



## Part-time Year 3 and 4 Learning Assistant (.6) (Maternity)

Required for January 2018

### Year 3 and 4 Learning Assistant

The advertisement in the TES is as follows;

*An enthusiastic and talented part-time Learning Assistant for Years 3 and 4 to join an outstanding team (maternity cover) in a forward-looking and dynamic prep school.*

*This is a part-time position working from 8.00am – 1.00pm, Monday to Friday.*

Closing date: Monday 30<sup>th</sup> October 2017 at 9.00am

### Thomas's London Day Schools

Thomas's London Day Schools educates over 2000 children at four schools – Thomas's Battersea, Thomas's Clapham, Thomas's Fulham, and Thomas's Kensington, and in one kindergarten in Battersea. Thomas's Academy, formerly New King's Primary School, joined the Thomas's family of schools in September 2015.

It is our prime concern that children at Thomas's are happy. We provide for their education by giving each child dignity and self-esteem through a sense of achievement, be it academic, artistic, or sporting. The central belief is that all this and more can be achieved if we can be kind to one another

In these preparatory years we offer a broad curriculum covering a wide range of subjects and skills so that by the time they leave us our pupils will have begun to identify individual areas of talent. In a positive and stimulating environment we ensure that each child achieves the best academic results of which each child is capable.

### Thomas's Clapham

#### a. The School and its facilities

The school occupies a site on Broomwood Road between Wandsworth and Clapham Commons. It is housed in a Grade II listed building which was built between 1904 and 1908 as the site for Clapham

County Girls' School. Thomas's Clapham opened as a school for boys and girls in 1993 aged 4–13. There are currently 645 pupils on roll. Philip Ward took up post as Headmaster in September 2012. Before that he was the Headmaster of Feltonfleet, in Cobham, for twelve years.

The facilities at Clapham include a superb Drama studio and fully equipped theatre space, and separate Art, Pottery and Design Technology centre, which was newly built in 2001, and an impressive building housing the Reception classes, which was built six years ago. Exciting new outdoor play and learning areas have been created, as well as *Mindfulness Place*, an enchanting garden dedicated to the school's commitment to teaching Mindfulness.

The Masterplan for a significant refurbishment of the existing teaching areas and the provision of a new space for STEAM teaching is well developed. The Year 1 and 2 classrooms were completely refurbished during the summer of 2016. The Year 3, 4 and 5 classrooms will undergo their own transformation during the summer of 2017. The recent and on-going investment in digital learning is significant and exciting.

Demand for places in the school is considerable, with most children arriving into the school in Reception. Around twenty girls and boys join the school in Year 7 from Thomas's Fulham. One class of children leave at 11+ for London day and boarding schools, the majority stay until Year 8, sitting 13+ exams for the London day schools, Common Entrance (93% A\*–B in 2016) or Academic Scholarship. 42 academic and Co-curricular Scholarships were won in 2016. Approximately 65% leave for boarding schools at the end of Year 8.

#### **b. The Clapham Way**

The approach to teaching and learning (the Clapham Way) is exciting, progressive, and challenging. Change is eagerly embraced by colleagues and pupils who share a passion for learning and finding new and better ways of doing things. Creativity, thinking skills and instilling a thirst for independent learning are at the heart of our approach. Traditional and didactic teaching methods would feel alien at Thomas's Clapham, and standards and expectations are high. There is a powerful commitment to digital learning. Continuous professional development is a strongly established culture within the school.

Academic standards are very high, but there is a strong and vibrant co-curricular programme with a strong emphasis on breadth. The school was recognised by Ofsted in April 2011 as Outstanding in each category.

#### **c. Inspiring every child, and the future**

*Inspiring every child*, the five year strategic development plan, was launched in September 2013. As well as its focus on development in a number of key areas, *Inspiring every child* promotes a values education based approach to inspiring learning, living and leading in every area of the school community.

One consequence of the strategic plan is that the PHSCE programme was replaced in September 2014 by a new whole school *Inspiring Living* course, focusing on well-being and healthy living. Another is that we are currently carrying out a complete review of our broad curriculum. Research and evidence based enquiry will help us to reshape and balance the curriculum to ensure a relevant C21 teaching and learning experience for every child in the future.

