



Newland House
School



Job Application Pack

Wrap Around Care Assistant

Closing Date for Applications: 24 March 2025



OUR SCHOOL

Thank you for your interest in Newland House School. Our welcoming Pre-Prep and Prep School sits on a 5-acre site in a quiet residential area on the edge of Twickenham and Teddington in Southwest London. Established in 1897, Newland House is one of the oldest and largest Independent Prep Schools for children aged 3-13 in the area.

We are passionate about inspiring a life-long love of learning and bringing out the brilliance in every child. Our curriculum is innovative, broad and ambitious, giving every child the opportunity to explore their academic, sporting, and creative passions. We are committed to supporting each pupil's unique learning journey, and our dedicated teachers and staff continuously seek fresh ideas to enhance learning experiences both in the classroom and beyond.

Ensuring the happiness and wellbeing of our pupils is core to all we do. We want every single child in our school to feel safe, valued and cared for and visitors, parents and children consistently comment on the positive, happy, and vibrant atmosphere at our School.

In our most recent ISI inspection, we were found to be EXCELLENT in all areas (2022).





SUMMARY OF **THE ROLE**

We are seeking reliable and enthusiastic staff to work in our Wrap Around Care provision.

There are roles in either the Breakfast club from 7.30 a.m. to 8.30 a.m. or after school from 3.30 p.m. to 6.00 p.m. We are flexible about the working days and timings, and you may wish to work all week or only on certain days.

The positions provide an excellent opportunity to work at a successful independent school, providing support and care in line with the school's policies and procedures.

The person specification outlines the qualities needed for a Wraparound Care Assistant to be successful in providing a safe, fun, and enriching environment for children. If you meet these criteria and are passionate about supporting children's development, we would love to hear from you.



FURTHER DETAILS

Application closes: 12.00 noon on Monday 24 March 2025

Interviews: Tuesday 25 March 2025 or Wednesday 26 March 2025

Employment Commences: As soon as possible

Salary: £12.24 per hour (breakfast included for the Breakfast club and sandwiches for After-school Care)

Contract type: Part-time / Flexible, from 7.30 a.m. to 8.30 a.m. or 3.30 p.m. to 6.00 p.m. Monday to Friday

Contract term: Term-time only

Location: Twickenham, Southwest London

JOB DESCRIPTION

Main duties and responsibilities

- Provide full care of the children during club hours.
- Ensure that a register is kept of children in the club.
- Help to plan, prepare and provide appropriate play activities.
- Administer first aid as appropriate.
- Assist in keeping the equipment and premises clean and in good order.
- Develop sound working relationships with parents, children, and other members of staff.
- Ensure that Pre-Prep children are safely taken from Prep Hall to the Pre-Prep in time for the commencement of the school day.
- Ensure Pre-Prep pupils are safely collected from the Pre-Prep at the end of the school day and brought to Prep Hall.
- Carry out any additional duties as may be reasonably required from time to time.
- Foster a positive and inclusive environment in Wrap Around Care.
- Attend relevant mandatory trainings and professional development sessions.
- Promoting and safeguarding the welfare of all pupils Wrap Around Care.
- Promoting the general well-being of the pupils in Wrap Around Care.
- Being vigilant in preventing bullying and work swiftly to resolve incidents of bullying, following the school's Anti-Bullying Policy.
- Maintaining a constant awareness of all issues relating to child protection.
- Alerting the Wrap Around Care Manager of any safeguarding concerns.
- Maintaining good behaviour amongst pupils in Wrap Around Care.
- Looking after pupils' health and safety.

JOB DESCRIPTION cont.

Other Duties:

- Adopting and working towards the objectives outlined within the school's development plan.
- Work within agreed policies as outlined in the Staff Handbook.
- Adhering to the school's Code of Conduct Policy.
- Ability to act as a role model to staff, children and the wider community.
- Promoting the school positively for current and prospective parents.
- Undertaking such other comparable duties as the Deputy Head (Prep) requires from time to time.

THE CANDIDATE

Qualifications

- Minimum of GCSEs or equivalent in English and Mathematics.
- A-level qualification is desirable.
- Any relevant childcare qualification is desirable.
- Commitment to continued professional development (CPD). Willingness to undertake relevant training to enhance professional development and ensure the best care practices for children.

Experience

- Experience of working with children in an educational, care, or extracurricular setting is desirable.
- Experience in supervising and engaging children in activities, ensuring their safety and well-being is desirable.

