



DANES HILL SCHOOL

TEACHING ASSISTANT



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TEACHING ASSISTANT



Thank you so much for your interest in a Teaching Assistant role at Bevendean, the Pre Prep of Danes Hill School.

I hope that this booklet gives you a sense of what it would mean to join the committed and professional team at our school – and the warm and positive environment you will be joining if you are successful in your application.

I am very proud to be the Headteacher of Bevendean, and to have an exceptional team working with me in our drive for continued success. We are looking for applicants who have the ability to work effectively with a teaching team and to contribute to high quality teaching and learning. Most importantly we are looking for people who have a genuine passion and desire to have a real impact upon pupil achievement and enjoyment.

We are looking for two new members of our team, one of which will be permanent and one will be fixed term (part time, mornings only) until the end of the academic year. If you are interested in becoming part of our school and making a difference to the lives of our young people, please do apply without delay and let us know whether you'd be interested in the permanent or fixed term position. We will be processing applications as they are received, and may well close the recruitment ahead of the closing date (Monday 12 December), if the right candidate has been found.

With kind regards,
Ruth Samson
Headteacher of the Pre Prep

WHAT OUR CHILDREN ARE LOOKING FOR

Inspired by Mary Poppins, we asked our School Council about the qualities they would look for in the teachers and teaching assistants that we recruit. The top attributes that our pupils identified were:

FUN

PLAYFUL

SILLY

SMART

HAPPY

KIND

KNOWLEDGEABLE

JOYFUL

It goes without saying that these are the qualities we are looking for in our Teaching Assistant candidates.

SUPPORTING LEARNING AT BEVENDEAN

With pupils ranging from 2.5 to 6 years old, all of the children in our nursery and pre prep classes love coming to school each day. When you walk into Bevendean you get an immediate sense of creative energy, where teaching is structured around the interests of our pupils. Learning is topic based, helping the children to relate meaning to the real world.

Moving around our classrooms and learning spaces on site, it very clear that the staff get to know the children exceptionally well. You will see that each is treated as a small person with their own ideas, learning preferences, interests and relationships – and that our pupils have the confidence and respect to speak up to the staff around them.

One thing that we are very proud of is that our children do not differentiate between our Teachers and Teaching Assistants: to our pupils we are all adults that support them, and help them to learn. Our Teaching Assistants have huge opportunities to develop the skills of teaching in the early years, so this can be a wonderful start for someone who is looking for a long term career in teaching or early years education.

Our staff tell us about the variety they experience, each and every day – whatever is planned for the curriculum, our pupils will respond to it individually, and the learning experience is always inspiring. We really enjoy adapting teaching and our approaches to pupil need – whether that is helping to extend our most able pupils, or to give a little extra support to those who are working hard to get the foundations in place.

To get a real sense of walking through our lovely school, please do look at the virtual tour on our website: daneshillschool.co.uk/admissions/virtual-tour



TEACHING ASSISTANT

Job title: Teaching Assistant (Bevendean)

Job purpose: To support the education, supervision and engagement of pupils in the Danes Hill Pre Prep (Bevendean) as directed, providing a high-quality experience for all children.

Reporting to: Head of Pre Prep

Hours: Full time – 8am to 5:30pm, worked flexibly according to the needs of the Danes Hill and Bevendean during term time only (34 weeks a year worked, but paid across 12 months). Support to evening and weekend activities as and when required. Any hours over 42.5 per week paid additionally
Part time, mornings only.

Contract: Two roles available: one permanent and one fixed term (part time, mornings only) to 31 August 2023 (please indicate on your application which role you are interested in, or whether you would be interested in either)

Salary: from £20,254 (£24,415 FTE)

Benefits:

- Generous Pension Scheme
- Lunch provided on site during term time
- Annual flu vaccinations
- Online Employee Assistance programme service and counselling
- Discounts in local shops, restaurants and businesses
- Ongoing training and development support

Closing Date: Monday 12 December 2022



JOB DESCRIPTION

SUPPORTING TEACHING AND LEARNING

- Inspiring pupils with a love for learning, and the highest standards and expectations.
- Supporting a cheerful, well-organised and stimulating classroom climate that will motivate pupils to learn, think independently, empathise with others, and perform to the best of their abilities.
- Communicating with pupils to ensure they understand work set by a class teacher, being clear about expectations.
- Assisting with monitoring, assessing and recording each pupil's progress.
- Supporting children with SEND, helping them to actively participate in learning activities and liaising with parents/carers/external agencies as required.
- Supporting pupils in activities to develop literacy and numeracy skills, being aware of individual needs, learning targets and the relevant support required to assist.
- Participating in the planning of programmes of study for groups of pupils.
- Assisting in the preparation of teaching materials and resources which facilitate access to the curriculum for all pupils.
- Providing 1:1 and small group support in class, as directed by the class teacher.
- Creating informative and well-presented classroom displays and noticeboards, celebrating pupil successes.
- Communicating positively with colleagues, parents and pupils, maintaining high standards

and expectations.

