



Nursery TA Candidate Information Pack



INTRODUCTION

Lyonsdown School, part of the Mill Hill Foundation, is seeking to appoint an enthusiastic and reliable Teaching Assistant to join their Nursery. This role will be for a level 3 (or equivalent) nursery teaching assistant to support the teacher with their responsibility for the development and learning of all children in their class.

They will have the skills and commitment to develop positive relationships with all children and carry out activities in a manner that brings out the best in young children. They will have excellent knowledge of the EYFS Statutory Framework, 2023 and will have excellent understanding of child development to fully support high quality EYFS practice and provision.

Closing date for applications: 9.00am on Thursday 4 January 2024

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Salary

FTE £23,697. THE SALARY IS TO BE PRO RATED FOR THE FIXED TERM PERIOD

Hours

8.00AM – 3.30PM

Benefits

FREE SCHOOL LUNCH,
GENEROUS PENSION
CONTRIBUTION

Contract Type

FIXED TERM

“This little school, succinctly summed up by one happy parent as ‘nurturing within a structured learning environment’, is one to watch...”

THE SCHOOL

Lyonsdown

Lyonsdown is situated in a quiet, residential area of Barnet with good access from other parts of London, as well as from parts of Hertfordshire and Essex, both by road and by public transport. The M25, A1 and M1 are easily accessible. There is on-street parking available. Whilst many of our families are local, living within or near Barnet, others travel from the surrounding area.

We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.

A part of the Mill Hill Education Group

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



LETTER FROM THE HEAD

I am proud to lead a dedicated team of teachers and staff, who are committed every day to providing an outstanding educational experience for our girls within a culture that values individuality, resilience and respect. We are seeking to appoint an appropriately qualified KS1 teacher to join our team. The successful candidate will be a passionate professional with excellent pedagogy who can demonstrate an ability to inspire learning.

The happiness and wellbeing of all our girls is at the heart of everything that we do, and we celebrate them as they begin to develop lifelong passions and interests across the curriculum. Visitors to our school are greeted by cheerful, welcoming and motivated girls, absorbed in their learning and supportive of each other, whilst enjoying every aspect of their Lyonsdown adventure.

Our emphasis on STEAM subjects ensures a broad and balanced curriculum with a wide variety of opportunities to suit each individual, and the majority of our girls go on to be successful in gaining places at their first choice of senior school. Their time with us ensures that Lyonsdown girls are thoroughly prepared for whatever challenges lie ahead in life: at their next school and beyond.

It is an exciting time to be joining the Lyonsdown school staff, our recent merger with the Mill Hill Foundation creates a range of personal and professional development opportunities. Our staff are excited to begin the journey of sharing best practice, ideas and resources across our family of schools and the successful candidate will need to demonstrate the same commitment to continued professional and personal development. I look forward to welcoming your application to become a valued member of our team.



Mrs Rittu Hall
Head teacher

JOB DESCRIPTION

The successful applicant will be required to:

Teaching, Learning and Pastoral Care

- Approach the teaching and learning of children in an efficient and informed manner by adopting relevant strategies that support the work of the teacher to increase the achievement of pupils, including those with special educational needs and disabilities. In particular:
 - The use of effective questioning and interactions that will develop thinking skills and support the development of independent thought and actions
 - Warm and respectful interactions with children to encourage and motivate them
 - Effective techniques to encourage positive and active speaking and listening skills
- Promote, support and facilitate inclusion by encouraging the participation of all pupils in their learning and extracurricular activities
- Use effective behaviour management strategies consistently and calmly, in line with the school's policy and procedures
- Contribute to effective assessment and planning by supporting the monitoring and recording of pupils' progress through observation and identification of next steps in learning
- Provide effective feedback to pupils in relation to progress and achievement
- Communicate effectively and sensitively with pupils to adapt to their needs and support learning
- Act as a role model to pupils in demeanour and approach to tasks
- Set appropriately high expectations for pupils and not put limits on their potential
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward self-reliance

- Work with the teacher to maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources
- Liaise sensitively and effectively with parents as agreed with the teacher and where necessary or appropriate
- Support the teacher with routine administration tasks

Forest School Expectations

- Follow all safety procedures and risk assessments to keep children safe
- Understand the child-initiated nature of Forest school and work within this to resource it appropriately and offer a high level of challenge
- Work within the parameters given by the Head Teacher and Senior Leadership Team, Nursery Lead and the Forest School Lead
- Be prepared for all weather conditions

Knowledge and Understanding

- Be prepared to acquire any additional appropriate skills, qualifications and/or experience required for the teaching assistant role, with support from the school e.g Forest School qualification
- Demonstrate skills in understanding the needs of all pupils and know how to adapt and deliver tasks or instructions to support and meet individual needs
- Share responsibility for ensuring knowledge and understanding is up to date by reflecting on practice, liaising with school leaders and accessing relevant professional development to improve personal effectiveness
- Demonstrate a level of subject and curriculum knowledge relevant to the role and apply this effectively in supporting teachers and pupils
- Understand the role and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role
- An understanding of safeguarding and KCSIE 2023 and how that translates in an early years setting

Personal and Professional Conduct and Supporting the School

- Have proper and professional regard for the ethos, policies and practices of our school
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting any concerns to the relevant senior person
- Be conscious and take pride in status as a professional person in our environment
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Have regard for the need to safeguard pupils' wellbeing by following the relevant statutory guidance along with school policies and practice
- Uphold values consistent with those required from teachers by respecting individual differences and cultural diversity
- Be committed to improving practice through self- evaluation and awareness
- Contribute to the overall ethos, work and aims of the school
- Participate in training and other learning activities and performance development as required including INSET days
- Supervise pupils on educational visits, trips and out of school activities as required, following correct policy and procedure
- Be committed to continual school improvement

Working with others/ relationships

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them

- Work with the class teacher and keep other professionals accurately informed of progress or concerns they may have about the pupils they work with
- Be responsible for sharing knowledge to inform planning and decision making
- Work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Communicate knowledge and understanding of pupils to other school staff and education, health and social care professionals so that informed decision making can take place on suitable intervention and provision
- Attend and participate in regular meetings, as appropriate to the role



PERSON SPECIFICATION

Qualifications and Skills

- A Level 3 or equivalent Teaching Qualification
- Under the guidance of the teaching and senior staff, help to implement agreed learning programmes within our curriculum through a system of collaboration and supervision
- Support the management and preparation of resources
- Deliver excellent pastoral care and build relationships with all children with ease

Experience and Knowledge

- They will have proven high standards of themselves as a professional
- They will recognise the contribution they make to the development and learning of children
- Have proven ability to engage in high quality interactions with children that enable learning and uphold the values of the school
- An appreciation and understanding of the EYFS

Abilities, Skills and Attributes

- Excellent collaborative and team work skills
- A flexible, proactive and willing attitude
- An enthusiastic and positive demeanour
- A professional approach to the workplace and relationships with colleagues, parents and pupils
- Excellent organisational skills
- A sense of humour
- Reliability
- Warmth
- An understanding of the importance outdoor learning has in child development



HOW TO APPLY

- 1 If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

- 2 Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Thursday 4 January 2024.**

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Education Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Lyonsdown School. A part of the Mill Hill Education Group.



Lyonsdown School

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