



IPSWICH PREPARATORY SCHOOL

Appointment of EYFS Teaching Assistant

Brief for applicants

May 2017



Ipswich Preparatory School

EYFS Teaching Assistant

(Predominantly for Nursery)

Required September 2017

Would you like a fulfilling and varied role in a great setting? We are seeking to recruit an enthusiastic, talented and motivated individual to work as a Teaching Assistant with 3 - 5 year olds.

You will be suitably qualified for a post in the Early Years Department but we will consider training, if necessary.

This is a full time post, Mondays to Fridays during Ipswich School term time (8.15 am – 3.45 pm).

Further details and an application form are available from the school website www.ipswich.school

The closing date for applications is Friday 2nd June at 12.00 noon and interviews are likely to be held on Wednesday 14th June 2017.

School Organisation

Ipswich Preparatory School, for pupils aged rising 3 – 11, is the Junior School of Ipswich School and close links are enjoyed with the Senior School. There are two classes per year group, Reception to Year 6 and a Nursery with the equivalent of 36 places.

The Preparatory School operates as one unit, from Nursery to Year 6. Whilst there are organisational differences between the ways in which school life is structured for infant and junior pupils, there is no formal separation of the school into two sections.

Most pupils proceed to the Senior School at 11+ having been offered a place at the end of Year 5 and for some having passed the entrance tests. Many win scholarships to the Senior School, 29 this year including academic, art, music and sports awards.

The Prep School has a Senior Management Team incorporating the Head and a Deputy Head and the Director of Studies along with the Phase Leaders.

Pupils follow a broad and balanced curriculum. Academic achievement is high and the School has particular strengths in art, music, drama and sport. All classes, with the exception of Years 5 & 6 are generally taught by their Form Teacher, although some subjects, such as Languages, Art, ICT, Games, Music and Science are normally taught by teachers specially appointed to teach that subject. The School has Learning Enhancement staff, a school counsellor and a good number of teaching assistants.

The School

Ipswich School is one of the foremost independent schools in East Anglia. It was established prior to 1399 and moved to its present site in 1852. It is a co-educational school with around 1000 pupils aged between rising 3 and 18 and operates a five-day week.

Ipswich School has offered places to girls as well as boys since 1993 and prides itself on being truly co-educational. The School comprises a Senior School with over 750 pupils aged from 11 to 18 and the Prep School with some 300 pupils aged from rising 3 to 11.

Facilities

The building for Nursery to Year 2 children was opened in 1996 and in September 2006, the upper part of the Prep (Years 3 – 6) moved into purpose built accommodation on the same site. The Prep School shares some facilities with Ipswich School, primarily the dining hall, playing fields, swimming pool, pavilion, sports halls and floodlit all-weather pitches, in their own sports centre. The Prep has its own multi-purpose halls, science laboratory, art/technology room, libraries, adventure and hard play areas, ICT suite and music rooms including practice rooms.

Teaching Staff

The School enjoys a talented, committed and loyal teaching staff. The ratio of teachers to pupils is approximately 1:11. In addition to Form Teachers, there are specialist teachers for PE, Games, Music, Art, Languages, ICT and Learning Support. Form teachers, in addition to subject specialists, take on subject leader roles.

All staff who teach at the School make contributions to school life outside their own specialisation as well as to our co-curricular programme and in pastoral support across the School. The School has a strong community feel and new members of staff invariably speak of the supportiveness and friendliness of their colleagues and the pupils.

Staff meetings are held weekly and may be general in nature or consider a particular subject or aspect of school development and life.

Support Staff

The School employs the Head's PA, two full time and two part time school secretaries, as well as a full time admissions manager. The school offices are always attended by a trained first-aider, who monitors the sick.

Three qualified teaching assistants work in the Nursery with a teacher. Four full time classroom assistants work with Reception, Year 1 and 2 classes under the direction of the Form Teachers. One teaching assistant works in the Upper Prep and a further three teaching assistants work across the Prep School with the help of two gap year students. They are also trained first-aiders and supervise play and lunch times alongside teachers. We also have a full time learning support assistant who works with targeted individuals and groups alongside the Learning Support Teacher. A part time librarian mans the libraries for 18 hours per week and lunch time supervisors help teachers at lunch time.

The Prep has its own kitchen and staff for preparing and cooking lunch for children up to and including Year 3. Children from Year 4 upwards eat in the Senior School dining facilities.

Other staff, such as the School Chaplain, Matron, the Bursar and Clerk to the Governors and his staff, the Estates team, Senior School office staff and the Reprographics Technician are shared with the Senior School.

Curriculum

The School broadly follows the old National Curriculum and includes elements of the new National Curriculum but we no longer participate in SATs. The pace of learning is fast and enables pupils to look well beyond the confines of the National Curriculum, learn Languages from 4+ and embrace breadth of study in all subjects.

Scholarships to Ipswich School and to other selective schools are regularly won. Under the guidance of the Director of Studies, there is good liaison between Prep School subject leaders and Senior School heads of department.

