

A young boy in a school uniform is smiling and looking down at a whiteboard. A teacher is writing on the whiteboard with a white marker. The background is a colorful wall with various words and letters on cards.

Teaching Assistant (EYFS) Candidate Information Pack Required for Immediate Start

Closing date for applications:

Friday 13 October 2023

The Role

Durston House seeks to appoint a Teaching Assistant supporting pupils across the Early Years'. The Teaching Assistant carries out any tasks, as could reasonably be expected, as directed by the Deputy Head, on behalf of the Headmaster. The Head of Pre-Prep, through the Class Teacher oversees the immediate day-to-day work of the Teaching Assistant. The hours of work are 8 am - 4:30 pm, term-time only.

The Teaching Assistant supports and promotes the policies and procedures held on the School's intranet, including the Child Protection & Safeguarding Policy and other policies that promote the welfare and care of pupils, the School's Data Protection Policy and the Privacy Notice.

Responsibilities

Duties as a Teaching Assistant

- Support the Class Teacher in the delivery of lessons and the achievement of lesson objectives
- Support the pupils in their learning, through individual and group lesson activities
- Assist the Class Teacher in monitoring and assessing pupils
- Assist the Class Teacher in the preparation and maintenance of teaching resources
- Monitor and maintain classroom equipment, materials, stationery
- Undertake break and supervisory duties, as designated by Senior Management
- Provide physical and emotional welfare necessary for Pre-Prep pupils
- Attend class or year group Outings, as directed by Senior Management
- Provide First Aid as required (First Aid Training is provided)
- Prepare First Aid equipment and materials for use in school and on Outings
- Cover absent colleagues, as directed by Senior Management
- Assist with Games

Other General School Duties

- Accept responsibility for the welfare and care of all pupils at the school, at any time
- Be a member of a House, supporting its pupils and assisting in one of its constituent Vertical Groups
- Attend staff meetings, parent meetings and other meetings, within or outside normal school hours, according to the Meetings Schedule and as required by Senior Management
- Attend major school events, such as the Carol Service and School Concert, outside normal school hours
- Attend all Staff Study Days, according to Term Dates for Staff and the Meetings Schedule

Person Specification

Qualifications

- Strong academic record including Maths and English GCSE grade C (or equivalent) or better
- NVQ/Level 3 qualification in Childcare is essential
- First Aid at Work or Paediatric First Aid qualification (First Aid Training can be provided)

Knowledge and Experience

- Experience of supporting children within the EYFS
- Experience of working in a school and/or nursery setting
- Excellent literacy knowledge and skills

Personal Attributes

- Enjoys working with children
- Ability to have a good rapport with children
- Dedicated to safeguarding and promoting the welfare of children
- Enthusiastic
- Hardworking, flexible and motivated
- Team player and excellent interpersonal skills
- Good verbal communication skills including ability to communicate effectively with carers and parents
- Ability to take initiative
- Ability to adapt to the varied tasks of school life
- Confidentiality and sensitivity
- ICT skills

How to Apply

Durston House will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

1. If you would like to apply for this role, please download the application form from the School Website www.durstonhouse.org/about-us/join-our-team/
2. Your application form should be completed and returned to recruitment@durstonhouse.org by Friday 13 October 2023.

We reserve the right to appoint before the closing date for an exceptional candidate.

Safeguarding Statement

Durston House is committed to safeguarding and promoting the welfare of its pupils and expects its entire staff to share this commitment. The successful applicant will be subject to child protection screening, including checks with past employers and the Disclosure Barring Service.

Equality, Diversity and Inclusion Statement

Durston House School is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates.



DURSTON HOUSE

Where else?

Telephone
020 8991 6530

Email
info@durstonhouse.org

[@durstonhouse](https://www.instagram.com/durstonhouse)



Registered Charity No. 294670.

Middle and Upper School

12-14 Castlebar Road
Ealing
W5 2DR

Junior School

20 Castlebar Road
Ealing
W5 2DH

Pre-Prep

26 Castlebar Road
Ealing
W5 2DT