



LYONSDOWN SCHOOL



Mill Hill

Class Teaching Assistant (Level 3) Candidate Information Pack



INTRODUCTION

This is a fantastic opportunity for an outstanding Teaching Assistant who enjoys working in partnership with a class teacher, to join our Staff at Lyonsdown School.

The ideal candidate will have a NVQ3 qualification in Childcare and Education.

We are a happy school with a strong values based ethos. The team at Lyonsdown, are all responsible for implementing and promoting an outstanding education for every girl. Our teaching assistants play a vital role ensuring that the education we provide is carefully tailored to challenge and support each one of our girls. Supporting their academic and emotional welfare while encouraging them to grow, face challenges with positivity and resilience but at the same time enjoying each day with us.

Closing date for applications: 9.00am on Monday 5 June 2023 with interview taking place Thursday 8 June 2023.

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Salary

£20,815– £22,569

Hours

8.15AM – 3.45PM

Benefits

FREE SCHOOL LUNCH,
GENEROUS PENSION
CONTRIBUTION

Contract Type

PERMANENT

“This little school, succinctly summed up by one happy parent as ‘nurturing within a structured learning environment’, is one to watch...”

THE SCHOOL

Lyonsdown

Lyonsdown is situated in a quiet, residential area of Barnet with good access from other parts of London, as well as from parts of Hertfordshire and Essex, both by road and by public transport. The M25, A1 and M1 are easily accessible. There is on-street parking available. Whilst many of our families are local, living within or near Barnet, others travel from the surrounding area.

The School is one of seven in the Mill Hill School Foundation, which comprises Grimsdell (Pre-Prep), Belmont (Prep), Mill Hill School (Senior) and Mill Hill International. Cobham Hall is located in Kent and became part of the Foundation in 2021 and our most recent additions are Keble Prep and Lyonsdown School in North London.

We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.

The Mill Hill School Foundation Ethos

The Mill Hill School Foundation educates boys and girls from 3–18, seeking to equip them for life, both now and in the future.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen. We seek as a Foundation to instil a love for learning which will last a life time whilst balancing this with a readiness to embrace change.



LETTER FROM THE HEAD

I am proud to lead a dedicated team of teachers and staff, who are committed every day to providing an outstanding educational experience for our girls within a culture that values individuality, resilience and respect. We are seeking to appoint an appropriately qualified KS1 teacher to join our team. The successful candidate will be a passionate professional with excellent pedagogy who can demonstrate an ability to inspire learning.

The happiness and wellbeing of all our girls is at the heart of everything that we do, and we celebrate them as they begin to develop lifelong passions and interests across the curriculum. Visitors to our school are greeted by cheerful, welcoming and motivated girls, absorbed in their learning and supportive of each other, whilst enjoying every aspect of their Lyonsdown adventure.

Our emphasis on STEAM subjects ensures a broad and balanced curriculum with a wide variety of opportunities to suit each individual, and the majority of our girls go on to be successful in gaining places at their first choice of senior school. Their time with us ensures that Lyonsdown girls are thoroughly prepared for whatever challenges lie ahead in life: at their next school and beyond.

It is an exciting time to be joining the Lyonsdown school staff, our recent merger with the Mill Hill Foundation creates a range of personal and professional development opportunities. Our staff are excited to begin the journey of sharing best practice, ideas and resources across our family of schools and the successful candidate will need to demonstrate the same commitment to continued professional and personal development. I look forward to welcoming your application to become a valued member of our team.



Mrs Rittu Hall
Head teacher

JOB DESCRIPTION

Main areas of responsibilities include:

1. Supporting the Form Teacher

This will include a wide variety of activities such as:

- Listening to readers, maintaining reading records, changing books supporting the teaching of lessons
- Working with small groups to help with reinforcement, practical activities, extension work, etc.
- Ensuring each child is safe
- Reading and discussing stories and poems
Meeting with the teacher each week to plan the lessons ahead

2. Preparing & Maintaining Equipment for a variety of activities including:

- Playtime
- Art
- Science
- Design Technology

3. Display Work

- Assist in the preparation, mounting & dismantling of display work in the classrooms and communal areas