Music is a particular strength of the school, all pupils being taught to play a string instrument in Year 3. Musical opportunities abound, whether through choirs, orchestras, jazz groups, concert bands or chamber groups.

Sport is another strength. Pupils follow a varied programme of activities, which include rugby, hockey, cricket, tennis, netball, rounders, swimming, gymnastics, athletics and dance. Regular fixtures are held against neighbouring schools and excellence is fostered, whilst always adhering to a policy of sport for all.

Art and Drama afford children opportunities to explore their creative side and drama takes place in the curriculum every week; the Year 6 play being its pinnacle. Children have myriad opportunities in art, including taking part in external competitions and we are often very successful in these.

Ipswich Prep School is developing a strong 'outdoor curriculum' where we take advantage of using the world around us to learn. This includes lessons beyond the classroom, using our small wood and visiting our affiliated farm to learn 'on the farm', not about it. We also have an established Bushcraft programme and successful residential visits are part of the curriculum.

Pastoral Care

Pastoral care is primarily in the hands of Form Teachers who are supported by a simple yet effective system of rewards and sanctions and by a range of support staff, to include the Deputy Head, the PSHE co-ordinator and the school chaplain, Matron and school counsellor. All staff are responsible in helping to ensure that the children are happy in school and teaching assistants play an integral part in this.

Marketing

All members of staff are expected to support the Head in marketing the school.

Hours of Work, Salary and Benefits

- This is a permanent post (subject to satisfactory completion of a 6-month probationary period).
- Hours: Mondays – Fridays during Ipswich School term time 8.15 am – 3.45 pm each day with a 30-minute break for lunch (7 hours per day, 35 hours each week).
- All Teaching Assistants are required to work on Open Morning / Afternoon on one Saturday (usually) in September each year. EYFS Teaching Assistants are required at Meet the Teacher Evening in September.
- Teaching Assistants are expected to attend Professional Development Days (there is one INSET day currently held in February each year, and the two days immediately prior to the start of the Michaelmas term each year).
- The salary for this post will be between £14,348 and £15,715 per annum depending on qualifications and experience, which includes 28 days' paid holiday per year pro rata in accordance with the Working Time Regulations.
- Salaries are paid monthly in arrears by BACS on the last working day of each month and are reviewed annually on 1 September.
- Childcare vouchers can be purchased where applicable and in accordance with Government regulations.
- After 3 months' service and/or in line with workplace pension legislation, the post holder will be entitled to join a defined contribution pension scheme if he/she wishes.
- Staff are able to use the School's swimming pool and fitness gym (in compliance with appropriate rules and regulations).

Please note that holiday may only be taken during Ipswich School holiday periods.

Job Description

In addition to the general requirements of a member of Ipswich School staff, the responsibilities for this post include the following:

EYFS TEACHING ASSISTANT

Role:

To be responsible to the teacher who in turn is responsible to the Lower Prep Phase Leader and ultimately the Head of Ipswich Preparatory School to maintain the welfare of all pupils within the EYFS.

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The EYFS Teaching Assistant is a member of the EYFS and Nursery team and is primarily responsible for the delivery of the whole school curriculum.

RESPONSIBILITIES

- To work closely with the Teacher and other staff to provide a stimulating, safe and caring learning environment appropriate to the needs of the children in the EYFS.
- To work as a member of the EYFS team to promote the physical, emotional, intellectual and social development of the children in the EYFS.
- To work as a member of the EYFS team under the direction of the Teacher and Foundation Stage Phase Leader.
- To plan, prepare and set out in an appropriate way, in co-operation with the EYFS team, programmes of work and activities related to the class themes.
- To initiate, facilitate and evaluate programmes of work and activities for a groups and/or individuals, for example, story sessions, listening and reading, art and craft work, computer activities, cooking, music, dance, special needs activities in consultation with the EYFS Team.
- To ensure that the materials, equipment and resources are available for groups and/or individuals to undertake planned activities, to tidy up at the end of the session and to encourage children to help whenever possible.
- To share and at times to take sole responsibility for groups of children working in areas (both inside and outside under the direction of qualified staff) where a variety of activities are available, facilitating and enabling them by providing appropriate levels of support and interaction.
- To keep careful records of the child's development and progress and share them with parents, the child and other professionals as necessary.
- To encourage the children in self-care, independence, caring for their peers and their environment, and good behavioural standards, setting excellent examples at all times.
- To advise the senior staff of any concerns with regard to children, parents, equipment or with regard to health and safety.
- To maintain and ensure adequate resources are available for activities planned within the activity room and inform senior staff of any likely shortages.
- To maintain confidentiality with regards to any information about the children, their families or School business, including staff matters.
- To take responsibility as required for any activity under the authority and direction of the Teacher or the Head, for example, visits, group work, maintaining registers.

