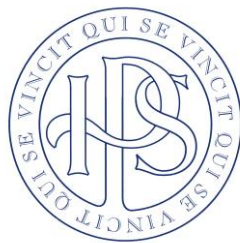


# IBSTOCK PLACE SCHOOL



Prep School Classroom Assistant  
Autumn Term 2021



# IBSTOCK PLACE SCHOOL

## Our Values

Ibstock Place School expects all members of the School community to work together and to display tolerance, compassion, enthusiasm, resilience and personal integrity.



## Our Aims

We aim to challenge and inspire our pupils, helping them develop qualities which will lead to successful and fulfilled lives. Essential to our success is our co-educational environment, close links with parents and the provision of up-to-date facilities.

Our goals for the pupils are three fold:

- ✧ Intellectual: an inquisitive and imaginative mind which gives pupils the confidence to think for themselves, to challenge ideas and to make well informed decisions about their present and future
- ✧ Personal: healthy, resilient young people with the determination, ambition and self-confidence to pursue excellence in all they do
- ✧ Social: honesty, integrity, a genuine sense of tolerance, courtesy and respect

We do this through:

- ✧ challenging and inspirational teaching across a broad curriculum
- ✧ extensive co-curricular opportunities
- ✧ a pastoral programme which monitors each pupil's development
- ✧ a social awareness programme at home and abroad
- ✧ preparation for higher education and the world of work

## **Introduction to the School**

Ibstock Place School, founded in 1894 in Kensington as one of the first kindergartens in the country and the Demonstration School of the Froebel Institute, has been located at Ibstock Place in Roehampton since 1946. It is a friendly and happy school with a distinctive atmosphere where pupils have breadth of opportunity and respect for the diversity of achievement. In the younger years the School supports a local population and from the age of 11, the catchment area extends.

The School, occupying a ten-acre site on both sides of Clarence Lane, is divided into two departments, the Preparatory Department, 4-11 years (including the Pre-Prep, catering for children 4-6 years), and the Senior School 11-18 years.

Ibstock Place School is over-subscribed; entry is by assessment at the age of four for Kindergarten (Reception) and entry thereafter is designed to identify those children who are able to take advantage of the Ibstock Place School experience. The entrance examination is competitive for all pupils at the age of eleven and so Prep School pupils compete with external candidates.

Developments in the School have been significant since the opening of the Senior Department in 1976 and over the last sixteen years, construction has included a building for the Preparatory Department (Macleod House), a Sports Hall, New School, a significant building housing a new library, science laboratories and numerous classrooms and a Theatre completed in December 2015. We opened our new Refectory in January 2020.

Underpinning our approach to the promotion of effective learning is a belief that pupils learn best when they actively process what they are learning. This approach aims to build pupils' understanding, and teachers work continuously to develop ways to support our pupils in their endeavours. In this sense, our approach to teaching and learning is constantly evolving, taking as its frame of reference the latest findings in psychological and pedagogical research and also from the longer view of history and its venerable dialogue on the makings of a 'good education'. Talented teaching staff seeking reward and an opportunity to realise ambition can contribute to our vision through participating in initiatives such as the School's 'Learning Excellence Forum' which aims to find and disseminate innovative ideas and practice in this area.

All staff are required to display to their pupils significant knowledge and expertise in their subject area and demonstrate high levels of planning and preparation. The staff are fully supported in their roles; the learning environment throughout the School is one of nurture, academic stimulation and the facilitation of the highest standards in all that the School is involved. The School places great value on the professional training for its staff and the School's commitment to it is supported by a generous budget.

The academic dimension of the School is balanced by a supportive pastoral environment and a rich co-curricular programme. All staff are involved in the Ibstock Place School community, through contributing to activities and being members of the strong House tutorial teams.

## **Governance**

Ibstock Place School has eight Governors who are drawn from a variety of professions. The Governors are responsible for the two departments of Ibstock Place School and these departments have agreed and shared objectives as indicated in our strategic intent.

## **Terms and Conditions of the Post**

Salary is according to qualifications and relevant experience. Ibstock Place School has its own generous salary scale and also has its own contracts of service.



Ibstock Place School is a “registered body” under the provisions of the Police Act 1997 because employment here involves access to children under the age of 18. This post will require an enhanced criminal record certificate from the Disclosure and Barring Service (DBS) before we can confirm an offer of employment. Former members of staff who re-join the School also require fresh disclosures unless less than six months have passed between their leaving and their re-employment date.

The post is also subject to receipt of written references which must be satisfactory to Ibstock Place School and documentary evidence of qualifications.

Successful applicants will need to provide confirmation of permission to work in the UK. Please note that under the Immigration Asylum and Nationality Act 2006, Ibstock Place School has an obligation to ensure applicants have the right to work in the UK prior to commencement of employment (this is carried out at interview stage; if applicants fail to produce the required original documents prior to commencement of work for the School, or if it is found that those documents do not meet the legal requirement, an offer of employment will be withdrawn).



