



BLACKHEATH
PREP

Teaching Assistant

Information for Candidates





Contents

3. Introduction
4. Our Mission and Values
5. The Role and Person Specification
6. Key Duties
9. Terms of Appointment and How to Apply

‘It is an environment in which children thrive in a whirlwind of opportunity and excellence’

Blackheath Prep Parent



Introduction

Blackheath Prep is a prep school for just over 370 boys and girls aged 3 to 11. From 1 September 2023, Blackheath Prep and Eltham College will merge to become one family of schools. The merger provides an exciting opportunity to cement the schools' already close ties through a more formal partnership.

Founded in 1996, it occupies a beautiful five-acre site close to Blackheath village. Its original Georgian and Victorian buildings have been extended and adapted to include large playgrounds and extensive playing fields, tennis courts, cricket nets and a Forest School area.

It is a remarkable school with outstanding facilities, a formidable track record in academic success and impressive achievements in Music, Sport, Drama and Art.

Children go on to a range of independent and maintained secondary schools, with a large proportion (at least 50% of the cohort over the last five years) being awarded academic scholarships at schools such as Alleyn's, Colfe's, Dulwich College, Eltham College, James Allen's Girls' School, Sevenoaks School and City of London Schools and/or places at top Grammar schools such as Newstead Wood and St Olave's. A large number of children are also awarded scholarships in Art, Drama, Music and Sport.

The school was inspected in June 2019 and both the quality of pupils academic and other achievements and the quality of pupils' personal development were judged to be excellent. Our [website](#) will give you a flavour of the school, its beautiful grounds and its superb facilities.

Our Vision

To offer an education without boundaries, giving every child the freedom to shine and achieve their full potential, upholding academic excellence, sparking curiosity and a joyful love of learning, nurturing kindness and wellbeing, and creating a strong sense of community.





Our Mission

We are committed to giving every child the opportunity to achieve their full potential and the courage to strive for excellence in all their endeavours. Through innovative and inspiring teaching and a rich and varied curriculum, we aim to spark children's natural curiosity and sense of fun and adventure and to nurture a joyful love of learning.

Community is at the very heart of our school, and kindness, appreciation, collaboration and contribution are values that we work hard to put into practice each day. We encourage every child to make the most of their time here so when they complete their journey with us they are ready for the next stage of their education and have the foundation for a successful, happy and fulfilled life.

Our Values

Kindness

Curiosity

Freedom

Ambition

Courage

Community

Joy

The Role

Blackheath Prep is seeking to appoint a dynamic, enthusiastic and inspirational Teaching Assistant.

The successful candidate will be required to provide in class support to children in the Prep (Key Stage Two) as a classroom assistant. The successful candidate is likely to be based in lower Key Stage Two. The successful candidate will work closely with the Class Teacher and will bring forward ideas to enhance the pupils' learning experience.

At Blackheath Prep, the collective sum of the individual differences, life experiences, knowledge, inventiveness, self-expression, unique capabilities and talent that our community holds represents a significant part of not only our culture, but our achievements as well.

We expect and enable:

- Members of staff to act as role models for the children and their families through curriculum content and conduct which demonstrates our commitment to fostering, cultivating and preserving a culture of diversity, equity, inclusion and belonging.
- Commitment to ensuring that all members of our community can see themselves in the texts and topics through which we deliver our broad and balanced curriculum.
- Teamwork and participation, permitting the representation of all groups and perspectives within our unique community.
- Regular INSET and opportunities for development which keep practice current and research informed.

Every member of staff at Blackheath Prep is committed to ensuring that all children are enabled to reach their full potential. We therefore welcome applications from candidates who demonstrate an ability and genuine desire to see children shine and exceed their own and our expectations of them.

Person Specification

The successful candidate will ideally have experience of working as a teaching or classroom assistant in a primary school setting. The candidate should be able to work on their own initiative and as part of the wider team, in helping to support pupils in their lessons and the class as and when necessary.

Other valuable qualities include enthusiasm, understanding, organisational ability, a capacity to work hard and the ability to stay calm and good humoured under pressure.

A pleasure in the life of a thriving, busy school, and the ability to act as an approachable, sympathetic and principled role model will be likely to characterise the successful candidate.

Most importantly, the successful candidate must have a genuine interest in the evolving needs of young people and a strong commitment to children's academic and personal development from Nursery to Year 6.

Key Duties

AIMS OF THE POST

- To play a complementary and supporting role to the teacher in encouraging pupils in their learning and the acquisition of skills.

AS A CLASSROOM ASSISTANT AT BLACKHEATH PREP

Teaching and Learning

- Ensure all pupils are appropriately supported in their learning be it academic, practical, behavioural or social, by adopting intervention strategies as directed by the teacher.
- Encourage and support the learning of individual pupils or small groups by complementing teaching and learning strategies deployed by the teacher.
- Prepare and maintain appropriate resources for lessons as directed by the teacher and ensure that the learning resources required are effective and accessible in order to achieve the learning outcomes.
- Liaise with the teacher in order to ensure the effective delivery of the curriculum for all pupils and to help raise standards of achievement.
- Contribute to discussions with the teacher on the development of work and support programmes for pupils, in order to further support learning or behaviour.
- Assist in the efficient management and/or completion of individual pupil records through observation, recording and filing.