Skills

- Ability to plan, organise, and manage activities that are engaging, fun, and educational for children.
- Ability to develop good personal relationships and work well within the team.
- Ability to establish and develop good relationships with children and parents.
- Ability to communicate effectively.
- Ability to create a happy, fun and effective environment.
- Have a creative mindset and willingness to engage in hands-on activities, such as arts and crafts, games, sports, and outdoor activities.

Knowledge

- A good understanding of child safeguarding procedures and the ability to act appropriately in line with school policies is desirable.
- The statutory requirements of legislation concerning equal opportunities, health & safety, learning support and child protection.
- A current First Aid qualification (or willingness to complete training) is highly desirable.

Qualities

- Ability to show patience and empathy towards children, especially when they may be feeling upset or tired after a long school day.
- Willing to adapt to changing circumstances, handle unexpected situation, and be flexible with duties and responsibilities.
- Enthusiastic about working with children, bringing energy and creativity to activities.

THE CANDIDATE cont.

Personal competencies and qualities

- Motivation to work with children.
- Ability to form and maintain appropriate relationships and boundaries with children.
- Emotional resilience when working with different situations
- Positive attitude to use of authority and maintaining discipline.
- Commitment to the school and its ethos, aims and values.
- Ability to motivate self and others.
- Good organisational skills.
- Flexibility and ability to work well within a team.
- Excellent communication and interpersonal skills.
- Ability to take initiative and adapt to changing situations.
- A good sense of humour to create a joyful and engaging learning environment.
- Reflective on own practice.
- High personal integrity and professionalism.
- Liaise effectively with governors and outside agencies.

Candidates should ensure that they address all of the above criteria in their application form, referring, where appropriate, to actual experience. In addition, the interview will explore issues relating to safeguarding and promoting the welfare of children.

WHY WORK AT NEWLAND HOUSE SCHOOL

Generous pay and allowances – based on skills and experience.

Pension – teaching and non-teaching staff enjoy a generous employer contribution pension scheme.

Longer holidays – than the maintained sector for teachers (19 weeks) and a minimum of 25 days for full-time non-teaching staff plus bank holidays and additional time at Christmas.

Staff fee remission – all staff are eligible for fee remission after successful completion of probation. The continuance and value of the school fee remission is at the discretion of the Governors.

Enhanced sick and maternity/paternity pay

Flexible and generous time off work policy – special leave, time off for dependents and appointments.

Lunches and refreshments – lunches and refreshments are provided by the school to all members of staff, free of charge during term time.

Flexible working options – job share and part-time.

Cycle to work scheme – purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months.

Career personal development – training and career development opportunities are available for all teaching and non-teaching staff. There are many opportunities to take on additional responsibilities. Financial and other support with obtaining relevant professional qualifications.

Continuous appraisal process – to ensure staff get regular feedback.

iPads – all teaching staff are given iPads for their teaching and assessment and non-teaching staff when required as part of their role.

Staff social committee – organise an exciting programme of socialising events including quiz nights, karaoke, theatre trips, golfing weekends and many more.

Staff reps forum – an opportunity to get your voice heard.

Safeguarding

Newland House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We adopt a fair, robust and consistent recruitment process in accordance with the guidelines of the government document, Keeping Children Safe in Education. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Diversity, Equity and Inclusion

Newland House School values diversity, equity and inclusion for its pupils and staff. We want our community to feel valued and respected, so we are working hard to build an inclusive culture which celebrates diversity in different forms to reflect the community we serve. We believe that having a diverse workforce offers different perspectives which helps us to work towards our shared vision and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join our School.



CONDITIONS OF EMPLOYMENT

Employees will be required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

Employees shall uphold the school's policy in respect of child protection and safeguarding matters.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All members of staff are required to participate in the school's appraisal scheme.

The job description is current at the date shown, but in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of school in relation to post-holder's professional responsibilities and duties.





HOW TO APPLY

Candidates should pay attention to the summary of the role/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

Completed applications with a covering letter should be sent to the HR Manager by the closing date. No CVs will be accepted.

Applications will be reviewed and shortlisted on a rolling basis, and we reserve the right to interview, appoint and close the advert early depending on the volume of applications we receive. We therefore encourage you to apply at the earliest opportunity to avoid disappointment. We will only be contacting those candidates who have been selected to progress to the next stage of the process.

Please note that referees will be contacted prior to the interview.

If you would like an informal confidential discussion regarding this role prior to application then please contact HR Manager, Ashlesha Sarang-Patel via email on asarang-patel@newlandhouse.net