



Est. 1919

BRAMBLETYE

TEACHING ASSISTANT (NURSERY)

Start date: September 2017

Brambletye Pre-Prep Department

Job particulars for those applying for the post of Nursery Teaching Assistant at Brambletye.

1. The School

Brambletye is an IAPS co-educational boarding/day school for pupils between the ages of 2½ and 13. Pupils are prepared for Common Entrance or Scholarship examinations to a wide range of senior schools. The School was founded in 1919 at Sidcup Place, Kent and moved to its present site, just off the A22, one mile south of East Grinstead, in 1933. In 1969 it was formed into a charitable educational trust with a Board of Governors, which includes parents and Old Boys, with a range of academic and educational experience.

The School facilities are centered on a large country house in the Ashdown Forest, in its own woodlands and extensive playing fields. The whole property covers 140 acres. The School has outstanding sporting, music, drama and arts facilities. These include a new teaching block, an Art Room and Design Technology Workshop, an extensive Library, an ICT Room, a large Theatre and Music Rooms. There is also a Sports Hall, tennis and netball courts, two squash courts, an indoor swimming pool and several playing fields.

2. The Pre-Prep Department

The Pre-Prep Department/Nursery, is situated in a self-contained purpose-built state-of-the-art building. The main aim of the Department is to provide a secure, friendly and structured environment in which all children are encouraged to achieve their full potential and to develop at their own rate.

3. Classroom Duties

- To maintain good relationships with children and their parents/guardians.
- To refer and discuss any parental concerns with the class teacher.
- To help the children change their home reading books and maintain records/learning journals as required.

- To take children to the toilet and change them when necessary.
- To help the children dress and undress for PE and Games lessons and for outdoor play.
- To partake in 'family lunch' with the children in the Nursery classroom.
- To lead the children to and from the playground and at playtime.
- To set up, clear and clean art and craft materials.
- Ensure the classroom is left tidy at the end of each session and to report any damage to the class teacher.
- Preparing drink and snack for children and washing up afterwards.
- To prepare artwork for display on boards and assist the teacher with preparing display boards.
- To file and paste work into children's learning journals.

4. **Teaching Role**

- Keeping up to date with all policy documents and adhering to them.
- To become a Key Person for a given number of children in agreement with the Head of Nursery.
- To participate in parent/teacher consultations in the Autumn and Spring Terms and to complete written reports at the end of the Autumn and Summer Term.
- To complete learning observations in accordance with EYFS, update Learning Journals and to plan Next Steps.
- To work with and support groups of children or an individual child under teacher's direction in all areas of the curriculum, relating back to the Head of Nursery at the end of the activity where necessary.
- To encourage children to persevere to reach the end of an activity.
- To encourage children to take ownership of their own activities by allowing them to make their own decisions and use their own creativity.
- To praise children during activities and for good behaviour and to maintain the school rules and codes of behaviour during work and school periods.
- To discuss any concerns regarding a child with the Head of Nursery and/or Head of EYFS
- To participate in/on class trips taken during the class curriculum time.
- To undertake any reasonable task asked of them by the Head of Nursery, Head of Pre-Prep or Headmaster.

5. **General**

- **To read and understand all School Policies including the Brambletye Staff Handbook.**
- Set a good example to pupils they work with, in their appearance and their personal conduct.
- It is absolutely essential that members of staff use good sense and discretion. They must be careful not to discuss pupils and/or parents in front of others; not to pass comment on, or discuss colleagues with pupils, their parents or indeed anyone outside the professional context.

- Have high expectations of pupils' behaviour, academic and social abilities.
- Encourage all pupils to be part of a school community which affords equal value to all its members, is seen to be just and encourages mutual respect, concern for other and truthfulness.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- Undergo Basic First Aid training.
- To attend school functions as required by the Head.

6. Terms and Conditions:

The terms and conditions attaching to the post will include the Standard IAPS Contract of Employment.

The salary will be made up as follows:

- An appropriate point on the Brambletye scale.
- Children of staff may be educated at the school with a percentage fee remission.

7. Applications:

The application form for the post of Nursery Teaching Assistant can be downloaded from our website www.brambletye.co.uk/job-opportunities. Completed forms should be emailed to Harriet Tarnoy on htarnoy@brambletye.com. *Applications not submitted on the Brambletye Application Form, or with the Brambletye Application form not completed in full, will not be considered.*

The closing date for applications is: Monday 26th June. A shortlist will be drawn up and interviews will take place from Wednesday 28th June.

The interview procedure will have three distinct elements:

1. A tour of the School.
2. The opportunity to spend an hour in the Nursery.
3. An interview with the the Head of the Pre-Prep/EYFS and Head of Nursery.

It is anticipated that an appointment will be offered shortly after the interviews. If you would like to discuss any aspect of the post in greater detail, please e-mail the Head of the Pre-Prep, Mrs Dawn Atkinson, on datkinson@brambletye.com or phone her on 01342 321004 ext 234.

Brambletye 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 checks with past employers and the Disclosure and Barring Service. The school's Safeguarding and Welfare Policy is available via the website.

Brambletye School is a registered charity (No. 307003).