



BARNARD CASTLE
PREPARATORY SCHOOL



Teaching Assistant

For September 2018

Information for Candidates



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PREPARATORY SCHOOL

Dear Candidate

Barnard Castle School is a warm, friendly, busy and purposeful school which fosters a strong sense of community and endeavour. A co-educational school for pupils aged 11-18, it has its own Preparatory School for boys and girls aged 4-11, situated on an adjacent site.

The Prep School accepts both day pupils and boarders, looked after in the Junior Boarding House. We have an established extended day programme and we also offer flexi-boarding. The school draws pupils from a wide catchment area and operates a popular and convenient bus service.

While academic achievement lies at the heart of what we do, as a Christian foundation we never forget the importance of fostering mutual respect and decency amongst our pupils. We believe that all our pupils have something to offer, and we are driven by a desire to find areas where each of them can excel. Every week we offer an extensive programme of extra-curricular activities, and we have an outstanding reputation for Sport, Music, Drama and Art.

The Prep School are currently looking to appoint a Teaching Assistant, to support the teaching and learning within the Prep School.

The Prep School is an exciting and hugely rewarding place to be and I look forward to receiving your application.

Best wishes.

Laura Turner
Prep School Headmistress



The History of Barnard Castle School

Barnard Castle School has its roots in the medieval past and its eyes set firmly on the future. The school traces its origins back to the nearby Hospital of St John, which was an educational and religious community established by John de Balliol in 1229. He was also the founder of Balliol College in Oxford and his passion for learning remains central to our philosophy today. In 1883 with a gift from Benjamin Flounders, a Victorian philanthropist, and the proceeds of St John's Hospital, the present main school building was constructed. Tony Jackson, the school's tenth Headmaster, was appointed in September 2017 as "Barney" embarks on an exciting new era.

The Prep School was founded in 1914 in Westwick Lodge adjacent to the school grounds. It has been transformed over the years by the addition of new facilities to keep pace with the demands of an ever-changing educational landscape. Most recently, a new extension to the Prep School has provided extra classrooms, a Science Laboratory, and Music and Language rooms. This is a most ambitious, forward-thinking and progressive school, committed to the provision of the very finest contemporary education, coupled with established values and traditions.

The School

"Parvis imbutus tentabis grandia tutus"

When you are steeped in little things, you shall safely attempt great things'

This motto perfectly sums up what Barnard Castle School - or "Barney" as it is affectionately known - aims to do in preparing its pupils for life beyond its doors. Through creating an inspirational, compassionate and unpretentious environment, Barney aims to develop young adults with character. Our staff believe that our pupils should be confident, resilient, intellectually curious, tolerant and driven, with an undercurrent of humility, who are prepared to live, embrace and lead in an ever-changing world.

The school is situated in its own extensive grounds on the outskirts of an historic market town, recently noted as being the safest in England, in an area of outstanding natural beauty. It is well-resourced and enjoys an enviable reputation for its pupils' achievements on a broad variety of fronts.

The Prep School

The enthusiastic, friendly and well-qualified staff deliver a broad and balanced curriculum through both class based and specialist teaching. Pupils in Reception, Year 1 and Year 2 are predominantly class taught and have specialist teachers for Music, PE and French. As the pupils progress into Year 3 and beyond, further subjects are taught increasingly by specialist teachers with access to a wide range of facilities to ensure cross-curricular links. Years 5 and 6 are academically set for both Mathematics and English. With a combination of traditional and modern teaching methods, each pupil is encouraged to enjoy learning, develop their independence and succeed to the best of their ability.

Barnard Castle Prep School is a distinctive school with a well-regarded brand of education. We are an ambitious school where the child remains very much at the heart of the process.

Sport is a strength of the school with all girls and boys in Years 3 to 6 representing the school teams at appropriate levels. We have enjoyed a great deal of recent success and the major games are complemented by a wide range of other sports.

The theme of providing as many opportunities as possible for excellence for all pupils continues through Music, Art, and Drama. The aim is to allow the pupils to have a go but also to extend those who are particularly able. There are different choirs for different age groups, a school orchestra, and brass, wind and strings ensembles. There is a drama production each term, providing opportunities for all pupils from the age of 4 to 11 to be on stage in a show at least once a year. Art is yet another strength, with a well-equipped Art Room, enabling the pupils to develop a passion for the creative side of life.

Further details about Barnard Castle School may be found on the school's website www.barnardcastleschool.org.uk.

