



Warwick Preparatory School

Teaching Assistant

(NVQ3 or equivalent in relevant area)

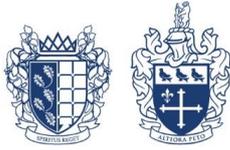
Required for September 2023

INFORMATION FOR APPLICANTS

Warwick Preparatory School
Bridge Field, Banbury Road, Warwick,
CV34 6PL

Telephone (01926) 491545





WARWICK INDEPENDENT SCHOOLS FOUNDATION

Warwick Independent Schools Foundation comprises two schools: King's High with Warwick Preparatory School, and Warwick School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This offers the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.

Warwick Preparatory School is a large day preparatory school situated on the Warwick School campus a few minutes' walk from the historic town centre of Warwick and within a skilful longbow shot of Warwick Castle. It occupies a fine site with exceptional facilities and is a flourishing community of around 500 pupils from the age of 3 to 11 including a Nursery of some 60 children.

Statement of Ethos

We place great emphasis on a broad and inclusive education, in a nurturing and supportive environment, whilst striving for excellence in all that we do. In celebrating each girl and boy for the unique qualities they bring to our community, we encourage them to explore and develop their interests, gain confidence in themselves and in their abilities, and seize the rich opportunities life offers.

We seek to prepare all our boys and girls for a life of learning and fulfilment, and for the fast-changing world of the 21st century as responsible, active, and compassionate global citizens.

In all that they do, we encourage our children to 'Aspire, Achieve, Enjoy', and to be the best that they can be.

Statement of Religious Ethos

Founded on Christian principles, we welcome pupils of all faiths and none. King's High School and Warwick Preparatory School are committed to enhancing the contribution we can make to society as a whole, and, in embracing diversity, to equal opportunities for all.

Aims

Scholarship

To foster a love of learning, intellectual curiosity, independence of thought, and effective learning habits.

Environment

To provide a safe, stimulating and supportive school environment, where each pupil can feel inspired, challenged and valued.

Community

To foster a vibrant school community, built on trust and respect, and instil a sense of social responsibility.

Character

To develop resilience and confidence, and to inculcate integrity. and encourage responsible behaviour and attitudes within a Christian ethos.

Opportunity

To provide a rich and stimulating school experience, where our pupils can explore and develop their interests, gifts and talents, and discover new ones.

Structure and facilities at Warwick Prep

The Pre-Prep (Nursery to Year 2) at Warwick Prep includes girls and boys, with each class teacher having the support of a full-time Teaching Assistant. All the boys leave us at the end of Year 2 with the vast majority moving on to Warwick Junior School on the other side of the campus. In the Prep Department (Years 3 to 6) there are two or three forms in each year. Pupils are taught and looked after by a Form Teacher who will take them for a number of academic subjects, but in addition there is specialist teaching in Science, French, D&T, Art, Games/PE, Music and Computing. At the end of Year 6 the vast majority of girls make the natural step to our sister school, King's High.

Our facilities include a sports hall, a hall/gymnasium, specialist teaching areas for Science, Art, Music, Design and Technology, as well as a computing room and networked provision across the school. There is a very well stocked, modern library at the heart of the school, and this is managed by our school Librarian. Our links with the two senior schools within the Foundation give us access to many superior facilities including a swimming pool, some 40 acres of grounds, a professional standard theatre venue (Bridge House Theatre) and Warwick Hall. Warwick Prep School is certainly an exceptionally stimulating educational environment.

The Headmistress, Mrs Hellen Dodsworth, is a member of IAPs and is responsible for the leadership and management of the Prep School. She is very ably supported by the Senior Leadership Team which includes Mrs Dee Alder (Deputy Head), Mrs Deborah Ward (Head of Prep Department), Mrs Gill Smeeton (Head of Pre-Prep Department) and Mrs Julie Johnson (Director of Studies).

Numbers at the school are extremely healthy, with classes being full and waiting lists in many years. The school has a long-standing academic reputation but is also known for its very friendly, family atmosphere, where children can enjoy their childhood, develop a love of learning and become confident, creative and independent young people. The school looks to develop the talent of each and every child and the successful applicant for this post will be able to play a significant role in ensuring that this continues to be a key feature of the school.

The school day for children runs from 8.40am to 3.45pm, Monday through to Friday, though the school is 'open' from 7.45am to 5.45pm each day.

The school is committed to safeguarding and promoting the welfare of children and young people and all aspects of staff and volunteers to share this commitment.



Warwick Preparatory School

JOB TITLE	Teaching Assistant
ACCOUNTABLE TO	Head
REPORTING TO	Head of Pre-Prep/ Head of Prep Department
LOCATION	Warwick Prep School
CONTRACT	Permanent
HOURS	7.45am – 4.30pm
SALARY	£17,999 – £19,300 dependent upon experience

JOB DESCRIPTION

Job Purpose

Under the direction of the Form Teacher to provide

SUPPORT FOR THE PUPILS by:

- Providing pastoral support to pupils within the school environment.
- Providing structured support in accordance with specific work programmes designed and supervised by individual teachers
- Using specialist knowledge / experience to provide appropriate support to pupils in relation to their individual needs, e.g., behaviour management strategies.
- Supporting pupil's independence in learning.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required
- Contributing to raising standards by ensuring high expectations are set for pupils.
- Having involvement in the development and implementation of Individual Education / Behaviour Plans / EHC plans as required.

