



Feltonfleet

PREPARATORY SCHOOL

Teaching Assistant for Pre-Prep

Required for **September 2020**
Full or part time considered, permanent position
(Subject to two terms probation)

Closing date: 27th January 2020
Interviews during week beginning 3rd February 2020

Pre-Prep Teaching Assistant

Feltonfleet School seeks an excellent and enthusiastic teaching assistant for our pupils in September 2020.

The successful candidate will be confident and willing to support teaching and learning in all curriculum subjects in a way that will inspire and motivate our Pre-Prep pupils in either an Early Years or Key Stage One class.

We are looking for a strong team player, who can work collaboratively to provide a learning environment that promotes independence and curiosity.

Our school motto is 'every individual really matters' and with this at our core, the teaching assistant we appoint must be able to differentiate learning to challenge and enable learners of all strengths, abilities, needs and learning styles.

The teaching assistant we want to join us will uphold and consistently demonstrate our school values alongside the relevant teaching assistant standards as a professional. They will lead by a positive example of learning and behaviour to our pupils, their parents, families and the staff with whom they work.

Feltonfleet School

Feltonfleet is a thriving, co-educational day and weekly/flexi-boarding prep school located near the A3 in Cobham, Surrey. There are 436 pupils on roll, of which 110 are currently in the Pre-Prep. The School is set in 30 acres of woodland and grounds, and presents a marvellous working environment. It has charitable status and there is a board of Governors.

The Headmistress is Mrs Shelley Lance, who commenced leadership of the school in January 2018. There are 58 full time teaching staff and a large support team. Approximately 60 boys and girls are weekly or flexible boarders. We follow a Monday to Friday routine, with matches for prep school pupils on Saturday mornings.

Amanda Burton Smith commenced leadership as Head of Pre-Prep in September 2017 and a gradual growth and development project has seen the Pre-Prep progress from 4 forms to 6 in 3 years. This growth has incorporated enhanced pupil accommodation, including the opening of Year 2 House, a purposefully refurbished 3 classroom block with its own music room in September 2019. September 2020 will see the completion of the Pre-Prep development with 8 forms and a refurbishment of Calvi House to incorporate new Nursery accommodation. The Pre-Prep makes full use of its own bespoke accommodation and wider facilities of the school. In 2019, we commenced our own Forest School provision.

In response to the growth and development of our Pre-Prep department, we are seeking staff who want to commit their skills, experience and enthusiasm towards a child centred learning environment where pastoral care and a growth mindset of pupils and staff is nurtured and valued.

Feltonfleet was judged as Excellent by ISI in 2018 and we move forward with excellence as our habit. All members of staff are expected to demonstrate a positive work ethic alongside a spirit of collaboration and mutual support for one another.

The approach to teaching and learning at Feltonfleet is exciting, progressive, and challenging. Change is eagerly embraced by colleagues and pupils who share a passion for learning and finding new and better ways of doing things. Standards and expectations are high in all we do. Creativity, thinking skills and instilling a thirst for independent learning are at the heart of our approach.

The School provides an excellent framework for professional development with extensive INSET and training. Feltonfleet is a leading light in its use of digital technology in the classroom with Chromebooks, iPads and Google Docs. A culture of life-long learning is well established.

Staff are well supported through a Professional Development Review programme which encourages colleagues to seek appropriate courses. The School has a strong internal programme of INSET and is constantly seeking to raise standards.

Demand for places in the school is considerable.

Role specification – Pre-Prep Teaching Assistant

The successful candidate for this post will be a qualified teaching assistant with training relevant to the post. A Level 3 qualification that includes full and relevant training in Early Years is necessary for a position in Nursery or Reception. There is also scope for a suitably qualified person to join the Key Stage One team. The flexibility, experience, qualifications and ability to teach across the 3-7 year age phase is an advantage, although the position offered could at this stage be open for one or the other.

A secure understanding of supporting teaching and learning Phonics using Letters and Sounds to underpin reading and spelling from 3-7 years will be essential.

This year we have incorporated the Literary Curriculum as a text based scheme for our teaching of English. A creative yet robust approach to inspiring an engagement with texts that informs the highest standards of comprehension and composition is our aim and we welcome teaching assistants with a love of literacy teaching.

Our Maths for Key Stage One is planned from White Rose and we expect teaching assistants to encourage progression in the reasoning aspects of maths as a route to applying maths in real life situations.

We teach the ThinkWrite cursive handwriting style with a strong emphasis on developing the cognitive ability, core strength and fine motor skills that underpin fluency of the handwriting process. Previous experience or willingness to learn how to support the teaching of this is expected.

We run Forest School within our campus and staff are encouraged to support the trained leader. A second leader is required in the coming year, so current experience and training are an advantage although not essential.

