



Elstree School

Woolhampton, Reading, Berkshire,
RG7 5TD

0118 9713302



Candidate brief for the position of
Teaching Assistant – Pre-Prep
To commence January 2024



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About Pre-Prep

Thank you for your interest in working at Elstree Pre-Preparatory. We hope the following information is useful for you.

Elstree Pre-Prep consists of seven classes catering for boys and girls from 3-7 years old. It was founded in 1993 with just eight pupils and now caters for around ninety children. It is located alongside the Prep School allowing us to take full advantage of the wonderful grounds and facilities at Elstree. The children are taught in classes by their class teacher for the majority of the day but have specialist teachers for Music, French, Drama and PE.



We are a close community and pride ourselves on the very special, warm environment that has evolved since our inception, influenced largely by the family principles of Elstree School. We are often the first experience of school life and understand how important these initial steps on the educational road are. We understand each parent's desire for their child to feel happy and secure and consider our role in the children's development and happiness to be a very privileged one. Our committed, energetic and enthusiastic staff look forward to working in partnership with parents throughout their child's time at the Pre-Prep. All children are valued as individuals and are encouraged to explore and develop their talents to the full.

It is our aim to maintain high academic standards within a strong pastoral community where traditional values and innovative thinking go hand in hand.





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Early Years

Nursery and Reception classes follow the Foundation Stage Framework, learning through play and practical activities, both in the classroom, in our outdoor play areas as well as in the extensive grounds of Elstree School. Flexible sessions, including lunch if required, are offered to children in the Nursery on days to suit both children and parents.



The teachers in Nursery and Reception work closely together, often exploring the same themes or stories with the pupils. In addition, they both have access to the Early Years Garden and take it in turns to plan outdoor activities for the children.



During Reception, teaching follows the Development Matters Document. Lessons and learning experiences are stimulating and fun and the children's interests are put first. It is our aim for our children to adore their time at school and to develop a love of learning.



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The Role: Pre-Prep Teaching Assistant

We are seeking to appoint a passionate and enthusiastic teaching assistant to complement our Pre-Prep teaching team from January 2024.

This is a full time position of 5 days per week, term time only plus additional days for INSET.

Specific tasks and duties:

- Preparing the classroom and resources ready for lessons
- Tidy up activities once completed
- Creating displays within the classroom as directed by the Class Teacher
- Listening to children read, reading to them and telling them stories
- Assisting children who need extra support or extensions to complete tasks
- Supporting the class and specialist teachers to plan learning activities and next steps
- Observing children and collecting evidence within the EYFS to complete records
- Supporting teachers in managing class behaviour
- Escorting the class, taking them to and from specialist lessons
- Supervising group activities
- Completing First Aid duties
- Clearing away materials and equipment after lessons
- Taking an active part in school outings and sports events
- Undergoing training as and when required
- Accurately completing administrative tasks
- Assisting with the early morning, break time and after school activities, on a rotational basis
- Sitting with a group of children at lunch, encouraging a healthy diet and good table manners
- Ensuring all working practices meet the ISI standards and requirements

Wider expectations:

- To attend staff briefings, INSET and staff meetings
- To take an active role in your own professional development, attending courses as required and sharing information with colleagues as appropriate to encourage development of other members of staff
- To contribute to the co-curricular life of the School as appropriate which may also include running a 'Ducklings' session to 6pm at least one evening per week during term time
- To contribute positively with the team
- To support other children and teachers, other than the class you are directly associated with, when appropriate
- You may be asked to cover classes due to teacher absence



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About you: Person Specification

| Qualifications | Essential | Desirable |
|--|-----------|-----------|
| Good basic education to GCSE level in literacy and numeracy, or the equivalent | * | |
| NVQ Level 3 qualification or equivalent | | * |
| Paediatric First Aid qualification | | * |
| Professional Experience | Essential | Desirable |
| Passionate about working with children | * | |
| Enjoys the company of children | * | |
| Experience of Independent Preparatory education | | * |
| Personal Competencies and Skills | * | |
| Committed to promoting and safeguarding the welfare of children | * | |
| Support the school's pastoral system, within the year group, class and with individual pupils. | * | |
| Have a warm and encouraging personality | * | |
| Excellent verbal communication skills | * | |
| Professional appearance and manner | * | |
| Ability to inspire pupils | * | |
| Patience | * | |
| Sense of humour | * | |
| Team player | * | |
| Ability to maintain confidentiality | * | |
| Awareness of health and safety requirements | * | |
| An ability to communicate effectively with pupils, parents and staff | * | |
| Demonstrate good organisation skills | * | |
| Good ICT skills | * | |



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Hours of work

Five days per week, Monday to Friday 8.00am - 4.15pm term time only, however you will be asked to work in our 'Ducklings' club – extended provision to 6.00pm at least one evening per week. You will be paid in addition for this.

You may be required to work on a Saturday morning each term for our 'Open Morning', although this is usually done on a rota. You will be expected to stay for one evening each term until 7.30pm to assist with Parents' Evenings.

School lunches, tea and coffee are provided every working day during term time.

Probationary period: 6 months

Salary

Salary can be discussed at interview and will depend on your skills and experience. Our salaries range from £15,176 (£20,988 FTE) to £17,040 (£23,566 FTE). Your Ducklings hours will be paid in addition to these salaries.

How to Apply

If you are interested in applying for this post, please complete the application form by 9am on Monday, 2nd October 2023. Your application should be submitted by email to our Head of HR, Rachel Pither at apply@elstreeschool.org.uk or by post to the following address:-

Rachel Pither
Elstree School
Woolhampton
Reading
RG7 5TD

Short-listed candidates will be asked to attend an interview. If you have any questions, please do not hesitate to contact us.

Please be aware that applications will be processed on receipt and that the advert may be withdrawn should a successful candidate be found.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.