



## **DEAN CLOSE PRE-PREPARATORY SCHOOL 'THE SQUIRRELS'**

# **TEACHING ASSISTANT**

Dean Close Pre-Preparatory School, fondly known as 'The Squirrels', is set in 50 acres of parkland, close to the centre of Cheltenham. We are proud to be part of the Dean Close family of schools, providing excellent education for boys and girls from 2 years 9 months to 18 years.

The Pre-Preparatory School is based in a modern, purpose-built building that opened in 2004, with excellent facilities and resources, including integral hall, library, outdoor adventure play areas and our own exciting Forest School. Our pupils are also able to make use of some of the outstanding facilities on the whole School campus, such as the swimming pool, tennis courts and sports' complex.

The Teaching Assistant is responsible to the Class Teacher and Headmistress of the Pre-Preparatory School. This job description below outlines the key elements of this appointment. However, as with all teaching assistant jobs, there needs to be flexibility, as there may be elements which will change.

- Work in Early Years alongside the class teacher/leader, working with children, preparing resources and activities as directed by the class teacher and the Headmistress.
- Be experienced with the Early Years curriculum, attend planning meetings and liaise with class teachers over the planned curriculum, be aware of the learning objectives and contribute to planning and assessments for each child.
- To work with the team in assisting children with their self-care needs
- Be prepared to spend time assisting the class teacher in setting up for lessons and general tidying at the end of morning lessons.
- Be flexible and provide reasonable temporary cover within the Pre-Prep.
- Adhere to the Christian ethos of the Dean Close Schools.
- Maintain the code of discipline followed within the Pre-Prep and be committed to the well being of all pupils, in an educational, pastoral and spiritual sense, establishing a happy and vivacious atmosphere in the classrooms.
- Familiarise yourself and adhere to the requirements in the staff handbook, particularly the code of conduct and professional dress code.
- Provide a supportive role towards colleagues within the School; have a passion for excellence in the Early Years, be innovative, forward thinking and work as part of a team, with a happy disposition.
- Liaise with the Head of Early Years over day to day problems or advice needed and over matters concerning the welfare of pupils.

- Build up a rapport with parents, providing an 'open door' policy of consultation, ensuring they feel happy and confident about their child within your care.
- Attend parents' meetings, weekly planning meetings, open days and other formal school functions, as hours of employment allow.
- Attend pre-term DCPPS staff meetings and insets and promote good relationships between the Pre-Prep School, the Prep School and the Senior School.
- Undertake duties as timetabled on a rota during the school day, including the lunchtime meal and before school crèche. You should be willing to undertake tasks or extra duties if required, as directed by the Head of Pre-Prep.
  - Speak well of the Dean Close Schools at all times.

### **Skills required:**

- Have an NVQ3 or equivalent qualification
- Have an excellent understanding of the EYFS curriculum
- Experience of working with children in an EYFS setting and a passion for contributing to excellent Early Years provision
- Ability to relate well with young children, to gain their confidence and trust, to explain at their level of understanding and development
- Ability to build a good rapport with parents in line with our Open Door policy
- Ability to think proactively, use initiative and plan effectively for a small group
- Ability to support class teacher effectively in preparing, setting up and using resources
- Flexibility in order to adapt to changing needs of the children
- Have excellent interpersonal skills to work with whole staff as part of the team
- Friendly, approachable, enthusiastic and patient
- Be supportive of the Christian ethos of Dean Close School

### **Hours:**

Normal working hours are: arriving no later than 8.10am and leaving at 5pm. Staff meetings, planning and Key Stage meetings may also be held after school. **N.B.** Occasionally there will be times when exceptions need to be made and permission should be sought from the Headmistress in these instances.

### **Application Process**

Completed application forms and a CV, together with a covering letter should be returned to the HR Manager, Dean Close School, Shelburne Road, Cheltenham, GL51 6HE. Tel 01242 267415, Email: hr@deanclose.org.uk by 12.00pm on the closing date.

Dean Close School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

**Closing date: Wednesday 22<sup>nd</sup> May 2019**

**Interview date: Wednesday 5<sup>th</sup> June 2019**