## **Application and Interview Procedures**

Please submit applications by post or email ([recruitment@ibstockplaceschool.co.uk](mailto:recruitment@ibstockplaceschool.co.uk)) as soon as possible using the form provided; together with a detailed curriculum vitae with details of qualifications and experience and a covering letter addressed to the Headmaster. Please note that applications will not be considered if the names, addresses, telephone numbers and email addresses of two professional referees are not included.

The School will invite short-listed candidates to the campus for interview. Candidates who have not heard from the School within two weeks of submission of their application should assume that they have not been short-listed. Closing date is 12 noon on Friday 16 April 2021, but applications will be considered on receipt and therefore an early application is essential. Ibstock Place School reserves the right to make an appointment before the closing date.

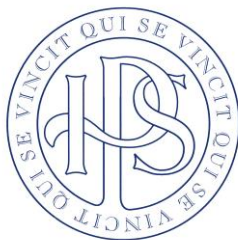
## Child Protection Guidelines

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with our Child Protection Policy statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of pupils at Ibstock Place School, s/he must report any concerns to our child protection officer or to the Headmaster.

## Health and Safety

All staff are required to refer to their individual responsibilities as defined in the IPS Health and Safety Policy and ensure they are competent to implement them and agree to abide by them. Staff health, safety and welfare at work are protected by law. Ibstock Place School has a duty to protect staff and to keep them informed about health and safety. Staff have a responsibility to look after themselves and others. If there is a problem, employees are expected to discuss it with their line manager or with the School's Estates Manager.





# IBSTOCK PLACE SCHOOL

## POST DESCRIPTION

**Job Title:** Prep School Classroom Assistant

**Start Date:** 25 August 2021

**Responsible to:** The Head of the Prep School through the Class Teacher

**Ibstock Place is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**

**Responsible for:** Assisting in all aspects of running the class as directed by the Classroom Teacher.

Classroom Assistants work under the direction of the class teacher and play a valuable role, supporting and caring for the children. It is important for assistants to be sensitive to the needs of the class teacher, to react with initiative as appropriate, and to support those with difficulties in the classroom. All members of staff in the Prep Schools consider themselves as members of a team and help and support each other.

The academic priority in the Prep Schools is the extension of language. Classroom Assistants are all involved in activities to support and extend the classroom work, both formally, in hearing readers daily and providing extra help to small groups, as well as informally, in extending vocabulary and helping to develop oral skills. Assistants are required to help in all curricular areas.

Classroom Assistants should be welcoming and helpful with parents as the children arrive at School. However, any discussion with parents regarding the child's welfare, behaviour or academic progress, should be discouraged and enquiries directed immediately to the class teacher who will arrange a meeting after School.

**General duties will vary according to the age of the children and will include:**

- to promote and safeguard the welfare of children for whom you are responsible and with whom you come into contact;
- to help the Classroom Teacher in all aspects of running the class as directed by the Teacher; at all times the Classroom Teacher will take overall responsibility for planning the curriculum; (see below)

- to help plan, devise and prepare for specified activities as directed by the Classroom Teacher, following discussions with him /her;
- to prepare materials etc. for use with groups of children, under the direction of the Classroom Teacher;
- to take an active part in supervising children in the classroom and being alert and responsive to situations as they arise, e.g. disciplinary or safety matters;
- to supervise break time and/or lunchtime daily in line with the staff rota;
- to participate in any other duty rotas as required and help to supervise children during periods of inclement weather;
- to supervise the Homework Club, as required;
- to participate fully in School life and activities in the widest possible sense.
- Classroom assistants should be trained sufficiently for the work they are required to do, especially in the area of phonics and reading.

### **Specific Duties for Classroom Assistants**

The key quality of a Classroom Assistant is flexibility. Assistants are attached to a class or a year group but deployed at the discretion of the Head of the Prep School.

In **lessons**, Classroom Assistants are expected to:

- Encourage children to concentrate
- Help to extend the children's learning
- Reinforce learning
- Interact with the teacher, as directed, to make lessons lively
- Take children out for reading
- Lead a guided reading session
- Support children who struggle with Mathematics to build their confidence skills
- Assist the teacher in Science and Art to ensure safety, learning and enjoyment

### **Administrative Tasks:**

Classroom Assistants should:

- Assemble and prepare materials (e.g. cutting and sticking)
- Put up classroom displays as directed
- Photocopy (which should be done only when not required to work with children)
- Take children to and from lessons in other buildings, ensuring they behave in an orderly manner
- Undertake duties before school, at break, during lunchtime and after school
- File paperwork, as requested



### **Relationship between the Teacher and the Classroom Assistant:**

The relationship between the Teacher and the Classroom Assistant is a professional one, which is a matter of mutual respect.

The role of the teacher in directing their Classroom Assistant:

The teacher should:

- Use the Classroom Assistant in the important role of furthering the children's learning; administrative tasks come second
- Plan with the Classroom Assistant what he/she would like them to do in the forthcoming week's lessons
- Ensure that the Classroom Assistant is told, a day in advance what his/her role will be
- Identify which groups the Classroom Assistant will work with, ensuring they experience working with children of different abilities
- Give and receive feedback on lessons

This job description is a broad outline of duties and responsibilities involved, and may be amended, as necessary, following discussion between the post-holder and the Headmaster.