



# Early Years Teaching Assistant

## Candidate Information

Required from April 2025  
Fixed term until July 2025

The Granville is an IAPS  
co-ed Pre-School for ages 3 - 4  
and girls' Prep School for ages 4 - 11

The   
Granville  
School



## Executive Summary

**This is an excellent opportunity to join a collaborative and dynamic team at an exceptionally high-achieving, independent co-ed Pre-School for ages 3 - 4 and girls' Prep School for ages 4 - 11 in the heart of Sevenoaks.**

The Granville combines future-ready, forward-looking educational excellence with affectionately held traditions and a bespoke approach to both the academic and personal experiences of its pupils.

We are seeking an inspirational, creative and impactful candidate to work with teachers to support teaching and learning both within and outside of the classroom.

You will provide general and specific assistance to pupils and staff under the direction and guidance of experienced teachers.

**Closing Dates**            21st February 2025

**Interviews**                W/C 24th February 2025

*The Headmistress would be delighted to talk on the phone to any candidate who would like to know more about the post. She can be contacted either at the School on 01732 453039 or by email through [bursarassistant@granvilleschool.org](mailto:bursarassistant@granvilleschool.org).*

The Granville is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo child protection screening.

# The School

Founded in 1945 by Ena Makin, The Granville School is a thriving, successful prep school with an enviable reputation for excellence.

The school is set in five acres of gardens and woodland and is centred around a large, attractive Victorian house. Over the past years, several new specialist buildings have been added so that it is now an impressive campus with exceptional, purpose-built facilities.

The school benefits from being close to a mainline station (30 minutes from London) and the busy market town of Sevenoaks. The Granville School is a non-selective, day preparatory school for girls aged 3 to 11 and boys aged 3 and 4. It is an educational trust administered by an extremely supportive Board of Governors.





## Our Vision

**Realising the full potential of every child by developing knowledge, confidence and self-reliance within a supportive and successful school community.**

The Granville is an exceptional school which combines the very best of prep school tradition with a vibrant, forward-looking outlook where change is embraced and innovation celebrated. Pupils thrive on individual attention and achieve their best in a happy, secure and stimulating environment. Highly qualified, specialist teachers make learning exciting, develop enquiring minds and raise levels of expectation.

Every year, pupils participate in traditional Granville celebrations. These all help to reinforce both a strong family community and a warm, friendly atmosphere, which are highly valued by pupils, parents and staff. While the school is non-selective, it successfully nurtures the potential in every pupil and each year the girls achieve impressive results academically as well as in sport, music, drama and art.

Our record of leavers' destinations is outstanding with girls gaining scholarships every year to a wide range of excellent senior schools, (including Caterham, Kent College, St Paul's Girls School, Sevenoaks School, Walthamstow Hall, Woldingham and Wycombe Abbey) and places in the highly selective Kent grammar schools.

The Head is a member of the Independent Association of Prep Schools (IAPS) and the school is inspected by ISI. The most recent ISI inspection took place in 2022 and was compliant in every aspect. In the 2017 inspection the school was proud to be rated 'excellent' in all areas. The full inspection reports can be read on the school's website.

Looking to the future, the school aims to continue on its journey of excellence, constantly improving the standard of teaching and learning, helping pupils achieve their personal best and expanding our educational provision to ensure they are future-ready.

# Testimonials

“ I love the school as much now as I did 20 years ago when my eldest daughter came here. They have such fond memories of being at The Granville. ”

Mrs V Wyatt, Teaching Assistant

“ The teachers cheer you on, saying ‘You can do this!’ It always makes me feel better. ”

Annabel, Year 3 Pupil

“ As the newest member of the admin team, I have found the staff very warm and friendly. Nothing is ever too much trouble and I feel I have adapted to school life very quickly due to this. ”

Mrs K Smith, Bursar's Assistant

“ I really enjoy being part of the Senior Leadership Team at The Granville. It is a supportive and creative group to be a part of. The girls we teach are charming: polite and courteous as well as inquisitive and confident. ”

Mrs V Duggan, Head of English

“ You should come to Granville because it's the best place! ”

