



CRICKLADE
MANOR PREP
SCHOOL & NURSERY



CANDIDATE PACK
TEACHING ASSISTANT

Welcome from the Headmaster

Thank you for your interest in working at Cricklade Manor Prep.

As Headmaster, I am delighted to introduce you to Cricklade Manor Prep. With a broad and exciting curriculum, strength in the core subjects, countless extra-curricular opportunities, and excellent facilities, we are a supportive and welcoming community of children, staff and parents.

I believe that our outstanding team of teachers is CMP's greatest asset, chosen and developed to provide the best possible learning opportunities for our pupils. Each member of staff is highly experienced, and many have subject specialisms, so that even our youngest pupils learn from experts in their field. We believe that each child is an individual and give every child the support they need. This focus on each and every child extends into the Cricklade Personal Development sessions which are built into the school week. In these, pupils have the option to receive extra support where needed, to spend more time on topics they love, or to try out something entirely new.

The same individual attention is brought to the children's emotional and mental wellbeing. Happy children are better learners, so there is plenty of time for imaginative play, sport, art, drama, confidence building and friendships. Risk taking and learning to fail form a key part of their education from an early age, ensuring that our older children take on challenges with a healthy combination of positivity and resilience.

The outcomes our children achieve speak for themselves. Every year, many children gain places at grammar schools and all children applying for independent senior school secure their first choice. We are incredibly proud of everything our children achieve academically, on the sports field and in the visual and performing arts.

CMP is a busy, vibrant school and expectations of staff and pupils is high. We are looking for dynamic and inspirational staff who want to be part of this happy and supportive school. A positive attitude, a willingness to take on new challenges and a track record of being an excellent team player are key personality traits that will enable professionals to thrive at our school.

I hope you are able to find all the information you need within this brochure and on our website. If you require further information please don't hesitate to get in touch.



Guy Barrett

Wishford Schools

Wishford Schools is a small, friendly group of nine independent schools. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high and staff and pupils are challenged and supported to give their best.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving Heads with time to focus on the children within their care. In addition, Heads work closely with an Advisory Board of experienced school leaders, and with each other, meaning that someone is always available to offer advice and support.

For more information on the Wishford Schools group, please visit:
www.wishford.co.uk



The Role

We are looking to appoint a Teaching Assistant to join and support our current staff of excellent teachers.

This post is full time, term time only (40 weeks).

Any extra curricular skills, interests or hobbies, such as sport, will be appreciated, but not necessary.

Our School

Cricklade Manor Prep is a long-established Independent Prep School located in the heart of Cricklade, Wiltshire. Cricklade is a short drive from the M4 and A419, making it easily accessible from Cirencester, Swindon, Chippenham, Faringdon, Marlborough, Malmesbury and surrounding areas. Cricklade Manor Prep educates boys and girls from age 2 to 11. At the end of their time at the school, pupils move on to a wide range of independent, grammar and maintained schools. The school is housed on an 8-acre site within the town, including a handsome Grade II listed Manor House, a separate Nursery department housed within a walled garden, a number of purpose-built classroom blocks and extensive sports facilities including Astro turf and grass pitches and a Sports Hall.

Our School Aims

- Develop the academic, musical, creative, sporting and other talents of each child.
- Provide outstanding pastoral care in a secure, happy, nurturing environment, underpinned by principles of tolerance, kindness and respect.
- Create an outward-looking ethos, building links with parents and the local community.
- Prepare leavers for entry to senior schools at 11+.
- Enable leavers to be confident, capable, caring and independent minded.

Our Vision & Values

Cricklade Manor Prep is an Independent Prep School that aims to provide a safe, happy environment in which children develop a love of learning and gain the confidence and capability to fulfil their potential. Everything we do as a school can be encompassed by our key values: Challenge, Motivate and Prepare.

Challenge:

Pupils develop their initiative and resilience to accept new challenges and opportunities allowing them to build high levels of skill, knowledge and understanding.

Motivate:

Pupils develop their confidence and responsibility whilst being respectful and kind. They can communicate effectively, collaborate with others and show leadership in their learning and in preparation for senior school.

Prepare:

Pupils are happy, enthusiastic about learning and contribute to the school. They grow in independence and develop self-discipline and decision-making skills in a safe environment.

Contact Details

If you need assistance with applying, or adjustments for the application process or interviews, please contact hr@wishford.co.uk

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.

Wishford Education 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, reference and medical checks and the Disclosure and Barring Service.



Hours, Salary & Benefits

Hours: Full time, term time only. 40 weeks per year.