Pastoral Care, Safeguarding and Well-being

- Liaise with the class teacher on the implementation of appropriate strategies to ensure that all pupils are supported pastorally.
- Ensure that all pupils are adequately supported in the acquisition of personal skills through either direct or indirect intervention strategies as directed by the teacher.
- Uphold the Pupil Behaviour Policy through effective delivery of its aims.
- Provide pastoral/welfare support for all pupils in order to encourage their social and emotional stability and development.
- Administer first aid if qualified to do so.

Relationships with Parents and the Wider Community

- Be aware of confidential issues linked to home/pupil/teacher/school.
- Work collaboratively with colleagues to meet the needs effectively of all pupils.
- Communicate concerns and observations to the relevant person regarding health & safety issues and child protection issues to maintain the school's duty of care.

- Liaise with parents regarding the effective sharing of information regarding the collection of pupils.

Other Professional Responsibilities

- Where appropriate, to assist in the induction, development and support of other Classroom Assistants in their role.

AS A MEMBER OF STAFF AT BLACKHEATH PREP

Teaching and Learning

- Promote an environment where children are inspired and excited to learn, and which fosters curiosity and a joyful love of learning.
- Support all pupils' needs so every child achieves their full potential.
- Be an effective member of the department(s) in which you work, participating actively in meetings, cooperating with the Subject Lead and other colleagues.

Pastoral Care, Safeguarding and Well-being

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Safeguarding & Child Protection Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

- Provide a safe, secure and well-organised environment that encourages the development of children as independent learners and kind and considerate members of the school community.
- Promote equal opportunities for pupils to participate in all areas of school life, regardless of their skill level or ability.
- Set high expectations for pupils' behaviour, establishing and maintaining good order and discipline among pupils.
- Foster positive and productive relationships with pupils and their parents.
- Promote understanding of the school's values and policies.
- Show due regard for pupils' health and safety both on the school premises and when engaged in authorised school activities elsewhere.
- Act as a role model to pupils in all actions and behaviour.
- Promote the general progress and well-being of pupils and provide guidance and advice, making accurate and timely records and liaising with colleagues and parents, as appropriate.

Supervision

- Supervise and, so far as is practicable, teach any pupils who are assigned to you for cover.
- Participate in supervisory duties before and after school, during breaks, lunchtimes, clubs and trips as required.

Professional Development and Appraisal

- Actively participate in arrangements for your professional development.



- Actively participate in arrangements for the appraisal of your performance.
- Attend courses, workshops, weekly INSETS and Staff Meetings.

Relationships with Parents and the Wider Community

- Communicate effectively and sensitively with parents, guardians and the wider school community.
- Arrange and record meetings with parents and guardians about issues of concern and ensure that colleagues are aware of these matters, responding professionally, sensitively and appropriately.
- Take part in the corporate life of the school by, for example, attending assemblies, house meetings, plays, concerts, School events, fixtures and parent information evenings.
- Foster and maintain high professional standards of attendance, punctuality, appearance and conduct.
- Maintain positive and courteous working relations with pupils, parents and colleagues and other members of the wider school community.

Other Professional Responsibilities

- Uphold and follow the Staff Code of Conduct.
- Operate at all times within all stated policies and practices of the school and, at least annually, review policy and procedure updates.
- Maintain an attractive and stimulating classroom environment with displays of pupil work and learning resources and contribute to displays in the school as a whole.
- Actively contribute to the co-curricular life of the school through involvement in clubs, outreach activities and, as required and where practically possible, residential trips.
- Participate in Open Mornings and Open Days.
- Undertake such other tasks as may reasonably be assigned by the Head from time to time.

It is understood that areas of responsibility are from time to time subject to review and we retain the right to alter it in line with annual needs.

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Safeguarding and Child Protection Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.



Terms of Appointment

- The post is available from September 2023 on a permanent full time basis
- A competitive salary reflecting the level of experience to date
- Wellbeing benefits: annual flu vaccination, free annual eye test, access to Employee Support line
- Travel benefits: Season Ticket Loan and Bike2Work scheme
- Fee remission
- A free staff lunch, snacks and tea/coffee are provided during term time
- Staff social activities.

How to Apply

Please send by email a completed application form and equal opportunities form, together with a covering letter to Asia Gibbs, HR and Compliance Manager: recruitment@blackheathprep.co.uk.

Closing date for applications is **Monday 5 June 2023 at 9.00am**

Interviews will be held on **Monday 12 June 2023**.

Please note that applications will be reviewed on an ongoing basis so early applications are encouraged

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to an enhanced DBS check.