



APPOINTMENT OF TEACHING ASSISTANT (FIXED TERM CONTRACT)

The closing date for applications is 10 June 2022, although applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. Therefore, an early application is strongly advised.

Bilton Grange School 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 & Barring Service.

Bilton Grange is a wonderful Prep School situated just south of Rugby; we currently have around 350 children, the largest the School has ever been. The Pre-Prep, housed in its own Edwardian buildings, caters for day children from age 3 (in 'The Nest') to Year 3 inclusive; Year 4 upwards are in the Prep and are a combination of day, boarding and flexi-boarding pupils. Presently, we have in the region of 50 full and weekly boarders, with another 35 flexi-boarding on a regular basis. It is possible, although uncommon, for children to commence boarding, whether flexi or fully, in Year 3.

The pupils benefit hugely from the awe and wonder of the buildings and interiors, designed by Augustus Welby Pugin, and the 90 acres of outdoor space, a parkland of nationally designated beauty. Our children depart at 13 for a range of senior schools, both boarding and day, as confident, engaged and well-mannered teenagers, committed to learning and exploring the world around them. A number win scholarships to senior schools in a variety of disciplines: academic, music, sport, art, design technology, drama and, for some, all-round excellence.

Bilton Grange has always offered strong academic teaching as part of a broad education that few other schools can match and encourages the highest aspirations in pupils within a friendly environment. Our website www.biltongrange.co.uk provides a further window into our world and a video on the school within this site. The 2017 inspection by the Independent Schools Inspectorate (ISI) found that the quality of Bilton Grange pupils' personal development and their academic and other achievements is excellent, the highest award they can offer to a school. Inspectors noted that Bilton Grange pupils '...achieve high standards across the breadth of the curriculum as a result of the commitment, enthusiasm and support that they receive from the staff'. The full report is available here - [Bilton Grange ISI Quality Inspection Report 2017](#).

The most recent and significant development in the School's history is the merger with Rugby School which took effect from January 2020; both schools had never been healthier, in both financial terms and pupil numbers, but the potential synergies and opportunities to further strengthen the pupil experience led us inexorably towards realising that our future would be stronger together. Bilton Grange remains a separately managed and registered school and parents still have a wide choice of senior schools to which their children can progress: there is no automatic progression to Rugby School nor an expectation that all would do so. However, the staff of both schools will be working increasingly closely together, both in pupil-facing roles and in the operational and administrative spheres, and Bilton Grange will inevitably benefit from the wider professional services which a leading public school such as Rugby School has at its disposal. The merger will also enable us to be very bold in our capital investment over the coming years, plans for which are in development.

Bilton Grange is fortunate in already having excellent facilities for specialist teaching whether in science, the performing and creative arts, or sport. We continue to strive to improve and develop new facilities, and a full-size, floodlit astro turf, inside Pugin's walled garden, was completed in December 2014; more prosaically, a new car park and traffic circulation system was built in Summer 2016. We opened a new extended Music Facility in January 2019. The boarding accommodation has been redeveloped and redecorated extensively over the last few years, and a programme of classroom refurbishment was completed in summer 2021. Our Pre-Prep Department has undergone a full refurbishment programme, including a new art room, a new multi-purpose space for dance, drama and music as well as for after-school care, and new toilets on both floors.

The Pre-Prep children use the outdoor spaces every day, throughout the year, to support learning across the curriculum and to enable our bespoke Outdoor Learning programme, which is an embedded part of the curriculum for all age groups.

Bilton Grange is determined to be The Best. However, its most valuable resource, and the only way in which it can reach this lofty goal, is its staff.

Our staff work hard but enjoy the challenges of being in a busy and fulfilling learning community. They are dedicated to the children in their care who in turn feel secure and happy. Relatively small class sizes ensure each child can receive the appropriate amount of individual attention. Specialist teachers carry out almost all teaching from Year 5 upwards across a very wide curriculum, but specialist teaching begins earlier than this, even in the Pre-Prep. Academic staff contribute enthusiastically to the life of the School, offering games coaching and other activities to the children according to their skills and interests, and a number are involved in boarding. Nearly all teachers have a pastoral role as tutors, which in the Middle School (Years 5 and 6) involves a Form of around 15 and in the Upper School (Years 7 & 8) a smaller group of between 6 and 8 pupils, in order to enhance the pastoral and academic support and oversight in these critical years.

Bilton Grange is accessible from the M1, M6 and M45, and enjoys a central location in the country with good links by both road and rail in all directions.

TEACHING ASSISTANT JOB DESCRIPTION





The Role

The main purpose of the role is to act as a Teaching Assistant, supporting both the children and the Form Teacher in our classes at Bilton Grange. Working as part of a committed team you will be expected to take an active role in all aspects of the working day, from working with individuals, leading group interventions and inputs, supervising and leading play, having a creative input into the planning of activities and a full involvement in the tracking and monitoring of pupil progress.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