Job Description for Teaching Assistant

Overall Expectations

We are looking to appoint an experienced teaching assistant with a particular drive and passion for working in the Early Years or Key Stage One department. The Teaching Assistant will work under the direction of the Headmistress and the Class Teacher to raise the learning and attainment of pupils whilst also promoting their independence and self-esteem. Duties will include supporting pupil's learning both in and out of the classroom setting in small groups and individually. The Teaching Assistant will be expected to work as part of a team to help achieve the overall aims and ethos of the school.

Key Responsibilities:

1. Help with all aspects of the curriculum; work as needed with individual pupils and groups, encouraging the development of pupil's skills particularly in English and Mathematics.
2. Together with the class teacher, hear pupils read individually on a daily basis and help to monitor their progress, keeping careful records.
3. Make observations of the pupils play and behaviour and discuss any significant matters with the teacher.
4. Help to provide a stimulating learning environment for the pupils under the direction of the teacher.
5. Welcome the pupils into the classroom on arrival and assist with settling them in; relay to the class teacher any messages given by parents.
6. Assist in the clearing up, cleaning and storage of classroom equipment, including display boards.
7. Photocopy worksheets for use in school and for homework.
8. File homework sheets in pupil's files.
9. Help with preparation and clearing away of art and craft, science and other activities.
10. Take care of pupils in the classroom and school building; comfort them when they are sick and distressed; encourage independence in dressing; give individual attention when it is needed.
11. Administer basic First Aid when the pupils are hurt and record such incidents in the school's accident book and pupil's diaries.
12. Encourage good discipline and behaviour both in and out of the classroom, in accordance with the behaviour policy.
13. Provide continuity of care for the pupils throughout the lunch-time breaks and, if required, during mid-morning breaks, too; accompany the class to the dining room, sit with the children at the table and help to serve them.
14. Organise and supervise a range of activities in the playground, including games and quiet activities; help pupils acquire strategies for coping with the playground environment; make sure that they are safe, follow the Barney Way and learn the arts of co-operation and fair play.
15. Offer a lunchtime activity to support the extra-curricular activities programme.
16. Provide reliable support for the Class Teacher at all times; keep them informed of all matters that affect the pupils; join in professional discussions; be willing to work with other teachers and pupils.
17. Assist with plays and productions, Sports Day, concerts, Open Days and other school events.
18. Accompany classes on outings, staying on occasions beyond the end of the usual working day for this purpose.
19. If required, undertake to help within the broader context of the school, carrying out other reasonable duties to support its smooth and efficient organisation.

These duties and responsibilities are intended as a guide. They are not exhaustive: the Teaching Assistant will be expected to undertake any reasonable task or responsibility as required by the Headmistress.

Expectations as a Barnard Castle School Member of Staff:

1. To have high professional standards and so be an appropriate role model of reliability, behaviour and appearance.
2. To relate to pupils in an atmosphere of trust, frankness and ambition and to engender a climate of mutual respect.
3. To make sure that pupils meet the school's expectations of them.
4. To facilitate the development of pupils' confidence, self-esteem, determination, responsibility and personal pride in achievement, behaviour and appearance.
5. To provide good support to the various activities of the school by contributing to the extra-curricular programme.
6. To undertake supervision duties as required.
7. To establish and maintain high standards of communication with pupils, staff and parents.
8. To uphold all the policies of Barnard Castle School.

In order to meet the high standards expected of a teacher in our school, the Headmistress is seeking to employ a person with the following qualities, experience, skills and abilities:

1. A relevant qualification. NVQ level 2 for Teaching Assistants or equivalent qualifications/experience is desirable
2. Evidence of either being or having the potential to be an excellent teaching assistant
3. A record of and commitment to continuing professional development
4. Clear and effective communication skills
5. Approachability, accessibility and flexibility

The Appointment

The salary will be based on an appropriate point on the Barnard Castle School scale subject to experience and qualifications.

All appointments are subject to satisfactory references, verification of identity and proof of qualifications. All employees of Barnard Castle School are required to submit to checks undertaken by the Disclosures and Barring Service.

Applicants should read carefully the application procedure – Guidance for Applicants, Policy on the Recruitment of Ex-offenders and the Disclosure Policy and the Safer Recruitment Policy. Barnard Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with the Disclosure and Barring Service. Barnard Castle School is an equal opportunities employer.

Applications

If you feel that you can meet the above requirements then please submit a letter of application along with the Barnard Castle School application form to:-

Miss Sophie Jopling
HR Assistant
Barnard Castle School
County Durham
DL12 8UN

Phone: 01833 696081
E-mail: hr@barneyschool.org.uk

Closing date for applications is 12noon on Thursday 21st June 2018.

Interviews will take place on Monday 25th June 2018.