



TITLE OF POST: EARLY YEARS TEACHING ASSISTANT LEVEL 3
Dame Bradbury's School - Part of the Stephen Perse Foundation
Full-time
Monday 8am - 5pm
Tuesday to Friday 8am – 4pm

We are the Stephen Perse Foundation. Extraordinary things happen here every day.

The Stephen Perse Foundation is inspiring. It is a community in which everyone, both students and staff, achieves and makes a contribution every day.

For us, our examination results, brilliant as they are, are not an end in themselves. Instead, they are a small part of a much broader process and experience. That process is all about added value, something we offer and look for in staff as much as in students. It is something in which every journey both begins with and is built around the individual.

A global outlook, a focus on pedagogy, a ground-breaking commitment to digital learning and an emphasis on inspirational learning environments make us different. More than that, our policy of 'looking beyond' underpins education here. Co-curricular learning is integral to what we do, where opportunity and excellence are valued and encouraged.

Our community, led by the Principal, Miss Tricia Kelleher, is made up of a family of six different schools, each with its own Head, comprising 1,100 boys and girls aged 3 to 18, around 150 teaching staff and 145 support staff.

With an Exceptional ISI Inspection report in 2014 and Independent School of the Year 2014/5, we have much to be proud about.

However, we know that education in the twenty-first century is as much about looking forward as looking back. We have just completed a pioneering redevelopment plan, which includes a five-storey sports and learning centre in the heart of Cambridge. The plan will also allow us to admit boys right through the Foundation, with a diamond formation for learning for both boys and girls in the Senior School. It's a twenty first century vision of single-sex education that we believe is right for the future.

Responsible to: Head of Early Years and Head of School

Location: Dame Bradbury's

Role Description: The successful candidate will be a key worker in the Early Years and support the classroom teachers to facilitate the active participation of pupils in the academic and social activities of the school and contribute to raising standards of achievement of all pupils. They will support the Room Leader to facilitate a high standard of physical, emotional, social and intellectual care for pupils and implement a daily routine and be responsible for supporting the running of the after school care.

Job Purpose

Main Responsibilities:

Support for pupils

- Contribute to a programme of age-appropriate activities designed to stimulate the pupils you are working with
- Contribute to observations of individual pupils and contribution to individual online learning journeys



- Keep an accurate record of achievement on your key pupils
- Be a pro-active team member, offering appropriate support to your colleagues
- Liaise with and support parents and other family members under direction of the teacher and room leader
- Be flexible within working practices of the Early Years. Be prepared to help where needed, including domestic jobs within the Early Years, e.g. preparation of snacks, cleaning equipment etc.
- Work with colleagues to ensure that the Early Years' philosophy is reflected
- Record accidents according to procedure and make sure that parents are informed of any accidents that have taken place
- Look at the Early Years as a 'whole', where your help is most needed and how you can most effectively meet the needs of the pupils in your care
- Respect the confidentiality of information received
- Develop your role within the team, especially your role as a key worker
- Specified Child Care Tasks:
 - a) Prepare and complete activities that match the child's stage of development
 - b) Make sure that mealtimes are a time of pleasant social sharing
 - c) Wash and change pupils as required
 - d) Provide comfort and warmth to an unhappy or sick child
- Help to make sure that the environment meets the needs of pupils, reflecting their Cultures and religious backgrounds, and stages of development

Support for the colleagues

- Contribute to reports on pupil progress and development
- Contribute to the development of PEPs for pupils with special needs and disabilities
- Contribute to the planning and evaluation of work programmes for individual pupils and groups
- Provide feedback on learning activities and contribute to the school review and development planning
- Organise the learning environment and develop appropriate classroom resources as required
- Contribute to behaviour management both in school and on trips and visits, take charge of situations to allow the teachers to continue to work with the rest of the class

Support for the school

- Develop and maintain effective working relationships with other staff in the School and the parents or carers
- Contribute to the maintenance of a safe and healthy environment
- When required attend and actively participate in staff meetings
- When required attend and actively participate in school events outside of the school day for example concerts, workshops, residential trips and open days
- When required be flexible in working with other parts of the Stephen Perse Foundation
- Make suggestions for school events and help with the organisation of them
- Support Pre-prep families through providing safe and purposeful childcare for children aged 3-7 after school hours

General responsibilities

- To build and maintain good working relationships with all Foundation colleagues
- To assist as necessary in other Foundation areas at peak times
- Work at all times towards the aims and goals of the Foundation and any individual objectives and targets you may have agreed
- Pro-actively identify areas for improvements within the Foundation
- Act in accordance with Data Protection principles at all times
- Adhere at all times to Foundation Operational and Employment policies and procedures



- Attend and actively contribute to staff training
- Take responsibilities for own Health and Safety and that of your colleagues

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may be reasonably be required within the general scope and level of the post.