We rolled out a revised curriculum in September 2016, characterised by enquiry based learning throughout the school, and the teaching of a character skills woven into every aspect of the curriculum which we call the 8Cs. A commitment to teaching Growth Mindset has been very well received.

### **Job specification – Years 3 and 4 Learning Assistant**

#### **a. Accountable**

- To the Assistant Head – Head of Middle School

#### **b. Responsible**

- For supporting pupils (including those with Special Educational Needs), within Year 3 and 4 in order to facilitate their learning within a broad and balanced curriculum.

#### **c. Key areas of responsibility**

- To support pupils learning, predominately in Literacy, as effectively as possible both in group sessions and one to one
- To provide reading support for identified groups or individuals
- Assisting the class teacher in the development and delivery of any interventions
- Assisting the class teacher with maintaining assessment records
- To provide observational feedback about pupils to the class teacher
- To undertake supervisory duties
- To attend staff meetings, School INSET, and attend professional courses to enhance assisting effectiveness and qualifications
- To comply with all Health and Safety requirements
- To ensure the best possible practice
- To play a full part in the life of the school

#### **d. Person specification**

We want to appoint a qualified Middle School Learning Assistant with a sense of humour, adaptability, a commitment to team work, and a strong desire to make a difference. A can do, will do attitude must be the driving intent of the successful Learning Assistant, allied to a sensitive and sympathetic approach to the overall role.

In addition to the candidate's ability to perform the duties of the post, the interview will also explore the issues relating to safeguarding and promoting the welfare of children including;

- Motivation to work with children and young people
- The ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to the use of authority and maintaining discipline

Thomas's Clapham is dynamic and busy, and we shall certainly look for, and reward, a strong commitment to the whole life of the school.

We would be delighted to welcome applications from colleagues currently working in the maintained sector. However, understanding our high expectations, a commitment to working very hard, and clear evidence that you are going to get fully involved in the life of this excellent school is paramount. You need not have worked in a prep school before, but you do need to understand and have empathy with the ethos and spirit of prep schools and independent education. You need to be in full sympathy with all that we are about.

#### **General responsibilities for a Learning Assistant at Thomas's Clapham**

- To promote high quality teaching and learning
- To promote a love of reading
- To develop open, easy and professional relationships with parents and colleagues
- To undertake supervisory duties, attend assemblies, and school lunch
- To attend staff meetings, School INSET, and attend professional courses to enhance assisting effectiveness and qualifications
- To comply with Health and Safety requirements
- To play a full part in the life of the School, including attendance at INSET, Prize Giving events, and any other school occasions and events as required by the Headmaster

#### **Salary and support**

A competitive salary and conditions are offered.

This post offers a very exciting opportunity to work in one of the outstanding prep schools in the country.

## Safeguarding and Child Protection

We are committed to safeguarding the welfare of children and young people and expect all staff to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to an enhanced DBS check.

The successful candidate will be expected to commit to the following;

Thomas's London Day Schools is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring check.

## Applications

A brief letter of application, a curriculum vitae and a completed and signed application form, should be addressed to the Head of Middle School, Mrs Charlotte McConnell, as soon as possible.

The Head of Middle School would be delighted to answer any questions by email.

[cmccConnell@thomas-s.co.uk](mailto:cmccConnell@thomas-s.co.uk)

Details of the post and application forms are available on the Thomas's London Day School web site [www.thomas-s.co.uk/Working-at-Clapham](http://www.thomas-s.co.uk/Working-at-Clapham) or you can email the Operations Manager, Mrs Viki Stanton – [vstanton@thomas-s.co.uk](mailto:vstanton@thomas-s.co.uk).

Closing date: Monday 30<sup>th</sup> October 2017 at 9.00am

Interviews will take place on **Tuesday 7<sup>th</sup> November 2017**

C McConnell  
September 2017

*This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.*

*The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Safeguarding Officer or Deputy.*