



# VACANCY

Post title: **Nursery Assistant in the Pre-Preparatory School (Full-Time)**

Reporting to: Headmistress of the Pre-Preparatory School and Class Teacher

Hours of work: 8:25 a.m. – 4:25 p.m. (Monday to Friday, during school term-time)  
(15 minutes paid coffee break during the a.m. session. 30 minutes unpaid lunch break).

## **Background**

King's Rochester is a co-educational, independent school with 640 pupils between the ages of 3 & 18, including 50 boarders. King's is formed of a Nursery and Pre-Preparatory School, a Preparatory School and a Senior School. The size of the school creates a strongly supportive, friendly atmosphere with an emphasis on excellent academic results within a full and rounded co-curricular programme.

The school is situated in the most historic part of Rochester, adjacent to the Cathedral and Castle. Rochester is 35 minutes from London on the high-speed rail link and enjoys excellent road connections to other parts of the country. The school has a long and impressive heritage, having been founded in 604 AD and is part of the Cathedral Foundation. While candidates need not be Anglicans, it is important that they should feel sympathy with the Christian tradition of the school and, in particular, its moral values. The Principal is a member of HMC and the school is also a member of IAPS, the Choir Schools' Association and the Woodard Corporation.

## **Main Responsibilities**

To assist the Headmistress, Class Teachers and team in providing high quality learning experiences for pupils, appropriate to their age and stage of development.

## **DUTIES**

1. To assist the pupils and class teachers of any class, as agreed at the start of each academic year, in providing a friendly, caring and appropriate environment conducive to pupil learning and development during the agreed hours.
2. To ensure all daily routines are adhered to.
3. To plan, organise and carry out planned activities supported by the Class Teacher, to support children's learning or development.
4. To maintain children's records and carry out assessments under the guidance of the Class Teacher.

5. To assist in keeping a safe, clean and tidy classroom & outdoor play or work space. To assist in the construction of displays under the guidance of the Class Teacher.
6. To ensure all Nursery & Pre-Preparatory School, and whole School policies and procedures are adhered to and implemented.
7. To keep abreast of current issues and attend training as necessary.
8. To respect confidentiality in the setting.
9. Contribute to and participate in meetings/ activities, outside working hours on an occasional basis, if necessary and if reasonable notice has been given. In particular, to attend certain days in the holidays in support of staff meetings at the request and direction of the Headmistress, or to work for varying short periods after the end of, and before the beginning of, any term, or the occasional evening, or Saturday morning.
10. To supervise the playgrounds, as timetabled.
11. To prepare, clear away and wash up the children's milk beakers and snack plates as appropriate.
12. To aid children in cleaning themselves or changing their clothing following a 'toilet accident' or soiling through illness.
13. To supervise a lunch table, as timetabled, nurturing good manners and social skills.
14. To communicate with parents and other visitors in a calm, friendly and efficient manner.
15. To respect and support the worship and ethos of our Cathedral-linked Christian School.
16. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day routines and practice.
17. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
18. To support or help at a weekly after-school club to further the extra-curricular opportunities available to pupils.
19. To administer 'first aid', as required.
20. To undertake any other duty/ies necessary for the proper performance of the role, in line with skills set and experience, as directed by the Headmistress.

## Person Specification

	Essential	Desirable
Education and qualifications	A recognised qualification for a teaching assistant at Level 3 and experience is essential	
Specialist knowledge and skills:	<p>Secure understanding of effective teaching strategies for children</p> <p>Understanding of effective strategies for maintaining high standards of discipline within the classroom and in accordance with the school's policy</p> <p>An understanding of equality of opportunity issues and how they can be addressed in schools</p> <p>An understanding of safeguarding and health &amp; safety best practice in education, and the need to ensure the safety and wellbeing of all pupils</p>	Experience of working in both Nursery and Reception classes
Skills and Abilities	<p>Ability to interest, encourage and engage pupils</p> <p>Make effective use of time</p> <p>Secure high standards of behaviour</p> <p>Contribute to a well organised, stimulating learning environment</p> <p>Enable pupils to develop self-esteem and respect for others</p>	<p>Provide appropriate levels of challenge, so that all pupils make good progress</p> <p>Use methods and resources that enable all pupils to learn effectively</p> <p>A proven track record of helping pupils to develop their skills to work independently and collaboratively</p>
Personal Qualities	<p>The ability to work as part of a team in delivering the curriculum</p> <p>High level of initiative as well as collaboration</p> <p>The ability to work within the framework of national and whole school policies to ensure consistency of practice</p> <p>The ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process</p> <p>A commitment to teaching in a Cathedral-linked Christian school</p>	Ability to make a significant contribution to a school ethos that promotes high achievement

## **Salary**

The salary is on the King's Teaching Assistant pay scale and will be advised at interview.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the School. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

## **Method of Application**

Applications will only be accepted on the King's Rochester application form, with a covering letter, which should be sent as soon as possible to Mrs Kellie Crozer, Headmistress, King's Pre-Preparatory School, Chadlington House, Lockington Grove, Rochester, Kent ME1 1RH or by email to: [preprep@kings-rochester.co.uk](mailto:preprep@kings-rochester.co.uk).

**Closing date for applications: Midday on Monday 20<sup>th</sup> September 2021**  
**Interviews to be held on Thursday 23<sup>rd</sup> September 2021.**

**Early applications are encouraged and we reserve the right to close the vacancy if a suitable candidate is found.**

King's Rochester is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

KING'S ROCHESTER IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND FULFILS ALL ITS RESPONSIBILITIES UNDER CURRENT CHILD PROTECTION AND SAFEGUARDING LEGISLATION IN ACCORDANCE WITH GOOD PRACTICE IN THE CARE OF YOUNG PEOPLE, ESPECIALLY THOSE LIVING AWAY FROM HOME. WE EXPECT ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT.

CANDIDATES WILL BE EXPECTED TO UNDERGO CHILD PROTECTION SCREENING APPROPRIATE TO THE POST INCLUDING DISCLOSURE AND BARRING SERVICE CHECKS AND ALLOW CHECKS ON THEIR BACKGROUND AND IDENTITY INCLUDING CHECKS WITH PAST EMPLOYERS AND SUITABLE REFEREES.

THE APPOINTMENT WILL BE CONDITIONAL UPON SUCCESSFUL OUTCOMES OF THESE CHECKS AND ALSO ON A SUCCESSFUL ENHANCED DBS AND CHILDREN'S BARRED LIST CHECKS.

The School has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.

All candidates invited to interview must bring the original documents confirming any educational and professional qualifications that are necessary or relevant for the post.