



## **TEACHING ASSISTANT – MATERNITY COVER**

**Role:** To work with and support the Pre-Prep staff at Chandlings to promote the highest standards of teaching, learning and pastoral care. To help to establish a happy, positive, conscientious approach to classroom activities, encourage children to be confident but courteous, and provide Form Teachers with reliable and enthusiastic but sensitive support.

**Responsible to:** Head and Head of Pre-Prep/EYFS

### **Key Responsibilities:**

- To assist the teachers with the children in their care. This involves carrying out requests made by the class teachers involving the education, physical welfare, moral and spiritual development of the children.
- To assist in the Nursery as required.
- To assist with the hearing of reading, keeping all records updated.
- To be prepared to support the classroom work, as directed by the Form Teacher, in any way including group teaching where appropriate.
- To support the classroom teacher within areas of the curriculum covered in the Foundation Stage and Key Stage 1.
- To be responsible for the preparation, setting up and clearing away of activities before, during and after school.
- To maintain, repair and clean any equipment, i.e. books, aprons, dressing up clothes, toys, games etc.
- Monitor classroom stock and replenish as necessary.
- To keep your First Aid Certification updated as necessary and be responsible for first aid duties within the class. Maintain stocks and supplies as needed from the School First Aid Coordinator.
- To be fully aware of and implement the School's policy on Health and Safety and Safeguarding.
- To be concerned with the general welfare of the children, including matters relating to personal hygiene and health.
- To assist the class teacher with any assessment procedures.
- To support/cover the class teacher when absent.
- To participate in school lunches, ensuring children's hands are washed and helping children with table manners.
- To willingly undertake any school duties such as lunch and break supervision, rest time, after school care duties, extra activities and clubs when required, this will involve working three longer days each week.
- To prepare classrooms and outdoor areas for play activities.
- To attend departmental staff meetings and other staff meetings as required.
- To assist the Head, Head of Pre-Prep and class teachers in setting up and maintaining effective and efficient communication to parents.
- To undertake INSET courses as necessary for professional development.

- To help create a stimulating and exciting atmosphere in the classroom, through attractive display of children's work, use of books, artefacts etc.
- To return to school prior to the beginning of the start of term in order to attend staff meetings, departmental meetings, training and to fully prepare the classroom and organise work for the term.
- To clear the classroom appropriately at the end of term, being willing to come in after the end of term if necessary (for meetings, training, reorganisation of classrooms, etc).
- To uphold the aims of the school and to ensure you act as an appropriate role model, representing the values of the school.
- To be flexible and responsive to changes and development and to work positively with the Head and Senior Leadership Team in their implementation.
- Carry out duties and responsibilities in line with the current practice at Chandlings as laid out in the Staff Handbook.
- To undertake such other duties consistent with the nature and responsibility of the post as may reasonably be assigned by the Head.
- This job description may be altered, amended or added to any time in accordance with the needs of the school and the reasonable request of the Head.

### **Person Specification**

#### **The successful candidate will fit the following profile:**

- Flexible and open to change.
- NVQ Level 3 or above would be preferable but not essential.
- Enthusiasm for education.
- Commitment to the personal and educational development of pupils and to an ethos of respect and service.
- High levels of communication skills in English, both written and spoken, to enable effective communication with pupils, colleagues and parents.
- Professional experience of working with pupils in Early Years and/or at KS1.
- Self-motivation and high levels of organisational and self-management skills.
- Commitment to personal professional development, and therefore a willingness to develop own skills.
- Ability to work cooperatively within a team.
- Proven ability to develop effective professional relationships with pupils, colleagues and parents.
- Smart and professional in presentation.
- A love of the outdoors.
- A hard working fun disposition.
- Commitment to the personal development of pupils
- A First Aid qualification would be desirable.

Set in sixty acres of beautiful Oxfordshire countryside, Chandlings is an independent co-educational day school for girls and boys from 2-11 years old. Situated just 20 minutes from the centre of historic Oxford, we have purpose-built, bright, modern classrooms with extensive and impressive facilities. There are specialist art, design and technology, food technology, music and science facilities as well as two school halls. We have a new Astroturf, netball courts, hockey, rugby and football pitches, an archery range, a 9 hole golf course and driving range, tennis courts, a swimming pool, a low-ropes course and a riding school. The extensive grounds offer woodlands, lakes, playing fields and lots of space to play and explore.

The school provides an excellent all-round education in a delightful environment. We are proud of our ability to gain outstanding academic results within a warm and secure learning environment. Children here are nurtured and cherished as part of the Chandlings family.

**To apply:** Interested and qualified candidates should submit electronically (as separate PDF documents in one email) the following to [sbrennan@chandlings.org.uk](mailto:sbrennan@chandlings.org.uk) before the closing date **1 March 2021 (midday)**

- A covering letter addressed to Ms C Cook, Head
- A completed Chandlings application form, with the names and details of at least two referees. One of the referees **must** be your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be the employer with whom you most recently worked with children. If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked.

A CV can be submitted as additional information but it must not be instead of the application form.

**Interviews will be held during the week commencing 8 March 2021**

This is a FTC Maternity cover, working full time hours, term time only (plus INSET days) from 19 April 2021.

Shortlisted applicants are advised that references will be taken up prior to interview.

**Interview Process:** At least two references will be obtained and kept on file for each successful candidate and any gaps in employment history will be fully investigated. Safe recruitment procedures are followed and members of the Senior Leadership Team are accredited. Child protection awareness is an integral part of the induction programme for new members of staff.

**Appointment date: 19 April 2021**

**Salary and Benefits:** The salary will be on the Chandlings scale and related to experience and qualifications. You will automatically be enrolled in the Trust Pension scheme unless you exercise your right to opt out of the scheme.

**Medical Fitness:** Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

**Recruitment Checks:** Chandlings requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have so that adjustments can be made if required.

**Safeguarding:** All adults working at Chandlings should be aware of and where necessary, follow the school's safeguarding guidelines which are in line with the Department for Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures – available online at <http://www.oscb.org.uk>. The School's Safeguarding Policy can be found on the Chandlings website.