



LAMBROOK

PRE PREP TEACHING ASSISTANT

(Full Time or 4 days per week)

Early Years/Key Stage One



Information for Candidates

Required as soon as possible

Closing date—Monday 22nd April 2024

Interviews will take place shortly thereafter



THE SCHOOL

Lambrook is a thriving Prep School for over 600 boys and girls aged between 3 and 13, situated in 52 acres of beautiful Berkshire countryside. The School offers an enriching and exciting experience for each child, equipping and inspiring them ready for the next stage of their educational journey and indeed, life beyond.

The School comprises of a Nursery and Pre Prep for children in the Early Years Foundation Stage and Years 1 and 2, and a Prep for children in Years 3 to 8. Lambrook offers weekly and flexi-boarding for boys and girls from age 7 to 13. There is a thriving boarding community where pupils can board anything from five nights a week to one night every so often. Boarding is seen as a happy extension of Lambrook School life with 75% of the Prep School taking advantage of boarding in some way. With 95% of pupils going on to board at their future school, Lambrook offers a great opportunity to prepare pupils for this.

Lambrook has been rated 'excellent' in every area following its most recent ISI Inspection; which included the quality of teaching, pupils' achievements, opportunities in sport, music, Performing Arts and extra-curricular activities, as well as boarding provision and pastoral care. Lambrook has an outstanding track record in preparing its pupils to go onto the leading Senior Schools in the country, including Eton, Wellington College, Winchester, Charterhouse, Downe House, Rugby, Radley, Marlborough, St Mary's Ascot and St Edwards, Oxford. We are proud of our 100% pass rate for Common Entrance and a very generous spread of scholarships across all curricular areas.





A DISTINCTIVE APPROACH

Lambrook is a forward-thinking yet traditional school, with a strong Christian and family ethos. Founded in 1860, the School has a rich history of success and is proud of its reputation as one of the leading Prep Schools in the country. Lambrook is proud of the quality of the educational experience provided for all pupils.

With 52 acres of beautiful grounds, our own farm complete with bees, chickens, lambs and goats, an Orchard, woodland, 9 hole golf course, and endless sports pitches, our children have plenty of opportunities to explore, play, learn and of course, to get muddy! We are fortunate to have some of the best facilities in the independent sector at preparatory level; a 25 metre swimming pool, Astroturf, Hard Courts, a Diamond Jubilee Performing Arts Studio, Dance Studio and Sports Hall. 2019 saw the completion of our Queen's Building; a £6m new development which offers pupils a remarkable environment for ICT, academic learning, Art, Design & Technology and the Performing Arts.

"We say that we give our pupils 'the feathers to fly'. Along with the academic, we believe in the importance of other 'feathers' too, including a healthy 'plumage' of sport, music, drama, the creative arts, leadership programmes, expeditions with a purpose, charitable events that make a difference and so much more. Such feathers are essential in equipping children with skills such as inner confidence, learning to work in a team and valuing others, handling success as well as disappointment, building resilience, stepping out of their comfort zones, thinking outside the box, and in so doing creating 'whole' individuals who can influence society for the good. We know that with these feathers, our pupils will go on to take flight when they leave us and to soar into the next stage of their academic journey and indeed, their lives beyond." Jonathan Perry, Headmaster

Thanks to the generosity of its supporters, Lambrook has been able to offer so much more to pupils at the School. Since its founding as a school in 1860, Lambrook's campus has matured considerably, combining its historic architecture with an ever-growing list of state-of-the-art facilities. Such improvements have had a transformational effect upon the Lambrook community and Lambrook has been able to offer exceptional educational opportunities to all of its pupils. As well as embarking on some exciting new building projects, the school has also been able to provide an increasing number of bursaries to those who would truly benefit.





LAMBROOK

OUR PURPOSE

Since 1860, Lambrook has been laying the foundations for its pupils' futures. Children have one opportunity for an education which will form the basis of their lives and, at the same time, one childhood; Lambrook aims to keep a happy balance between the two.

During their time with us, we give our pupils the 'Feathers to Fly' so that when they leave us, they will spread their wings and will take flight; leaving Lambrook as confident, happy, engaging, independent and kind young people who are outward looking in all that they do.

Inspiring pupils from Nursery through to Year 8, offering the most outstanding breadth of educational experiences, encouraging academic intrigue and a desire to learn.

Nurturing and supporting all pupils through an outstanding level of pastoral care, empowering pupils to flourish and have healthy relationships with others within our vibrant and caring School community.

Providing pupils with an abundance of opportunities to discover, pursue and develop their skills, talents and interests.

Preparing our children for the next stage of their educational journey, developing the many 'feathers' necessary for their time at Lambrook, at their future senior schools and beyond.

Equipping our children with the skills and the confidence to understand the challenges of the world in which they live; recognising their responsibility towards others, the environment and themselves and enabling them to make a difference, both now and in the future.





CANDIDATE SEARCH

Lambrook is looking to appoint outstanding and dynamic Teaching Assistant for our successful Pre Prep Department to join our established team of teachers and teaching assistants. The successful candidate would need to be good team player and have excellent interpersonal skills with both colleagues and parents.

The successful candidate will have a strong passion for working with children and a good understanding of an Independent school setting. Ideally have at least an NVQ 3 qualification but not a necessity.

