



Chigwell School

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Pre- Prep Teaching Assistant (Term time/Permanent)



Introduction

Chigwell School is seeking a well-qualified, energetic and committed individual to become a Teaching Assistant in our Pre Prep from September 2024. This is an exciting opportunity for an inspiring and talented professional to join our successful School. Our children are nurtured in small classes with inspirational teachers and together they create the very happy atmosphere for which Chigwell is renowned. The role will involve working alongside teaching staff on a fulltime basis during term time. Successful applicants need to have experience working and supporting pupils in a primary school setting, working as part of a team, be flexible and have excellent communication skills.

Background

Founded in 1629 by Samuel Harsnett, the son of a Colchester baker who went on to become Archbishop of York, Chigwell School stands on its original site with the original school building still in use. However, whilst Chigwell of today is conscious of its long-standing history, it is a forward-looking, ambitious, coeducational independent school of 990 pupils aged four to eighteen. It enjoys excellent facilities, a dedicated staff, bright and hardworking pupils, and a site of 100 acres.

Chigwell School is located in the picturesque village of Chigwell just over ten miles from central London and on the Central Line. The extensive, beautiful grounds are close to the edge of Epping Forest and it is rare for a school to have so much space and yet be so close to the centre of the capital. Most pupils are day pupils but in the Sixth Form there is a small community of international boarders, roughly thirty from sixteen countries, and these live in four small boarding houses.

As well as being an academic school, Chigwell has the reputation for providing a rich and full education, with plenty of opportunities for all pupils who are enthusiastic, co-operative and able. Chigwell is a caring and friendly school, with a close sense of community, not least between colleagues. As the Good Schools Guide reports: *Academically, pupils are put through their paces but it all seems to be done in such a civilised and pleasant manner that you are more likely to hear pupils talk about opportunities and prospects than pressure and stress. "Anyone who wants to do well here, will do well" said one student, "and I can't think of a nicer place to succeed."*



The School Development Programme

Over recent years, the School's facilities have been extensively developed in order to enhance the educational experience that pupils receive. The development programme has included the following additions:

- 2008 Wilson Building teaching block
- 2008 Floodlit AstroTurf pitch
- 2009 Junior School library extension
- 2010 Complete redevelopment of catering facilities
- 2010 Harsnett's and Church House converted into boys' boarding houses
- 2012 The Old Chigwellian Club and land was incorporated into the school estate
- 2013 Pre Prep School completed and opened
- 2013 Two new science labs created
- 2014 Drama Centre balcony extended to provide additional music and drama rehearsal space
- 2016 The Risham Sarao Sixth Form Centre completed and opened
- 2017 Extension of Dining Hall
- 2018 Renovation of the Chapel
- 2019 Extension of Junior School
- 2020 3G football pitch constructed
- 2023 New Sports Centre and new Wellbeing Centre

The Governors have recently agreed a development masterplan and the next priorities on the School's development plan are to:

- Further expand our provision of bursaries
- Expand the facilities for music





The School

Some pupils join Chigwell School in Reception and there are two classes in each of the three Pre Prep year groups. A small number of children join the Junior School at 7+ (Year 3) and there are three classes in each of the KS2 year groups. At 11+ (Year 7), there is a further entry with four or five classes making up Years 7 to 11. Again, there is a small entry into the Sixth Form. Entry at each stage is selective and although there are three main sections to the School (Pre Prep, Junior School and Senior School) these sections work closely together and there is a common ethos running throughout.

There are over a hundred teachers and together with the support staff, there is a friendly, mutually-supportive atmosphere. We place considerable emphasis on life outside the classroom and believe that the opportunities that we provide help to fulfil our Vision: To inspire our pupils to fulfil their potential and forge their path to success. The School Values are:

- Happiness First
We create a nurturing space where happiness underpins our achievements and drives us forward.
- Courageous and Resilient
We seize opportunities all around us and have the confidence to embrace them wholeheartedly.
- Innovative Approach
We adapt and evolve, influencing our changing world.
- Community of Kindness
We support and collaborate with each other, making a positive contribution to the community.
- Lifelong Learning
We cultivate curiosity, keeping the passion for learning alive beyond the school gates.





The Pre Prep School

Sitting at the very heart of the School's site, it is a place where our youngest Chigwellians begin their educational journey in a safe and nurturing community, and where they can experience all the simple joys of childhood. Inspired by highly skilled and passionate teachers, they begin to learn and apply the Chigwell values.

The Pre Prep is unique in that it stands alone in a beautiful environment but has the advantage of being part of a very successful Prep and Senior School. We offer children all the benefits of a small infant school, whilst at the same time providing exceptional resources, which are only available because we are also part of a larger, all-through school.