All Pre-Prep teaching assistants appointed will be expected to take cover duties and when qualified to do so, carry out basic first aid.

a. **Accountable**

- To the Head of Pre-Prep

b. **Responsible**

- For groups of Pre-Prep age children as directed by the Head of Pre-Prep and teachers with whom they work

c. **Key areas of responsibility**

- Act with due diligence and regard for all legal requirements and agreed school policies and procedures to ensure pupils, staff and visitors to the school are kept safe and healthy with attention to their welfare and well-being.
- Demonstrate an ongoing awareness and vigilance for Safeguarding and Child Protection, acting in accordance with statutory requirements and school policies and procedures for reporting and recording any concerns.
- To carry out all the usual duties of a Pre-Prep teaching assistant, supporting planning, preparing, teaching and assessing a relevant and challenging timetable of curriculum subjects and areas of learning.
- To promote high quality learning through effective and inspiring teaching.
- To make the learning accessible and suitably challenging for pupils with a wide range of abilities through insightful differentiation.
- To ensure the classrooms, indoor and outdoor communal areas of Pre-Prep provide an invigorating environment for learning, with quality displays, celebrating pupils' progress and achievement.
- To maintain and manage the physical resources in the classroom and shared learning areas with a focus on sustainability of the environment and social responsibility.
- To make and record observational evidence and monitor and evaluate pupils' learning, liaising closely with teachers, Head and Deputy Head of Pre-Prep and Learning Enrichment teachers.
- To contribute to the class teachers' records towards enabling them to write regular academic reports, and use data to monitor and evaluate pupils' progress in their learning, liaising closely with the Head and Deputy Head of Pre-Prep.
- To be accessible and amenable to regular parental contact, and develop open, easy and professional relationships with parents.
- To undertake supervisory duties, attend assemblies, and school lunch.
- To help with Pre-Prep drama/musical productions.
- To attend staff meetings, INSET, and attend professional courses to develop good practice.
- To comply with Health and Safety and Safeguarding requirements.

- To support and contribute strongly to the corporate life of the school (eg through attending after school events, open mornings, contributing material to newsletters, the website, etc).

Person specification

Professional accountability, adaptability, a commitment to teamwork, and a strong desire to make a difference to the children's learning are vital to our philosophy. A 'can do, will do' attitude must be the driving intent of the successful teaching assistant, allied to a sensitive and sympathetic approach to the overall role.

A commitment to promoting positive mental health for pupils, staff and families with daily mindfulness and a calm approach is part of our way of life in school.

Behaviour management that by our own example, reinforces the positive attributes we strive for. A gentle yet clear approach that encourages pupils to reflect upon and modify any behaviour falling short of expectations by making a better choice.

Experience of supporting the teaching of children with special educational needs, disabilities and specific learning difficulties alongside those who are more able.

The ability to challenge pupils with thought provoking activities to engage their interest and capture their focus is a priority in our school where every individual matters.

The confidence and ability to use digital means of communication in both the administration of the teaching assistant role and the direct integrated pupil learning capacity is required.

A growth mindset towards learning across the profession and all available opportunities for development of our own best self.

In addition to exploring the candidate's experience and understanding of the role, the interview will also discuss issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people
- the ability to form and maintain appropriate relationships and personal boundaries with children and young people
- emotional resilience in working with challenging behaviours
- attitudes to the use of authority and maintaining discipline

The Feltonfleet day is long and busy. A collegiate approach with a respectful sense of humour are essential and we look for a strong commitment to the whole life of the school. We would be delighted to welcome applications from colleagues currently working in the independent or maintained sectors. You need not have worked in a prep school before, but you do need to understand and have empathy with the ethos and spirit of prep schools and independent education.

Other areas of School life

All teaching assistants appointed to Feltonfleet are expected to contribute fully to the pastoral life of the School.

Pastoral care is a strong feature of Feltonfleet life. Although this post has no boarding duties, it is worth remembering that the boarding community is a central feature of Feltonfleet School life and an understanding and empathy of boarding is an expectation of all staff.

Games

A teaching assistant with an interest, experience or ability in sport will have opportunities to become involved in the PE, Games and Co-Curricular programme.

Boarding

From time to time, opportunities arise for staff to join the boarding team and as such they are offered staff accommodation while participating in the boarding programme.

Wraparound Care

Pupils in Pre-Prep are invited to attend Breakfast Club before school and Owls after school. Pre-Prep staff may apply to cover duties in either or both as opportunities arise.

Salary and support

The School is strongly committed to on-going training and development. We offer a formal induction programme, and follow the Government's mentoring scheme for NQTs.

Salaries are paid according to a seven-point scale according to experience and qualifications. The seven-point salary structure is based on the maintained sector pay scales plus a Feltonfleet allowance.

The successful appointee will also be entitled to the following:

- Use of a staff laptop/iPad
- Free school meals

This post offers an exciting opportunity to work in a well-established, developing and ambitious school. At a time when interest in the School, and demand for places is considerable, the future is very exciting.

Safeguarding and Child Protection

The successful candidate will be expected to commit to the following;

The post-holder's responsibility for promoting and safe-guarding the welfare of children and young persons' for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy and Child Protection Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Safeguarding Lead.

The successful candidate will be required to provide an enhanced DBS check. In seeking references on short-listed candidates, the School may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

Applications

A brief letter of application, and a completed and signed application form should be addressed to the Head of Pre-Prep, Mrs Amanda Burton Smith, as soon as possible.

The Head of Pre-Prep would be delighted to talk on the phone to any candidate who would like to know more about the post. They can be contacted at the School (01932 862 264), or by e-mail:

amanda.burtonsmith@feltonfleet.co.uk

Full details of the post and application forms are available on the school website - www.feltonfleet.co.uk - or from the Headmistress's PA, Mrs Heidi Tripp - hmpa@feltonfleet.co.uk or 01932 862264.

Closing date: 27th January 2020

Interviews week commencing 3rd January 2020

Amanda Burton Smith
January 2020