



IBSTOCK PLACE SCHOOL



Classroom Assistant – Prep School
Information for candidates



Ibstock Place School

An inspiring place to flourish

Ibstock Place School is an independent co-educational day school for pupils aged 4 to 18. The school occupies a ten-acre site on the edge of Richmond Park in Southwest London.

An urban location with a beautiful botanical feel, Ibstock is the perfect home for scholarly exploration and adventure. Championing co-education since our founding in 1896, we have created a diverse environment that reflects real-world communities and workplaces.

Our school is oversubscribed, with assessed entry at the age of four for Kindergarten (Reception). There is a competitive entry examination at the age of eleven and most pupils in the Prep School proceed on into the Senior School.

Head's welcome:

“This role is an opportunity to play a part in a school with a rich history, at the vanguard of educational change.



Ibstock is both forward looking and rooted, dynamic and yet caring. Through our rigorous and imaginative curriculum, we engender in our pupils the courage and ambition which they will need to succeed. At the same time, our fierce commitment to outstanding pastoral care means that our pupils are generous and self-aware, ready to make a positive contribution to the societies of tomorrow. We hope that you will be inspired by all that you read, and we thank you for your interest in Ibstock.”

Christopher J Wolsey
Headmaster



About the role

The role

We are seeking to appoint a Classroom Assistant who will be responsible to the Head of the Prep School through the Class Teacher.

Classroom Assistants work under the direction of the class teacher and play a valuable role, supporting and caring for the children. It is important for assistants to be sensitive to the needs of the class teacher, to react with initiative as appropriate, and to support those with difficulties in the classroom.

All members of staff in the Prep School consider themselves as members of a team and help and support each other.

This is a term-time only role, Monday to Friday, 7.45am to 5.30pm, with a six months probationary period.

The person

We are looking to recruit a person who

- Is an effective communicator
- Displays a commitment to the protection and safeguarding of children and young people
- Is able to plan time effectively and be well organised
- Is flexible and resilient and able to adapt quickly to new environments and challenges
- Has good inter-personal skills and can establish positive relationships with multiple stakeholders
- Is reliable and trustworthy, and able to work effectively with limited supervision
- Sets an example of personal integrity and professionalism
- Is committed to supporting the ethos of the school
- Promotes the vision and aims of the school



Job description

Responsibilities:

- To promote and safeguard the welfare of children for whom you are responsible and with whom you come into contact
- To help the Classroom Teacher in all aspects of running the class as directed by the Teacher; at all times the Classroom Teacher will take overall responsibility for planning the curriculum
- To help plan, devise and prepare for specified activities as directed by the Classroom Teacher, following discussions with him /her
- To prepare materials etc. for use with groups of children, under the direction of the Classroom Teacher
- To take an active part in supervising children in the classroom and being alert and responsive to situations as they arise, e.g., disciplinary or safety matters
- To supervise break time and/or lunchtime daily in line with the staff rota
- To participate in any other duty rotas as required and help to supervise children during periods of inclement weather
- To supervise the Homework Club, as required
- To participate fully in School life and activities in the widest possible sense

Classroom assistants should be trained sufficiently for the work they are required to do, especially in the area of phonics and reading.



Job description

Specific Duties for Classroom Assistants

The key quality of a Classroom Assistant is flexibility.

Assistants are attached to a class or a year group but deployed at the discretion of the Co-Heads of the Prep School.

In lessons, Classroom Assistants are expected to:

- Encourage children to concentrate
- Help to extend the children's learning
- Reinforce learning
- Interact with the teacher, as directed, to make lessons lively
- Take children out for reading
- Lead a guided reading session
- Support children who struggle with Mathematics to build their confidence skills
- Assist the teacher in Science and Art to ensure safety, learning and enjoyment

Administrative Tasks

Classroom Assistants should:

- Assemble and prepare materials (e.g. cutting and sticking)
- Put up classroom displays as directed
- Photocopy (which should be done only when not required to work with pupils)
- Take children to and from lessons in other buildings, ensuring they behave in an orderly manner
- Undertake duties before school, at break, during lunchtime and after school
- File paperwork, as requested



The application process

How to apply

To apply for the role, please complete our application form and submit it, by email to: recruitment@ibstockplaceschool.co.uk

Shortlisted applicants will be invited to attend interview. The school reserves the right to make an appointment before the closing date.

Note that all offers of appointment are conditional until the satisfactory completion of mandatory pre-employment checks.

Ibstock is committed to safeguarding and promoting the welfare of children. For further information on our Child Protection policies, please see [here](#). Safeguarding checks with the Disclosure and Barring Service will be undertaken. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the ROA 1974 (Exceptions Order 1975, amended 2013 and 2020). For details, see [here](#).

Note that, in accordance with Keeping Children Safe in Education 2023, shortlisted candidates are required to declare any past convictions. Online searches will also be conducted on shortlisted applicants as part of our due diligence process.

At Ibstock, we embrace and celebrate difference. We are proud to be an equal opportunity employer and do not discriminate against any employee or applicant based on their age, disability, gender, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. To ensure this, all positions are subject to blind shortlisting.



Working at Ibstock

Our aims and ethos

Our aim is to create an outstanding place of learning, a place where our pupils find academic excellence and the joy which it inspires. We ensure that our pupils' natural curiosity and empathy is ceaselessly nourished. In so doing, we set the conditions which enable them to excel, both during their time with us and throughout their adult lives.

We do this by concentrating on four Cs:

Our **CURRICULUM** is dynamic and forward-thinking.

Our **CULTURE** is warm and inclusive.

Our **CONTEXT** is beautiful and stimulating.

Our commitment to **CO-EDUCATION** is longstanding and profound.

A joyful, nurturing culture

Ibstock is a stunning place to work, and our on-site facilities are excellent. The Main House building, constructed in 1913, blends seamlessly with the New School buildings. Our impressive modern wood-panelled refectory won a RIBA National Award in 2022 and the school boasts a brand-new Innovation Centre, equipped with the latest Virtual Reality (VR) and Augmented Reality (AR devices).

Other benefits of working at Ibstock include favourable salaries and highly-competitive terms and conditions; free breakfast and lunch during term time; enrolment in a contribution pension scheme; membership of 'Bupa', a third-party health and wellbeing provider; use of the school swimming pool; staff yoga sessions; a wide range of staff social events; and access to a cycle to work scheme.



Staff Benefits

- Cycle to work scheme
- Childcare Voucher scheme
- Free breakfast and lunch (in termtime)
- Teachers' Pension Scheme for teaching staff and a pension scheme for support staff
- Commitment to training/development
- 25 days annual leave + bank holidays for support staff
- Access to BUPA Employee Assistance Programme, including counselling services
- Staff Yoga and use of the swimming pool (at designated times)
- Access to the School's BUPA health cover scheme (this is deducted monthly via payroll)

Ibstock Place School



Ibstock Place School,
 Clarence Lane,
 Roehampton,
 London SW15 5PY
020 8876 9991
www.ibstockplaceschool.co.uk

- An inspiring place to flourish**
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|--------------------|--------------------------|---------------------------|
| 1 Dance Studio | 15 Rose Garden | 22 Climbing Wall |
| 2 Macleod House | 16 The Innovation Centre | 23 School of Art & Design |
| 3 Priory Wing | 17 The Refectory | 24 Multi Use Games Area |
| 4 Theatre | 18 Terrace | 25 Forest School |
| 5 Wellbeing Centre | 19 Main House | 26 School of Music |
| 6 Drama Studio | 20 Footbridge | 27 Sports Pitches |
| 7 Armadillas | 21 Sports Hall | |



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