invited for interview will be shown around the school by a member of staff. There will be an opportunity to meet other members of staff and to see the school at work. Candidates will be asked to lead a short activity with the children whilst being observed. Details of this will be discussed with the candidates some days beforehand. There will be a series of interviews with the Prep Head and senior staff.

Holidays

As a salaried member of Support Staff you will be entitled to pro-rata 25 days paid holiday per annum plus Bank Holidays (except May Day Bank Holiday which is a normal working day – for which a day off in lieu is given) to be taken at agreed times during the school holiday periods. The holiday year runs from 1st September through until 31st August, staff appointed during the holiday year or on a part-time contract will receive a pro-rata amount of holiday entitlement. Holidays during term time are not normally permitted.

Safeguarding Policy Statement

The post holder's is responsible 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 expected to adhere to, and ensure compliance with the school's Safeguarding and Child Protection Policy 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 Designated Safeguarding Lead or to the Headmaster.

West Buckland School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including reference checks with past employers and the Independent Safeguarding Agency.

This post is identified as being within the scope of Regulated Activity and requires a cleared Enhanced Disclosure from the Disclosure and Barring Agency. As such all previous criminal convictions deemed to be expired under the Rehabilitation of Offenders Act are required to be declared, this may not negate the applicant from being appointed.

Application Process

Please send completed application form, and any supporting information, to recruitment@westbuckland.com or by post to: Assistant Bursar (HR & Operations), West Buckland School, West Buckland, Barnstaple, EX32 0SX, (identify on the envelope – Application for post of Teaching Assistant)