Safeguarding and welfare of pupils

The post holder's responsibility for promoting and safeguarding the welfare of pupils and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the role-holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the School, s/he must report any concerns to the School's Child Protection Officer or the Principal.

All employees of the Foundation adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be found on the Foundation website under Recruitment. <http://www.stephenperse.com/recruitment>

Terms and conditions

All appointments for the Stephen Perse Foundation are subject to reference and DBS (Disclosure and Barring Service) checks, proof of identity and eligibility to work in the UK.

Invitation for interview and recruitment arrangements

The School has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete the online form which must be cleared before the applicant can commence work. Such checks may take up to 8 weeks to complete.

If called for interview, you will be required to bring with you:

- ***PHOTOGRAPHIC PROOF OF IDENTITY WHICH MUST EITHER BE A PASSPORT, UK DRIVING LICENCE OR RESIDENCE PERMIT, PROOF OF ADDRESS E.G UTILITY BILL (NOT MOBILE PHONE), COUNCIL TAX BILL, BANK STATEMENT NOT MORE THAN THREE MONTHS OLD.***
- ***A MINIMUM OF THREE DOCUMENTS MUST BE BROUGHT TO INTERVIEW, ONE OF WHICH MUST BE PHOTOGRAPHIC ID.***
- ***YOUR PROFESSIONAL QUALIFICATION CERTIFICATES.***

References may be taken up before interview.

Data Protection Statement

The Stephen Perse Foundation adheres to the Data Protection Act 1998. In order for us to process your application for employment, we capture information about you. This may include your physical and mental health, and any criminal convictions you may have. All information will be kept confidential. We will only use it to process your application for employment. Your criminal record is used to enable us to discharge our legal obligations as a School. We destroy this information once we have obtained it, and simply log the fact that we have seen it. Your physical and mental health details enable us to assess that you will be able to fulfil the demands of the job. Should your application be unsuccessful we will delete all your information from our systems and dispose of it in a secure manner, unless you request that we retain it.

**Hours of work**

The position is term-time only plus 4 INSET days, 35.8 weeks. 8.00am - 5.00pm Monday. 8.00am - 4.00pm Tuesday to Friday.

Salary

The Stephen Perse Foundation has its own competitive salary scale.

Benefits

- Holiday at the rate of 30 days full time equivalent, plus Bank holidays
- Contributory pension scheme
- Private health and dental plan subscriptions after two years continuous employment (pro rata for part time)
- Staff discount on School Fees of 25% (pro rata for part time) should staff have a child at Dame Bradbury's, Stephen Perse Sixth Form College, Senior School, Junior School or the Pre Prep after two years of continuous employment
- Cycle to work salary sacrifice scheme
- Salary sacrifice childcare vouchers
- Lunch and refreshments are provided

Application process

The closing date for applications is 8am on 19th March 2018

Please apply directly through our online recruitment portal at www.stephenperse.com/recruitment

Interviews will take place on 20th March 2018

We are unable to accept CVs as a method of application.



Person Specification

EARLY YEARS TEACHING ASSISTANT LEVEL 3

	Essential	Desirable
Qualifications	NVQ Level 3 or higher in Early Years or equivalent	Paediatric First Aid Certificate
Knowledge & Experience	<p>Previous experience of working within an Early Years setting or KS1 classrooms</p> <p>Digitally Competent in using IT to support Children's learning</p> <p>Ability to complete observations and plan activities that respond to the children's needs</p>	Familiarity with iPads and Google Drive
Skills & Aptitudes	<p>Understanding of young children's development</p> <p>Ability to plan an engaging learning environment for young children</p> <p>Ability to relate well to young children</p> <p>Appropriate use of initiative</p> <p>Ability to adapt to changing circumstances</p> <p>Ability to maintain discipline in an age appropriate way</p>	
Personal Qualities	<p>Willingness to work as part of a team</p> <p>Really enjoy working with children</p> <p>A sense of responsibility and confidentiality</p> <p>Enthusiastic approach</p> <p>Cheerful disposition</p>	