

Details of the Role

Pre Prep Department

Lochinver House School's Pre Prep is a thriving, productive and happy environment. During these precious and formative years we equip our boys with the skills, opportunities and motivation to succeed, both inside and outside the classroom. Our academic curriculum aims to inform, extend and challenge our pupils, preparing them for success in an ever changing world. As we raise their aspirations, we begin to prepare them for the wider world. We enable our pupils to be independent learners and critical and creative thinkers. They are encouraged to 'have a go' and to persevere, to give their best effort and to embrace challenges. This positive mind-set is in evidence in the classroom, on the sports field, in music, drama and art lessons and in our programme of extra-curricular activities.

Throughout Pre Prep, we also provide a variety of curriculum enriching trips, visitor workshops and after school clubs. This includes our Art club "Splodgers", Science, French and Chess Clubs, as well as tennis and football lessons. From Year 2, our pupils have the opportunity to have individual music tuition and language lessons in the Senior School. We also have an exciting programme of outdoor learning, an Enviro Day and Gardening Club. Pupils take part in Bounce, a day devoted to the development of Growth Mind-set. Amidst all this excitement, we help our pupils achieve a balanced life which blends work and play, challenge and rest, intensity and relaxation through the principles of Mindfulness. The Department is overseen by our Head of EYFS and Pre Prep (Years Reception, Year 1 and Year 2) who is a member of our Senior Leadership Team. There are two classes of 21 pupils, both of which have a Teaching Assistant.

The Role and person specification

We require a dynamic, ambitious, well-qualified Level 3, or above, Teaching Assistant to support and assist our skilled and committed teachers in the Pre Prep Department. You must be qualified to GCSE Level or above and have grade C or above in English, Maths and Science.

The role is to initially work with Reception pupils, but you should be prepared to work in other year groups within the department as required by the Head of Pre Prep and EYFS. You should be a committed professional, who is willing to 'go the extra mile' in support of the School, and who has a proven track record of excellence.

This is a fantastic opportunity to make a difference. We seek someone with a genuine passion for education; someone who can inspire our pupils with a love of learning, supporting them in an innovative and imaginative way. What matters to us is your enthusiasm for the children you support, your expertise and your ability to motivate pupils to engage with their learning. You should be a confident practitioner, who understands the importance of ensuring children receive a secure foundation in the Early Years Foundation Stage.

There will be many exciting opportunities for a candidate with vision, flair and innovation. Each member of staff is encouraged to make a contribution to the development of the department's policies and practices and as a member of the team can expect the department to reflect the quality and nature of his/her enthusiasm and talent.

You will be required to form positive relationships with all members of the Pre Prep and School team and be ready and willing to support your colleagues, as required. You should be willing to share new ideas and be confident to carry out these ideas. The more creative and imaginative you are the better! You should also be responsive to constructive advice intended improve your own professional development. We seek motivated and reflective individuals!

As well as being passionate about children's development and learning, you should be patient, calm and highly organised and be capable of acting upon your own initiative. You should be positive and caring with the energy to match our youngest pupils!

Confidence when dealing with parents is a must and you are expected to be able to form positive relationships with our hard working and supportive parent body.

We are committed to providing a stimulating and interesting programme of before and after school care. There may be a requirement to work in Morning Club and you should be willing to take on any additional responsibilities that are asked of you. This may also include occasional work in Teatime Club.

Detailed Job Description

- Teaching Assistant within the Pre Prep Department (Reception, Year 1 and Year 2)
- Core hours Monday to Friday 8'15am to 3'30pm term time only
- Teaching support in Literacy, Numeracy and other areas of the curriculum as required
- Support and complement the work of teachers by:
 - Helping plan lessons that reflect the programme of study and schemes of work
 - Preparing resources and displays, maintaining an attractive and stimulating learning environment that showcases and celebrates pupils' work and achievements
 - Responding to individual needs by personalising resources for an individual or a small group
 - Be vigilant and mindful of any pastoral issues and inform the appropriate member of staff without delay
 - Working with a group of pupils or an individual pupil, as required
 - Supporting the teacher in behaviour management, following the School's Behaviour Management and Exclusion Policy
 - Assisting with assessing, recording and reporting (including verbal feedback to teacher) on pupil progress and attainment
 - With the support of the teacher, use current pupil data to identify areas of strength and weaknesses in order to provide appropriate support to create a differentiated setting if necessary.
 - Mark any work as appropriate, and if requested, following the School's Marking and Feedback Policy
 - Planning with the teacher and year group team specific strategies and targets for improvement
 - Liaise, if necessary, with the Head of Learning Support and the Able and Talented Lead
 - Support and challenge pupils, where necessary
 - Hearing daily reading of the pupils in the class and liaising with the teacher regarding pupil progress
- Assist in the promotion of development and learning (physical, social, emotional and behavioural)
- Attend to pupils involved in minor accidents or incidents and look after the hygiene and health requirements
- Become a qualified Paediatric First Aider if not already
- Participate in the development and maintenance of home-school links by establishing excellent relationships with parents
- Take responsibility of the class in the absence of the teacher (only if EYFS ratios are maintained)
- Accompany pupils on School outings, assisting with the supervision of pupils
- Contribute the risk assessments as required
- Help with administrative duties such as photocopying and filing of pupils' work
- Undertake any break duties assigned by the Head of EYFS and Pre Prep
- Maintain the order and cleanliness of the classroom environment and classroom equipment
- Attend all School INSETs and training deemed necessary by the Head of Pre Prep and EYFS
- Set a good example in terms of personal presentation, attendance and punctuality
- Take appropriate action related to any problems or emergencies that occur during the lesson or School day
- Comply with all school policies – particularly those on child protection, health and safety, confidentiality and data protection
- The ideal candidate will be keen to further advance the use of ICT within an already technologically vibrant department.

Salary and Benefits Information

Teaching Assistants at Lochinver are paid according to the School's own attractive pay scale. In addition, all staff have the opportunity to enjoy the following benefits:

- Lochinver House School is committed to continued professional development and supports its staff through a generous training budget
- Generous school holidays
- The School subscribes to a Pension Scheme
- Membership to the Schools Health Care scheme at a discounted rate
- Reduced membership fees to the local gym
- All lunches and refreshments are provided free of charge
- Scope to participate in overseas and UK school residential trips
- School iPad

Lochinver House School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced criminal record check through the DBS. The interview will include questions about safeguarding children and our child protection policy can be found on the School's website.

The School is also committed to eliminate unlawful discrimination and to promote equality for pupils, staff and the extended school community.

To apply for this position please either use the TES online application form or complete the Lochinver House School application form which can be obtained from our website; www.lochinverhouse.com and email to Sam Cottenden, HR and Compliance Manager, scottenden@lochinverhouse.com.

If you would like more information about this role, Lochinver School or would like to visit our School please contact Sam Cottenden on 01707.620044.

Closing date for applications is Friday 20th April 2018.