TEACHING AND LEARNING

- To work closely with the class teacher to enable the department to meet the social, behavioural and educational needs of the children.
- To support the class teacher in furthering the children's learning and understanding.
- To work closely with the class teacher to inform the planning of lessons.
- To supervise and support individuals and groups of children under the direction of the teacher.
- In the case of teacher absence, to be confident to teach planned sessions.
- To support the department in implementing individual education plans and helping children attain their targets.
- Promote positive pupil behaviour in line with school policies by the use of praise and encouragement.
- To feedback any concerns about children to the appropriate line manager.

ADMINISTRATIVE DUTIES

- To prepare and present displays of children's work.
- To carry out duties in line with the normal expectations of a school environment (for example: playground duties, lunch duties and occasional after school duties).
- Photocopying and other administrative tasks in order to support teaching.
- To undertake professional courses to enhance classroom practice.
- To undertake other reasonable adhoc duties from time to time as necessary.

STANDARD AND QUALITY ASSURANCE

- Support the aims and ethos of the School.
- To attend meetings and INSET days.
- To set a good example in terms of dress, punctuality and attendance.
- To undertake professional duties that may be reasonably assigned by the Class Teacher/Head Teacher.
- To be proactive in matters relating to health and safety.
- To act responsibly under the guidance of the school's child protection policy in terms of the welfare and protection of the children.
- To attend the occasional evening or Saturday event (for example, curriculum evenings and assessment days).



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PERSON SPECIFICATION

KNOWLEDGE AND EXPERIENCE

- A good level of education, particularly in English and Mathematics.
- A good understanding of the expectations of an Independent school setting.
- An understanding of the National Curriculum.
- An understanding of Safeguarding requirements in a school environment.
- An understanding of child development.
- Experience of working with children.
- A basic knowledge of health and safety requirements in a school environment.

SKILLS AND ABILITIES

- Ability to work effectively as part of a team.
- Confidence to teach a small group of children.
- Ability to follow instructions or work on own initiative as necessary.
- Ability to work within the policies of the school.
- Ability to establish positive relationships with pupils and empathise with their needs.
- Ability to encourage pupils to interact with each other in an appropriate and acceptable manner.
- Ability to use language and other communication skills that children can understand and relate to.
- Ability to undertake observations of individual pupils and complete lesson records under the direction of the teacher.

PERSONAL QUALITIES

- A commitment to giving children and families the opportunity to reach their full potential.
- A commitment to Equal Opportunities.
- Willingness to participate in further training and developmental opportunities offered by the school, to further knowledge.
- A commitment to continuing professional development.

DESIREABLE CRITERIA

- Ideally an NVQ 3 qualification, but not a necessity.
- Paediatric First Aid Trained.
- Basic knowledge of Information Technology, or a willingness to learn and adapt.





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PRE-APPOINTMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- A verification of identity and qualifications
- Confirmation of right to work in the UK
- A check at the Department for Education List 99 and the Protection of Children Act List, as appropriate
- A satisfactory DBS Enhanced Disclosure
- Verification of professional status if required
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- Verification of medical fitness in accordance with the Department of Education
- Satisfactory completion of the probationary period

SALARY & BENEFITS

The school has its own generous salary scale and contributory Pension Scheme, free lunches & parking. A generous package commensurate with experience will be awarded to the successful candidate.



THE APPLICATION PROCESS

Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. Letters should be sent via HR@lambrookschoo.co.uk

- Applications will only be accepted from candidates completing the School's Application Form in full with an accompanying photograph
- The successful applicant will be required to undergo Enhanced Disclosure clearance (DBS) from the Criminal Records Bureau.
- Online searches will be carried out.
- Minimum of two references will be required.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the department for Education Children's Safeguarding Operation Unit.





WHAT OTHERS SAY

“They say they give children the ‘feathers to fly’ we say; they help them soar” “It’s pretty bucolic: we spotted children cartwheeling on the croquet lawn, racing around with cricket bats and swinging from old tyres hanging from the trees, sporting proper rosy cheeks and a healthy outdoorsy glow. The school is anchored around a pristine, grand white country house, with a nursery and pre-prep on site. There’s a sense of delicious freedom and fresh air”

Talk Education

“A short commute from Windsor (and easily accessible from London, thanks to a handy bus service), this co-ed, flexi-boarding prep – steered by the delightful Jonathan Perry, has it all. The 52 acres of grounds include an orchard, a small farm complete with chickens, bees and pigs, and a nine-hole golf course. The arts provision is particularly impressive, with the fabulous Diamond Jubilee Performing Arts Studio staging such productions as Shrek the Musical and Chitty Chitty Bang Bang. A grounding Christian ethos (with funding from the Lambrook Foundation) ensures that opportunities are extended to the wider community, through transformational bursaries and a partnership with a school in South Africa. And to top it all off, our Tatler insider whispers, the food is absolutely delicious!” **Tatler**

“If you’re lucky enough to visit the magnificent white Berkshire mansion that is Lambrook on a sunny day, it is a glorious site. And if you pick a day to see the school’s 52 acres of lush prime estate at their peak of green and pleasantness, expect to see children playing under distinguished trees, with the cricket pitch and nine-hole golf course (yes, really) looking like velvet and birdsong coming from every direction....Lambrook is a happy, dynamic and unstuffy prep school in an idyllic pastoral setting where children are educated to the best of their potential. Providing a fabulous range of opportunities to broaden horizons and instil new interests.” **Good Schools Guide**

“Parents love the facilities, the ridiculous choice of clubs and after-school options and the head gets a good report. Their children are happy, enjoy school life and are well prepared for life after Lambrook. There’s a lot to love.” **Muddy Stiletto**

