



Hawkesdown House School

Endeavour • Courage • Truth

Candidate Brief and Personal Qualities: Pre-Nursery Teaching Assistant (2-3 year olds)

We are looking to appoint a full time and permanent Nursery Teaching Assistant for 2-3 year olds from September 2019.

The School operates its own competitive pay scale.

Qualifications, Experience, Knowledge and Understanding

The successful candidate will have the following qualifications and experience:

- Qualified to NVQ Level 3 is minimum or other relevant qualification in Childcare or Education.
- Experience in delivering an outstanding start to a child's schooling.
- A strong background in child development.
- A dynamic, talented teaching assistant committed to excellence, enjoyment and creativity.
- Enjoy working as part of a team, with a commitment to continuing professional development.

The following are preferred:

- Knowledge and understanding of how children learn and experience with pre-school aged children.
- A sound grasp of the concept of inclusive practice.
- Experience of working closely with parents in successful home-school partnerships that supports pupils' needs.
- Knowledge of issues relating to equal opportunities; multi-cultural education and personal and social education.
- Knowledge and experience of using the revised EYFS.

Main Areas of Responsibility

The main duties and responsibilities of the post holder include but are not limited to:

- To work within our Early Years' Team, supporting the class teacher in the implementation of activities with individual or groups of two - three-year-old children; promoting effective teaching and learning.
- To be part of our Early Years' Team that provides a purposeful, stimulating environment rich in learning opportunities, both indoors and outdoors.
- To establish positive and sensitive relationships with children within age appropriate expectations.
- Plan inclusive environment and activities that will take into account children's abilities interests, language, cultural and family backgrounds.
- To meet the physical needs of children, including nappy changing, encouraging good standards of personal hygiene, whilst promoting independence.
- To provide support for the children's emotional and social needs.
- Role modelling high standards in all aspects of the role and personal conduct.
- To support the school's commitment on safeguarding children in all aspects of the provision.
- To support the team to monitor and evaluate children's learning through a range of assessment and monitoring strategies.
- To support the teacher with providing objective and accurate feedback and reports for parents and other professionals on children's achievements, progress and related matters.

- To develop positive and sensitive relationships with parents and carers to support their role in children's learning.
- To be proactive in the continuation of your own learning to improve the outcomes for children and their families.
- To have a clear knowledge of and adhere to all Health and Safety Regulations.
- To attend occasional evening events and meetings as required and participate in training opportunities and performance development.
- have knowledge and understanding of and commitment to equal opportunities.

Personal Qualities

The successful candidate is likely to have the following personal qualities:

- A sense of humour and outgoing, positive personality.
- Caring and supportive of the children's needs and capabilities.
- A flexible, approachable attitude that encourages positive relationships with colleagues, parents and pupils.
- Good time-management skills.
- The ability to show initiative.
- Solutions-driven and resourceful.
- The ability to see change as an opportunity.
- Careful and observant, with a focus on detail.
- Initiative!

Terms of Employment:

The terms of employment include:

- Your hours of work would be on a full day basis between the hours of 8:00am – 4:30 pm (full time) term time only. Remuneration is paid over a 12-month period.
- Free lunches, prepared by our on-site catering team.

Hawkesdown House 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 (Disclosure and Barring Service) clearance along with other relevant pre-employment checks. References will be sought, and we will approach referees prior to interview. We will also validate references by subsequent enquiry.

Salary is negotiable, depending on experience.