Salary: £12.17 per hour

Benefits:

- 5% pension contribution
- EV scheme with Octopus
- Cycle to work scheme
- Means tested staff discount
- Complementary breakfast, lunch, dinner and snacks cooked on site by our inhouse chefs
- Pro-rata paid holiday + bank holidays per annum
- Access to the group's counselling scheme
- On site parking
- Friendly and supportive staff room
- Opportunities for career development within the Wishford group of schools

How to apply

Applicants should complete the school's application form and submit it to Jacky Barratt, PA to the Headmaster

Jacky.Barratt@crickladedemanor.com

There is no need to send us a separate CV or letter of application. Particular attention should be given to Section 7 of the application form. Please state here your reasons for applying, highlight any relevant experience and explain why you think you are suitable for the role.

You can apply on TES. [Link here](#)

Applications will be reviewed as they arrive, and we reserve the right to close the vacancy early, so prompt application is encouraged,

This role will commence in September 24/October 24.

Key Responsibilities

- To promote and safeguard the welfare of all pupils, maintaining a constant awareness of all issues relating to child protection and safeguarding.
- To abide by the staff code of conduct.
- To work closely with the teachers regarding termly and weekly planning, and with other staff to ensure continuity and progression.
- To attend weekly Teaching Assistant meeting with the Deputy Head and read the minutes or attend the weekly staff meetings (in accordance with the published schedule).
- To support the teacher in ensuring the child is catered for by well-resourced and planned, differentiated activities.
- To assist the Class Teacher with the rehearsal and direction of children for assemblies, productions and concerts.
- To plan and lead small group and individual teaching and learning sessions.
- To work with the individual child in lessons to ensure they are accessing the learning.
- To share the responsibility for pastoral care of the child and ensure good personal relationships are fostered between the child, themselves and with the staff.
- To participate in overseeing the behaviour and discipline of the children in accordance with the school behaviour policy.
- To liaise closely with the year group teachers who will then liaise with relevant members of the Senior Leadership Team, the SENCO and other staff members regarding any children of concern.
- To be responsible for the organisation of classroom resources ensuring that they are accessible to the child as appropriate.
- To ensure that home-school communication diaries are read daily and comments are written, as appropriate, to ensure good communication.
- To assist with the individual child during lunchtime in the dining hall, helping him to manage to his anxiety with choices.
- To assist with play time during break and lunch times everyday to support the individual, playing creating opportunities for interacting with other pupils.



Key Responsibilities Cont.

- To provide first aid for children for minor injuries, and to accompany children to see the first aider coordinator as required.
- To attend assemblies where required.
- To ensure all pupil related paperwork is up-to-date and accurate (e.g. child profiles, health matters, behaviour monitoring etc).
- To meet with parents with the class teacher, when necessary, and to foster good professional relationships and communication.
- To be prepared to market the school by speaking to prospective parents visiting the classroom, and acting as an ambassador for the school.
- To be responsible for care, security, and maintenance of resources and equipment in the classrooms throughout the school.
- To undertake all duties and procedures as specified in the current staff handbook.
- To attend events led by the Parents Association when requested.
- To participate in the appraisal process.
- To attend INSET (start of term and twilight sessions) and undertake continuous professional development.
- To attend Saturday morning Open Mornings (x 3 a year).
- To be a good role model in respect of speech, dress, behaviour and care of equipment.
- To follow the school's e-safety policy on emails and internet use.
- Maintain appropriate levels of personal presentation and professional conduct.
- An enthusiasm and willingness to participate in the wide range of extra-curricular activities on offer at Cricklade Manor Prep.
- Be able to maintain a high level of communication both in written and oral form.
- Be committed to continual professional development.
- Motivated and have the ability to take the initiative to manage workload.
- Approachable and open manner.
- A good sense of humour and positive attitude.
- Smart and professional in presentation.
- Flexible and open minded.

Desirable:

- Previous experience of working with children.
- An inspirational, committed and highly effective educational practitioner, dedicated to achieving the best outcome for every individual child both inside and outside the classroom.
- Have good ICT skills.
- An interest in supporting an individual pupil with emotional needs.

Essential qualifications:

- GCSE Maths and English.

Person Specification

The successful candidate will have the following skills, experience and qualities:

Essential:

- Have an outstanding outlook towards the pastoral care of children.
- Well organised, with good time management skills.
- The ability to work well within a team while promoting the best interests of the school.
- Be committed to the protection and safeguarding of children.
- Be committed to the personal development of pupils and be driven to attain and maintain our ethos.