4. P.E & Games

- Assist the pupils when changing and taking part in the lessons required. Supporting off-site sport at least one afternoon per week

5. General Teaching Support

- Assist with planning activities and preparation of teaching materials
- Ensure that the classroom, books and materials are tidy and in good condition
Organise and file the pupils' work
- Assist with observation and monitoring of pupils' progress & difficulties

6. Non-Teaching Assistance

- Break time supervision
- Lunch supervision and service support
Assist with pupils' welfare and first aid as needed

7. Other Expectations

- Attendance of termly INSET days and specific Staff Meetings
- Attendance to whole school events
- Supervision of children at the end of the day

PERSON SPECIFICATION

Qualifications and Skills

- NVQ3 (or equivalent) in Childcare and Education
- GCSE Maths & English
- Good IT literacy skills
- Evidence of good classroom practice
- Ability to work as a team member and to form good working relationships with colleagues
- Good communication, organisational and administrative skills
- Ability to meet deadlines and show good attention to detail
- Ability to manage students firmly, fairly and effectively
- Good personal presentation
- An excellent record of attendance and punctuality

Experience and Knowledge

- The ideal candidate should have experience working in a primary school
- A commitment to enable students of all abilities to fulfil their potential
- The ability to foster a genuine spirit of enthusiasm for learning
- Experience of Read Write Inc would be desirable

Abilities, Skills and Attributes

- To be self-motivated and able to work under own initiative when required.
- To be proactive and flexible
- A robust constitution and high energy levels
- A good sense of humour
- A team player



HOW TO APPLY

1

If you would like to apply for this role, please complete an application using the Apply button below.

[APPLY](#)

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **09:00 on Monday 5 June 2023.**

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Foundation reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Foundation is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

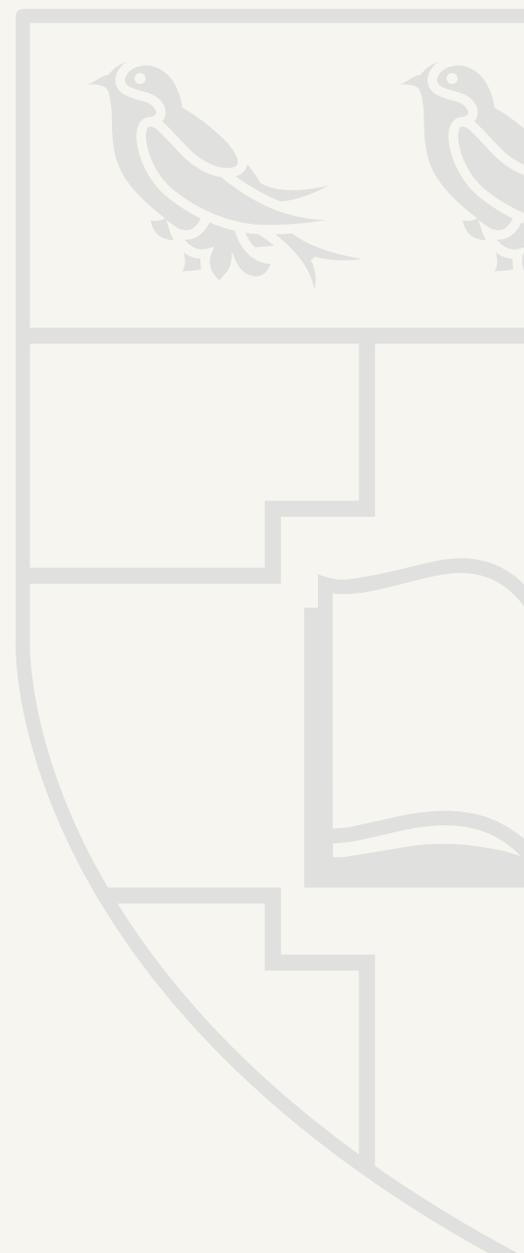
The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



lyonsdownschool.co.uk



Lyonsdown School
3 Richmond Road
New Barnet
Hertfordshire
EN5 1SA

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