TEACHING ASSISTANT DUTIES

- 1 Ensure the effective implementation of all relevant policies and procedures, paying particular attention to all those relating to safeguarding, safety and welfare.
- 1 Ensure, along with the wider team, the pastoral well-being of all pupils, liaising with the Form Teacher and Assistant Head Pre-Prep, as required.
- 1 Assist the Form Teacher to plan engaging and inspiring activities aimed to develop a curiosity in learning and ensuring appropriate progress for each child
- 1 Show a working knowledge of the EYFS and an ability to use it effectively to plan for the next stage in each pupils development
- 1 To carry out quality observations in order to track pupil progress and plan for next steps, taking a full and active role in the use of our digital tracking app, Tapestry.
- 1 To have a practical understanding of the needs and behaviour of children and create a warm, caring and relaxed atmosphere.
- 1 To be aware of, and implement the Early Years Statutory Guidance, Safeguarding and Welfare requirements, to ensure the health, safety and well-being of all pupils.
- 1 To attend staff meetings, both Early Years and Pre-Prep as required to assist the smooth running of the department.
- 1 To assist in providing effective and robust transition
- 1 To assist in the supervision of pupils throughout the day, helping to ensure that all times of day are appropriately and fully supervised. This may include supervision sessions on the playground with the older Pre-Prep children.
- 1 To administer first aid in emergencies. All Early Years staff at Bilton Grange are expected to hold a full and relevant Paediatric First Aid certificate and training will be provided as and when required.
- 1 To read and be aware of the following:
 - Fire Drill
 - Emergency Day procedures
 - Child Protection Policy and KCSIE
- 1 To be aware of best practice and regulations regarding confidentiality and data protection and ensure that all relevant procedures are followed.

-  To maintain an up to date understanding of current research and best practice relating to Early Years education.
-  To maintain a close and effective working relationship with the Pre-Prep team and, where required, to support the wider Pre-Prep by covering (in a support capacity) lessons and/or playground duties
-  To attend INSET days, training and other professional courses as required to meet the needs of the setting.
-  To undertake any task that the Headmaster might reasonably require in order to fulfil the job



General:

You will be expected to take an active role within the school community and to assist the Headmaster and Assistant Heads on appropriate occasions. This may include evening or weekend events such as Summer Fairs and School Open Mornings. Furthermore, you should demonstrate empathy with the aims, objectives and ethos of Bilton Grange.

Further involvement in school life:






















A great feature of Bilton Grange is that many staff are also involved in extra-curricular activities such as sport and outdoor pursuits. We would be very interested to hear about any ways in which applicants feel they might contribute to our extra-curricular programme.

Benefits



-  Free meals whilst on duty
-  Fee remission for your own children if required

PERSON SPECIFICATION






The successful candidate is likely to:

-  Have a full and relevant child care qualification at Level 3 or above
-  Have experience of working within a busy primary or pre-prep environment, preferably with experience of working within the EYFS.
-  A sense of humour and the ability to inspire curiosity and a love of learning amongst young children.
-  Good interpersonal skills with the ability to inspire confidence amongst parents and colleagues
-  The ability to remain calm and consistent particularly when dealing with challenging behaviour, and to have an understanding of effective behaviour management techniques
-  Have a good understanding of the EYFS and Ofsted (ISI) requirements as well as the welfare standards and safeguarding requirements
-  Have paediatric First Aid Training
-  Able to work under the direction of others and part of a team
-  Able to respect confidential information
-  Enthusiastic, energetic and hard-working
-  The ability to be well organised but also flexible enough to respond to the needs and enthusiasm of individual children
-  The ability to respond creatively to new challenges
-  Respectful of other cultures and beliefs
-  Good organisation and time management skills and have the ability to work on your own initiative
-  Be computer literate, ideally with a previous experience of using Tapestry
-  Have a sound, basic education with an accountable standard of numeracy and literacy
-  Have a commitment to professional development
-  Be enthusiastic and committed to supporting school life
-  Enthusiastic, energetic and hard-working
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-  Endless patience!

Desirable

-  Experience of an independent Prep School
-  Understand Child Protection procedures (training will be given)






Other

-  Support the Headmaster and External Relations Department on Open Mornings and other important parental and/or marketing events.
-  You should demonstrate empathy with and support for, the aims, objectives and ethos of Bilton Grange.
-  Set a good example in terms of dress, punctuality and attendance.
-  Undertake professional duties that may be reasonably assigned by the Headmaster.
-  Be proactive in matters relating to health and safety.

Further involvement in school life:

A great feature of Bilton Grange is that many staff are also involved in extra-curricular activities such as sport and outdoor pursuits, Cubs and Scouts, Brownies and Guides, Music, Drama and so on. We would be very interested to hear about any ways in which applicants feel they might contribute to our extra-curricular programme. There are slightly different expectations of Pre-Prep and Prep staff and these will be discussed at interview to find the best 'fit' for the best candidate.

Benefits

-  Free meals whilst on duty
-  Staff children who meet the entrance requirements for Bilton Grange and/or Rugby School are eligible for fee remissions, potentially covering education from 2½ to 18 years
-  Possibility of free or subsidised housing subject to availability and contribution to boarding
-  Use of the school sport and leisure facilities
-  Most importantly, a warm and friendly staff community!

OUTLINE PAY AND CONDITIONS

A competitive starting salary will be offered in accordance with the hours, experience and qualifications. This salary will be reviewed annually. The school grounds provide an attractive environment in which to work; car parking is available to all employees without charge. There is a Performance Coaching and Evaluation scheme in place which will help teachers to fulfil their potential whilst ensuring high standards.

This job description sets out the duties of the post at the time it was prepared. Such duties may vary from time to time, without changing the general character of the duties or the level of responsibility entailed.

The Application Process

Please apply via the website [Vacancies | Independent Prep School, Rugby | Bilton Grange](#)

The closing date for applications is 10 June 2022, applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. Therefore, an early application is strongly advised.

The post-holder will have an important responsibility for promoting and safeguarding the welfare of children within the boarding community and more widely within the school; Bilton Grange promotes an ethos of outstanding pastoral care and attention to safeguarding. If, in the course of carrying out the duties of the post, the post-holders become aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead (currently the Assistant Head Pastoral and Assistant Head of Pre-Prep) or to the Headmaster, who is also a trained DSL.