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 **St Swithun’s Prep School**

**Teaching Assistants (Early Years and Prep School)**

**Required for September 2019**

**BACKGROUND**

St Swithun's School is set on an impressive and attractive campus of 45 acres overlooking open countryside, and offers exceptional teaching, sporting and recreational facilities for girls from age 4 to 18, with a co-educational Nursery. The prep school is housed in a state of the art building that opened in September 2015. We are gently selective with a total pupil role of approximately 200. The adjoining senior school offers day, weekly and full boarding options for approximately 500 girls aged 11-18.

Our school is a fantastic place to work, and a wonderful place to learn. We are very proud of our most recent ISI Educational Quality Inspection (February 2017) where we were judged to be excellent in all areas.

**Prep school vision and ethos**

As a community we aspire to live by the guiding principles of Grit, Gratitude and Generosity. We want to empower each of our pupils to go out into the world and change it for the better, by developing a sense of social responsibility and encouraging each individual to make broad contributions to life at school and beyond. By striving to recognise each child’s individual strengths, and promoting intellectual rigour alongside personal development, we hope to instil in each child a sense of self-confidence and self-worth.

We believe in creating an environment where children love to learn, and learn to meet life’s challenges head on. In short, we want our pupils to defy stereotypes, to be bold and think differently.

Further information about the school can be found on the school website: [www.stswithuns.com](http://www.stswithuns.com)

**ROLE AND RESPONSIBILITIES**

***Can you support our engaging and effervescent girls in achieving the best that they are capable of, regardless of the challenges and obstacles they may face? Are you an enthusiastic and committed team player with a great sense of fun? If so, we want to hear from you!***

We are looking to appoint an enthusiastic Early Years assistant to work in our Reception class, who is prepared to muck in, play alongside our children and encourage their learning through structured play.

We are also looking to appoint an additional teaching assistant with the skills and flexibility to work across the full prep school age range (predominantly in KS1 and KS2) supporting teachers in class, and delivering interventions to pupils individually and in small groups. Teaching assistants at the prep school are line managed by the SENCO.

These positions are full-time, term time only. Please specify in your application whether you are interested in the Early Years role, or the Prep School role.

**TERMS AND CONDITIONS:**

Hours: **Full time** Monday – Friday 8am - 4.15pm, **term time only** (approximately 36 weeks, plus 5 INSET days – one of which may take the form of a series of after school twilights).

* Salary linked to Hampshire pay scales and based on experience
* Generous contributory pension scheme
* Corporate gym membership
* Use of the school swimming pool
* Free refreshments & meals for those required to work over a mealtime during term time.
* Opportunities for over time for after school care

**JOB DESCRIPTION**

The job description sets out, but is not limited to, the main roles and responsibilities of the post.

General

* All staff may be asked to undertake other specific duties which may, from time to time, be reasonably requested by the Headmistress.
* All staff are expected to promote and safeguard the welfare of children and young people, comply with the school’s Safeguarding policy and adhere to all other policies set out by the school.
* All staff must comply with the Staff Code of Conduct, setting exemplary standards of behaviour, appearance and attitude

EYFS/Prep School Assistant

* Work enthusiastically and in an imaginative way with young children to support their learning
* Deliver 1:1 or small group interventions including precision teaching, with the guidance of the SENCO and class teachers
* Help to provide a stimulating and well-organised environment
* With guidance, use school iPads to contribute to children’s online learning journals (EYFS only)
* Assist with all of the children’s physical and emotional needs including intimate care - such as nappy changing - as necessary (predominantly EYFS role)
* Support class teachers with admin tasks as required
* Take a full role in the supervision of pupils both inside and outside the classroom
* Attend relevant team and staff meetings as well as staff INSET days
* Establish positive relationships with children, staff and parents
* Accompany children on outside visits and trips including Forest School

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Skills, aptitude, knowledge and experience*** Previous experience of caring for, or working with primary age children
* A positive approach to learning and gaining new skills
 | * Knowledge or understanding of working within the Early Years Foundation Stage (EYFS role).
* Experience of using the Tapestry online learning journal (EYFS role)
* Experience of delivering 1:1 or small group interventions to primary age pupils
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| **Personal qualities*** Enthusiasm for working with young people
* Punctuality, reliability and trustworthiness
* Patience and flexibility
* A positive approach
* A sense of fun
* A willingness to go above and beyond (such as volunteering to accompany residential trips on occasion or stay at school to help with school productions)
 | * A great sense of humour
* An ability to be organised and use initiative to support other staff in the school
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| **Qualifications*** Level 2 NVQ or other relevant experience
 | * Hold a Level 3 NVQ in child care (or recognised equivalent)
* Paediatric First Aid qualification
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**TO APPLY**

The closing date for applications is Monday 1 July at 9AM

Interviews will be held in the week beginning Monday 8 July

Please note, applicants must complete the school’s application form.

***St Swithun’s is committed to safeguarding the welfare of children and young people and expects all staff to share this commitment. References will be taken up before interview for shortlisted applicants. The interview will explore issues relating to working with children and promoting the welfare of children. All appointments are subject to a satisfactory references and recruitment checks, including an enhanced DBS check.***

Applications should be returned to:

 The HR Office

 St Swithun's School

 Alresford Road

 Winchester

 SO21 1HA

Or by email to: HR@stswithuns.com