



Working at
**St Andrew's
Prep School
Turi**

Applications welcome

Teaching Assistant/Classroom Assistant, Preparatory School



St Andrew's, Turi is one of the leading international schools in Africa. Founded as a Preparatory School in 1931, it has grown to comprise of both Preparatory and Senior Schools. St Andrew's is a full boarding school, situated on a [beautiful 450-acre site](#) on the western slopes of the Rift Valley North West of Nairobi, and at 2500m (making it malaria free) where the wonderful climate makes it one of the most sought after places to live in Kenya.

St Andrew's has a strong Christian foundation and ethos, which continue to define and govern the nature and work of the School. The School has 600 students from over 25 nations, with the majority hailing from Africa. The School's distinctive Christian character is evident in all aspects of School life, with children from all faith backgrounds welcome.

The Preparatory School is an active member of Leader in Me—an evidence-based, comprehensive model that builds leadership and life skills in students; creating a positive school culture with sustained academic achievement.

Our mission is to be the leading international school in Africa, transforming the hearts, minds, bodies and souls of tomorrow's leaders. Students are prepared for (I)GCSE and A level exams and move on to universities in the UK, North America, and many other parts of the world. We focus on building Competent and Autonomous learners with kNow-how.

St Andrew's staff are characterised by the highest professional standards, and they form a vibrant and industrious community, integral to the culture of excellent professional development within the context of a full boarding school.

Applicants should send a completed application form together with a brief covering letter to the Director of HR (HRDirector@turimail.co.ke) by **Monday 31st January 2022**. The application form and further information about the School can be found on the [School website](#).

The Role

St Andrew's, Prep School is seeking to appoint a **Teaching or Classroom Assistant** who will support the class teacher within Key Stage 1 or 2, as well as contribute across all areas of school life.

St Andrew's Prep School follows the British Curriculum, with the aim to achieve excellent value-added for each child through outstanding teaching and learning.

The successful candidate will be expected to assist teachers by providing the very best academic support, through developing teaching and learning opportunities for classes to which they are assigned. They will:

- ◆ Assist in developing lesson plans and resources based on the School's schemes of work and the specific needs of each child
- ◆ Collaborate with teachers to monitor the development of each child
- ◆ Understand the teacher's routine when it comes to delivering a lesson plan and running the class in the event that the teacher is absent on a particular day
- ◆ Work with children in the classroom to promote their learning and development.

St Andrew's Prep School is committed to providing a vibrant co-curricular and boarding program to which all staff contribute.

Person Specification

Working at St Andrew's Prep School is an exciting and dynamic experience. We look to recruit committed and resourceful staff, who are looking to not only develop their skills and leadership capacities, but also embrace new experiences and challenges.

There are some things that are essential to working with us:

The successful candidate will need to be able to support the School's aims and Christian ethos. They will have to have a good degree as well as a recognized teaching qualification, such as PGCE, and of course, the relevant experience.

Beyond that we want to have staff who love working as part of a team; who are first class communicators and who are passionate about the subjects and the pupils they teach; who are creative and diligent in their planning; who are adaptable, energetic and resilient.

Experience of working in a Prep School, or in boarding would be desirable, but not essential. Above all, what matters is a commitment to help us provide a world-class education for our pupils.

Knowledge and Experience

| | ESSENTIAL | DESIRABLE |
|-----------------------|---|--|
| Qualifications | Required for the TA position <ul style="list-style-type: none"> • A good degree • Recognized teaching qualification e.g. PGCE | <ul style="list-style-type: none"> • A demonstrable commitment to professional self-improvement |
| Experience | <ul style="list-style-type: none"> • Experience of working with children • teaching or supporting children of Prep School age or in a Prep School Context in Key Stage 1 or 2 • A proven track record of excellent teaching and/or pupil support | <ul style="list-style-type: none"> • Experience of teaching in a Prep School Context in Key Stage 3 |
| Skills | <ul style="list-style-type: none"> • Excellent communication and inter-personal skills • Well developed ICT Skills • Ability to use a range of teaching strategies to support the full range of educational needs | <ul style="list-style-type: none"> • Evidence of being able to lead, manage and be responsible for initiatives/developments • Knowledge of current generic developments in Key Stage 2 needs |
| Safeguarding | <ul style="list-style-type: none"> • Commitment to the safeguarding and protection of children and to the personal development of our pupils. • Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety | <ul style="list-style-type: none"> • Knowledge of child protection procedures |

personal skills and be responsible for initiatives/developments.
 Well developed ICT Skills

Terms and Conditions

Remuneration

There is a generous overall remuneration package as detailed below:

- **Salary:** The successful applicant will be placed on the Turi Pay Scale
- **Medical care:** A comprehensive insurance scheme will be provided for the successful candidate
- **Meals:** these are provided during term time as a taxable benefit.
- **Facilities:** extensive recreational facilities are open to use by staff and their families. The onsite Phoenix Club, serving a wide range of food and beverages, acts as a wonderful social hub for the staff community and their families throughout the year.

Hours of work and holiday entitlement

The role is part-time (25 hours) and includes working in the evening and at weekends as required. The successful applicant will be expected to take a full and active part in the boarding life of the School. As a British curriculum school, the academic year commences in September and holidays are broadly in line with British independent schools.



Safeguarding

St Andrew's School, Turi is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The successful applicant will undertake their role and responsibilities in accordance with St Andrew's School's Safeguarding and Child Protection Policy and Guidelines and will be required to undergo all checks relevant to the post.

Application Procedure

To find out more, please contact the HR Director, Ms Janet Ndiho.

Tel: +254 (0) 734288501
Email: HRDirector@turimail.co.ke

Applications should be submitted by email to the HR Director at HRDirector@turimail.co.ke and include: a completed application form, and a brief covering letter. Application forms are available on the School website, or from the HR Director. If your application is successful, we will contact you within three working days of the closing date. Early applications are encouraged.

Video footage of lessons being taught that can be provided during the interview process by candidates outside Kenya (in line with the safeguarding policy in one's school) will be welcomed.

- **Closing date for applications:** Monday 31st January 2022
- **Final Interviews:** Starting 21st February 2022
- **Start Date:** 1st September 2022