The Pre Prep's curriculum incorporates all the requirements of the National Curriculum in Year 1 and 2 and the Early Years Foundations Stage (EYFS) in Reception, supported by an extensive range of academic enrichment opportunities.

We place great emphasis on academic achievement, while, at the same time, ensuring our pupils are wellrounded and prepared for the opportunities, responsibilities and experiences of later life. Teachers create learning tasks that are interactive, appropriately challenging, purposeful and connect to pupils' interest. Our teaching is tailored towards each child's unique skills and we support all pupils equally; whether they have exceptional ability and may need stretching, or if they find some areas of the work more difficult.

Above all, we want to ensure that, whatever their abilities and talents, our pupils meet their full potential and develop attitudes to learning which will last them a lifetime

When it is time for children to move on to the Prep- School, the transition is planned seamlessly to ensure that children's needs are known and that they continue to be met in the best way possible.



The Role

Teaching and learning

- Assist in the educational and social development of pupils under the direction and guidance of the Head of Pre Prep and class teachers.
- Provide support for individual pupils, as identified by class teachers, inside and outside the classroom, enabling them to attain their full potential.
- Work with small groups of pupils, as identified by class teachers, inside and outside the classroom, focusing on set learning objectives.
- Take initiative within lessons to support individual pupils who may appear to be struggling with a concept or task.
- Support more able pupils with extension ideas and challenges, as directed by class teachers.
- Undertake programmes of intervention, recording achievement and progress and feeding back to the class teacher.
- Liaise closely with class teachers in order to keep informed about planning and learning objectives.
- Report to the class teacher orally about pupil progress or issues.
- Take an active role in the school's outdoor curriculum and woodland classroom.
- Preparing and clearing up classroom materials for science and technology, cookery, art, and music activities, making sure that basic classroom materials are available for use.
- Help to maintain a stimulating environment through means of wall displays and general classroom organisation.
- Assist with maintaining, organising and storing resources.
- Take responsibility for running an after-school club.

Other duties

- Support class teachers in administrative tasks in order to support teaching.
- Assisting in the school office (if necessary).
- Undertake some before school and break duties, ensuring children's safety and reinforcing school rules.
- Assist daily with lunch time supervision and after school care.
- Accompany school trips, when required.
- Administer first aid (once trained), assist in the dispensation of medically prescribed controlled drugs (as per appropriate school procedure), and assist with pupils who are sick (as needed).

Standards

- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Take responsibility for maintaining and improving personal skills, knowledge and experience.
- Attend team, staff meetings, teacher training days, and training courses as appropriate.
- Be proactive in matters relating to health and safety.

Any other duties which are reasonably commensurate with the post.

Experience, Skills and Abilities

- Some experience working and supporting pupils in a primary school setting.
- Good understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.
- The ability to communicate effectively both orally and in writing.
- Ability to work independently and as part of a team.
- Ability to interact positively with pupils, parents and colleagues.



Salary

Competitive

Hours

The school is looking to recruit one member of staff to work normal school hours, 8.15am – 4.00pm (4 days) and 8.15am – 5.30pm (1 day), during term time.

Benefits

Chigwell School provides a very supportive working environment. There is a well-developed programme of professional development, pupils are enthusiastic, co-operative and able, and colleagues get on well together. There is a strong sense of community.

Other benefits of working at Chigwell School include:

- A competitive salary
- Strong commitment to professional development
- Membership of the Pension Scheme
- Fee remission for eligible children
- Personal Accident Cover
- Employee Assistance Support Programme
- Complimentary lunch and break time refreshments during term time
- Use of school sports facilities outside of the school day
- On site free parking and cycle racks
- Wellbeing and Medical Centre on site
- Use of School Library
- A beautiful working environment – 100 acre site, beautifully landscaped with a number of listed buildings
- Good transport links by tube (Central Line), road and local bus route – free shuttle bus to the tube station before and after school
- A supportive community of highly motivated students and staff

Applications

Applicants should complete the application form which can be accessed directly from our website: <https://www.chigwell-school.org/vacancies/> and sent to the HR Manager at: hr@chigwell-school.org

The Head of the Pre Prep and Prep Schools ,Mrs Evelyn Gibbs, will be happy to arrange visit to the School and answer any questions; she can be contacted at the School by telephone 020 8501 6100 or by e-mail to egibbs@chigwell-school.org

Applications will be considered upon receipt. Candidates will be contacted by telephone or email to attend interview if required. The School reserves the right to interview and appoint before the closing date.

Chigwell 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 including checks with past employers, prohibition orders and enhanced DBS.