- Preparing and effectively using ICT in the classroom environment to support and promote pupil learning in ways that are stimulating and enjoyable for pupils according to age, needs and abilities.

CO-CURRICULAR ACTIVITIES

- Preparing for activities in line with school expectations.
- Assisting with school events or trips.
- Supporting all co-curricular activities as directed, including sports, school productions, concerts, parents' evenings and events.
- Participating in the breakfast club and extended day club, as directed.

PASTORAL RESPONSIBILITIES

- **Supervising pupils in activities, free time and learning, making each feel included, secure and valued.**
- **Participating in traffic and bus duties as requested.**
- **Undertaking pastoral responsibilities as directed**
- **Maintaining confidentiality and upholding guidance around data protection.**

OTHER DUTIES

- Playing a full part in the life of the school community, supporting its mission, ethos and policies.
- Being a role model by setting high personal standards of dress and appearance, attend-

ance/punctuality and class discipline/behaviour, upholding the staff code of conduct at all times.

- Providing administrative support as directed.
- Maintaining good order amongst pupils and being active in implementing the school's policies on rewards and sanctions.
- Actively engaging in safeguarding practice and health and safety supervision, both in school and on external visits.
- Undertaking supervisory and cover duties as directed, and working flexibly across the Bevendean and Danes Hill School according to need.
- Attending all meetings and training relevant to the role and other events as directed.
- Complying with relevant school policies and procedures at all times.

This job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the school evolve. You will be required to undertake other comparable duties as the Head of Pre Prep, Head-teacher or senior colleague may require from time to time.



PERSON SPECIFICATION

QUALIFICATIONS

NNEB or Teaching Assistant at Level 3 (essential)

EXPERIENCE

Experience of working with young people in a school or nursery environment

Experience of organising others

COMPETENCIES

Ability to build effective and professional relationships with pupils, parents and staff

Ability to communicate confidently and effectively

Ability to manage time effectively with a positive and flexible attitude to tasks

Commitment to equal opportunities

High levels of motivation and commitment to high standards

Demonstrable personal warmth and enjoyment of working with pupils and adults

Willing to participate fully in the life of the Danes Hill School and Bevendean, including co-curricular and pastoral commitments.

Please note that as part of our safeguarding policy, applicants will be required to undertake screening relevant to the post, including checks with past employers and the Disclosure and Barring Service. A review of shortlisted candidates' online profiles will be conducted, in line with KCSIE 2022

THE SCHOOL



Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped grounds in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a dynamic and exciting education.

Pupils are encouraged to realise their fullest possible academic potential, and each year a large number of scholarship and exhibition awards are achieved at a wide range of day and boarding Senior Schools. Danes Hill children are characteristically confident and outgoing and, in addition to the emphasis on academic work, they have plenty of opportunity to develop sporting, musical, dramatic and other non-academic interests.

WHY WORK AT DANES HILL SCHOOL?

Danes Hill offers an exceptional working environment. Set in 55 acres bordering open countryside, yet commutable to London, it is a thriving school. ISI Inspectors described the school as 'excellent in all areas' and commented that 'teamwork is strong'. They also noted that 'relationships between pupils and staff, and amongst the pupils, are consistently outstanding'. We feel these comments accurately reflect the school and are indeed key to making it such a great place to work. An on-going building programme has developed excellent classroom accommodation, including specialist science laboratories, art, design and technology rooms, performance spaces and high quality sports facilities.

Working at Danes Hill you become part of a large, dynamic community encompassing all the teaching and non-teaching staff. Dedicated support staff work in tandem with teaching staff, taking care of many administrative and support tasks in a friendly, cooperative environment. The Common Room President, elected each year, organises social events and charity fundraisers. Several members of staff offer their expertise to run different activities, including circuit training and the staff choir. You are also able to make use of the swimming pool and other sports facilities, before and after school, helping to burn off our renowned lunches!



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