SUPPORT FOR THE TEACHER by:

- Supervising pupils for a particular curriculum activity under the supervision and guidance of the form teacher.
- Undertaking some marking of planned work.
- In conjunction with teacher, recording pupils' progress, providing feedback to appropriate education professionals both within and outside the school.
- Supporting the teacher to develop appropriate learning plans to ensure progress is made.
- Providing general admin support for classroom activities e.g., preparing materials for agreed activities, tidying away, keeping resources organised.

- Providing brief periods of supervision during unplanned teacher absence under the direction of a teacher/designated member of staff.

SUPPORT FOR THE CURRICULUM by:

- Contributing to curriculum planning, evaluation and implementation.
- Contributing to development of school and year group procedures as and when required.
- Preparing and using appropriate teaching materials.
- Preparing and using specialist teaching equipment and resources to support pupils.
- Attending day trips, residential trips and supporting / running co-curricular clubs as agreed.

SUPPORT FOR THE SCHOOL by:

- Contributing to the overall ethos/work/aims of the school.
- Complying with policies and procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensuring all pupils have equal access to opportunities to learn and develop.
- Liaising effectively with teachers, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Assisting with the supervision of pupils out of lesson times at various times of the school day, including before and after school, according to contractual hours.
- Recognising own strengths and areas of expertise and use these to advise and support others.

You may also be required to undertake such other comparable duties as reasonably required by the Head from time to time.

Teaching Assistant – General Information

The successful applicant must have an excellent rapport with young children, have relevant experience and qualifications, be committed to the highest standards of educational provision and be in sympathy with the aims and ethos of Warwick Prep.



Warwick Preparatory School

Person Specification

Selection Criteria	Essential	Desirable	Method of Testing
Qualifications		<ul style="list-style-type: none"> • Good numeracy and literacy skills • First Aid training • Basic Food Hygiene certificate • NVQ3 or equivalent in relevant subject 	<ul style="list-style-type: none"> • Application form, interview procedure and viewing qualification certificate.
Experience	<ul style="list-style-type: none"> • Recent experience working as a Teaching Assistant 	<ul style="list-style-type: none"> • Some understanding and awareness of SEN. • Experience of independent school education 	<ul style="list-style-type: none"> • Application form, interview procedure, references.
Special Knowledge	<ul style="list-style-type: none"> • Knowledge of the National Curriculum, especially the national strategies for teaching English and Mathematics 		<ul style="list-style-type: none"> • Application form, interview procedure, references.
Particular Skills and Aptitudes	<ul style="list-style-type: none"> • Ability to work as part of a team. • Ability to support, encourage and build confidence and skills of children experiencing barriers to learning. • Good interpersonal organisational and communication skills. • Ability to deal sensitively with children and parents. • Ability to maintain the ethos of the school. • Able to work under direction but use initiative as the situation demands. 	<ul style="list-style-type: none"> • Good ICT skills. 	<ul style="list-style-type: none"> • Application form, interview procedure, references.
Other requirements	<ul style="list-style-type: none"> • Clear Enhanced DBS check if appointed. • Suitable to work with children. • Have commitment to own personal and professional development 	<ul style="list-style-type: none"> • Able to be flexible with working hours should the need arise for extra work on an <i>ad hoc</i> basis. 	References, DBS check, List 99 check, identity checks, interview, medical fitness declaration

The school is committed to safeguarding and promoting the welfare of children and young people and all aspects of staff and volunteers to share this commitment.

Further Information about the Appointment

It is anticipated that the person appointed will be a first rate practitioner, at the forefront of current educational thinking but also with a commitment to traditional values in relation to behaviour, manners, appearance and standards to which the school is strongly wedded.

We are a creative and dynamic school with a very wide range of opportunities open to the children in many areas. The norm is for our staff to give generously of their time and expertise and we are looking for someone who can add something special of their own.

The appointment will be subject to a satisfactory medical checks and confirmation of academic qualifications. The post will be confirmed on receipt of all references and satisfactory DBS clearance.



Application Process

Applications should include:

- A completed application form (CVs are not an acceptable alternative) including the names, addresses, e-mail and telephone numbers of two professional referees, one of which must be your current employer, wherever possible.
- A letter of application addressed to the Headmistress, Mrs Hellen Dodsworth (no more than two sides of A4) in which you explain **why you have applied for this role and what particular skills, attributes and experience you would bring to it.**

**Further details and an application form can be obtained from
the HR Department, Warwick Independent Schools Foundation
Myton Road, Warwick CV34 6PP, Telephone 01926 735413
Email: hr@warwickschools.co.uk**

The closing date for applications is **12.00pm, Monday 22nd May 2023**. Applications should be sent to the HR Department, Warwick Independent Schools Foundation, Myton Road, Warwick, CV34 6PP, email: hr@warwickschools.co.uk

Applicants called to interview will be required to bring evidence of their identity and qualifications. References will only be sought only on applicants who accept an invitation to interview, though applicants can opt for references not to be taken up prior to an interview. It is anticipated that interviews will be held during the week commencing **22 May 2023**.

The appointment will be subject to a satisfactory medical check and confirmation of relevant qualifications. The post will be confirmed on receipt of all references and of a satisfactory outcome from an enhanced DBS check. Please note that the school's Child Protection Policy is available on the school website and should be read by all applicants for this post.

Please do contact the school and ask to speak to the Head of Pre-Prep, Mrs Gill Smeeton, if you have any further questions in advance of an application.

Thank you for your interest in this post.

Hellen Dodsworth
Headmistress
May 2023