	<ul style="list-style-type: none"> • To act as a Key Person when required • To pass relevant information to key persons for them to talk to parents as required • To attend Phase meetings and other meetings as and when required • To attend weekly meetings of the EYFS team to plan and review work. • To deal appropriately with minor accidents and injuries both indoors and outdoors. • To be vigilant in matters of safety. • To provide assistance to pupils at lunch time. <p><i>This list is not exhaustive and duties may be changed or added to as determined from time to time.</i></p>
Knowledge, Qualifications and Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Hold a current and relevant childcare qualification NVQ Level 3 or above • Previous experience of working with young children. • Satisfactory Disclosure Barring Services Check. 	<ul style="list-style-type: none"> • Paediatric First Aid Certificate • Further qualifications. • Evidence of continuous self-development and updated knowledge in the fields particularly in the areas of responsibility for this post. • Knowledge of pupil welfare issues including child protection, raising achievement of needing SEND provision etc.
Skills and Abilities	
Essential	Desirable
<ul style="list-style-type: none"> • Have an excellent understanding of safe working practices in relation to child care • Have an excellent understanding of child development. • Some previous experience of using a computer and preferably online Learning Journey software. • Have the ability to work methodically and priorities own workload. • Have the ability to work as part of a team and also on own initiative. • Have the ability to maintain up-to date, accurate and detailed documentation. 	<ul style="list-style-type: none"> • Conversant with current Early Years legislation

Personal Qualities	
Essential	Desirable
<ul style="list-style-type: none"> • Be honest, reliable and flexible. • Be able to build excellent working relationships with children, parents/carers and colleagues within the EYFS. • Have the ability to attend for work punctually and well presented. • Have excellent attention to detail • Have a high level of patience • Enjoy working with children • Have the commitment to providing the highest standards of child care. • Have the ability to multi-task • Have the willingness to learn, and undergo further appropriate training • Be flexible, positive, friendly and have a supportive approach to work • Have a pleasant disposition with a capability to respond positively under pressure • Have a sense of fun, and understanding with other adults. 	<ul style="list-style-type: none"> • Have the ability to manage change positively.

MEMBER OF IPSWICH PREPARATORY SCHOOL STAFF

Role:

To be responsible to the Head of Ipswich Preparatory School to maintain the welfare and pastoral care of all pupils within the school, by supporting the school's ethos, to provide high standards of teaching, behaviour and the right conditions for effective learning.

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| 1. | <p>General:</p> <ul style="list-style-type: none"> • To support the School and its aims by example and commitment. • To observe professional standards, as outlined in the School Handbook, or as directed by the Head. • To be supportive of colleagues and of decisions taken by the School, by showing discretion and confidentiality when dealing with pupils, parents (current, or prospective) and colleagues. • To attend whole school events which may involve up to four Saturdays in a school year and INSET days. • To attend assemblies, staff meetings and other meetings appropriate to your role within the School. • To be punctual. • To set high expectations of conduct, appearance and diligence and to monitor standards in these matters. • To maintain standards of manners and general behaviour amongst children in the classroom, in the playground, in the dining room and on trips and special occasions in and around the School. |
| 2. | <p>Pastoral:</p> <ul style="list-style-type: none"> • To identify and respond to individual pupil needs. • To inform Form Tutors, the Deputy Head and the Head about issues with individual pupils. • To respond appropriately to letters from parents about pupils and inform the Head and, as it concerns them, colleagues. • To carry out duties as may be reasonably required by the Head. • To be consistent and fair in all dealings with pupils. • To keep Form Tutors and, as required, the Deputy Head, or Head informed of all rewards and sanctions which have been initiated in accordance with school policies. |

PERSON SPECIFICATION

We are seeking to appoint a committed and enthusiastic colleague, preferably with a relevant NVQ3 qualification and experience of working with young children and families to join our friendly and talented team to fulfill the above role. The successful candidate will assist with childcare, play and educational provision within the EYFS and initially in the Nursery (aged 2-5 years).

Closing Date and Interview Arrangements

Completed application forms, together with a letter of application detailing your suitability for the role, should be returned to Mrs Amanda Childs, Head, Ipswich Preparatory School, 3 Ivory Street, Ipswich, IPI 3QW by **midday on Friday 2nd June 2017**. Please mark the envelope Private and Confidential.

Interviews are likely to be held on **Wednesday 14th June 2017**.

Please advise us of any special requirements you may have if you are called for interview. If your special requirements mean that you need to submit this application in a different format please contact us.

If we have not been in touch with you by **Friday 30th June 2017** then we regret that your application will have been unsuccessful, but we would like to thank you for your interest.

PLEASE NOTE

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Employees must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service and to sign a declaration that to the best of your knowledge, there are no persons over the age of 18 who live with you who would be disqualified from working with children. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School Policy on the recruitment of ex-offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.
- Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School she/he must report any concerns to the School's Safeguarding Children Officer (the Prep Head for Prep pupils, the Senior Deputy Head [Pastoral] for Senior School pupils).
- All Ipswich School employees are expected to attend training in safeguarding children as directed.
- Employees are advised that in the interests of the health and safety of all its pupils and employees, Ipswich School operates a No Smoking Policy. Strict observance of this Policy is a condition of employment at the School as is compliance with the statutory restriction on smoking in public places.

May 2017