Cara, Year 3 Pupil



## Job Description: Early Years Teaching Assistant

### Main duties and responsibilities

#### Classroom Assistant

- To supervise and provide support for pupils, ensuring their safety and access to learning activities; considering the learning support involved, to aid the pupils to learn as effectively as possible both in group situation and on their own.
- Deliver and teach group and individual support programmes as required.
- Meeting physical needs as required whilst encouraging independence.
- To observe and monitor the progress of pupils, liaising with the class teachers, SENCo (Special Educational Needs Coordinator) and other staff and keeping records of pupils' progress, both educational and social.
- To assist and attend school assemblies

#### Support for Teachers

- Assist class teachers in the promotion of positive behaviour pattern and implementation of the school's behaviour policy and in raising children's self-esteem and encouraging independent learning.
- Liaise with the class teachers to understand weekly and daily planning, including the objectives of each lesson and being able to share these with the children.
- Prepare and assemble and maintain classroom and corridor displays as directed by the teacher.
- Assist in creation, preparation and maintenance of appropriate resources for teachers or pupils as directed.
- Assist where necessary with clearing away of classroom and materials to ensure effective and efficient teaching.
- Establish constructive relationships with parents and carers.
- Support class teachers in photocopying and other tasks as directed.



### **Co-curricular Activities**

- Assist with the supervision of pupils during playtimes either in the playground or in the classroom during wet playtimes.
- Administer First Aid.
- Assist with the supervision of pupils during lunch.
- Escorting pupils to/from wraparound care and clubs.
- Accompanying school outings and trips

### **General responsibilities for all staff at The Granville**

- Pastoral care is a strong feature of Granville life, and all staff are expected to contribute to this area by creating a warm, caring environment in which children can grow socially, emotionally and mentally.
- Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- To develop professional relationships.
- To undertake supervisory duties when required.
- To attend staff meetings and School INSET.
- To avoid over-familiarity with pupils
- Undertake other duties from time to time as required by the Head Teacher such as attendance at Open Days, School Fete etc.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes



## Job Description: Early Years Teaching Assistant

### Person Specification

	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Level 3 Early Years Practitioner (or equivalent)</li> <li>• A minimum of 5 GCSEs (or equivalent) grade 9 – 4 (A* - C) including maths and English</li> </ul>	<ul style="list-style-type: none"> <li>• Further qualification in a similar field.</li> <li>• Paediatric First aid training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of working with children of a similar age</li> </ul>	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Flexibility and creativity</li> <li>• Good literacy and numeracy skills</li> <li>• Good time management</li> <li>• Ability to use ICT to effectively support learning</li> <li>• Understanding of relevant policies/ codes of practice and awareness of relevant legislation</li> <li>• A basic understanding of principle of child development and learning processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to manage groups of pupils and deal appropriately with challenging behaviour.</li> <li>• A general understanding of foundation stage curriculum and other learning programmes/ strategies</li> </ul>



## Person Specification (cont.)

	<b>Essential</b>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• An ability to build good working relationships with both pupils and adults and work constructively as part of a team</li><li>• Enjoy working with children</li><li>• Patience and a sense of humour</li><li>• Motivation to participate in ongoing training and self-directed CPD (Continuing Professional Development) programmes</li></ul>

# Additional Information

## Salary

Hours 8:00am - 1:15pm

Actual salary £12,934.05 per annum based on 26.75 hours per 39.6 weeks,

Fixed Term to July; Term Time only

(full-time equivalent £25,396.80 52 weeks)

The successful appointee will also be entitled to the following;

- Free school meals
- Membership of Healthcare Scheme
- Pension Scheme
- School Fees Staff Discount
- Free parking on site

This post offers a rare and exciting opportunity to join a school who are leaders in providing an independent pre-school education for girls and boys aged 3-4 and a prep education for girls aged 4-11 that is aspirational, future-facing, relevant and engenders success in all aspects of school life, while still upholding the best of prep school tradition.

The successful candidate will join a supportive and collaborative team. They will be dedicated to providing an excellent education for the pupils in our school.



# Additional Information

## Safeguarding and Child Protection

**The successful candidate will be expected to commit to the following:**

To promote and safeguard the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact. They will adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection 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 of welfare of children in the school she/he must report any concerns to the schools' Designated Safeguarding Lead.

The successful candidate will be required to provide an enhanced DBS Disclosure.

In seeking references on short-listed candidates the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.





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