



Chandlings  
PREP • OXFORD

# TEACHING ASSISTANT

Full time, fixed term contract

for two terms in the first instance

## Information for Candidates



The closing date for applications is Wednesday 13 December 2023 (9.00am)  
Early applications are advised as we reserve the right to close the vacancy early if  
sufficient suitable applications are received.



## THE SCHOOL

Set in over sixty acres of beautiful Oxfordshire countryside, Chandlings Prep 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 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 are nurtured and cherished as part of the Chandlings Prep family.

## AIMS AND ETHOS

At Chandlings Prep we foster self-belief, promote curiosity and build resilience. Our children are inspired to be resourceful, adaptable and creative, in an environment where we balance opportunity with well-being. They are given the time and space to be children, within a community that celebrates diversity and individuality.

Chandlings Prep is a friendly and vibrant community where children are happy, secure and confident. We have supportive and engaged families, positive relationships and purposeful learning experiences.

Our approach combines a rigorous academic programme with outstanding pastoral care and support. Our children are truly special young people who display confidence, compassion and creativity, coupled with an excellent academic and social grounding.



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## WE CREATE THIS ETHOS AND ACHIEVE THESE AIMS BY:

- Providing a warm, happy, family atmosphere
- Ensuring all children are valued and cared for as individuals
- Providing a challenging educational experience through a broad, balanced and enriching curriculum
- Offering high quality teaching that motivates and inspires pupils to be their best and have a lifelong love of learning
- Encouraging children to be curious, creative and independent
- Celebrating success and achievement
- Generating opportunities for leadership
- Sharing a child's education with their parents; encouraging active involvement
- Encouraging and living by the School's values:





## CANDIDATE SEARCH

Chandlings Prep School is seeking a full-time Teaching Assistant. This is initially a fixed term, term-time only position for two terms, starting 5 February 2024. There is the possibility that this could be extended.

The role would suit someone who is innovative, caring, dynamic with initiative and has a genuine passion for School life. They will have excellent communication skills and offer a full commitment to this busy, successful school, which values its caring family atmosphere.

The successful candidate would work with and support the staff at Chandlings Prep School to promote the highest standards of teaching, learning and pastoral care. They would 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.

Please see below for full details.



## 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 and assist the class teacher with any assessment procedures.
- To assist with the hearing of reading, keeping all records updated.
- To be prepared to support the classroom work, as directed by the teacher, in any way including group support where appropriate.
- To be responsible for the preparation, setting up and clearing away of activities before, during and after school
- 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 policies 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 support/cover the class teacher when absent.
- To participate in school lunches, helping children with table manners.
- To willingly undertake any school duties such as lunch and break supervision, 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 meetings and other staff meetings as required.
- To undertake INSET courses as necessary for professional development.
- To help create a stimulating and exciting atmosphere in the classroom, through attractive displays of children's work, use of books, artefacts etc.
- 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), and 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 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 Prep 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 and Head of Pre-Prep.
- This job description may be altered, amended or added to at any time in accordance with the needs of the School and the reasonable request of the Head.



## PERSONAL 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.
- 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.

## STAFF BENEFITS

### EMPLOYEE ASSISTANCE PROGRAMME

Employees have access to the EAP with Health Assured.

### EMPLOYEE SAVINGS SCHEME

Employees have access to the VIVUP platform offering a range of shopping discounts.

### PENSION

You will automatically be enrolled in the Aptis pension scheme unless you exercise your right to opt out. This offers a minimum 4% and a maximum 8% employee contribution. The employer contribution is double the employee contribution, capped at 16%. (TEACHERS) Nest for everyone else: 3% employee contribution and 4% employer contribution.

### LUNCH

Staff receive a free lunch every day and drinks and snacks are available throughout the day in the staffroom.

### PARKING

Free onsite parking

### EYE CARE VOUCHERS

Eligible employees receive free eye care vouchers and contributions towards a new pair of glasses (Ts & Cs apply).

### SICK PAY

Eligible employees are entitled to 6 weeks full sick pay in any academic year subject to the Absence Policy

### PATERNITY LEAVE

Eligible employees are entitled to 2 weeks full parental leave pay in any academic year subject to the Absence Policy.





## THE APPLICATION PROCESS

If you would like to apply for the position please submit electronically a completed application form and a covering letter addressed to Ms C Cook, the Head, to her PA at [sbrennan@chandlingspst.org](mailto:sbrennan@chandlingspst.org). A CV can be submitted as additional information.

We particularly welcome applicants from Black, Asian and Minority Ethnic groups as well as disabled candidates who are currently underrepresented within the Trust.

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.

Please note, as per the KCSIE 2022 Safer recruitment recommendation, references for shortlisted candidates will be requested prior to interview. Should permission be withheld without a valid reason, the invitation to interview will be withdrawn.

Shortlisted candidates will also undergo an online check (including and not limited to social media websites) in accordance with the [KCSIE September 2023](#) guidelines paragraph 221 and the Trust's [Safer Recruitment Policy](#).

**Safeguarding:** All adults working at Chandlings Prep 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's Board (OSCB) practice and procedures - available online at <http://www.oscb.org.uk>

**Appointment Date:** 5 February 2024

**Hours:** Monday to Friday, 8.00am to 4.00pm two days each week and 8.00am to 5.30pm three days each week.

**Salary:** The salary will be on the Chandlings Prep scale and related to experience and qualifications.

**Interview Process:**

If you are invited to an interview you must bring your Right To Work (RTW) documentation with you to enable our Administration Team to take copies and prepare for any Disclosure and Barring Service checks should you be successful in the interview.

In addition, we require evidence of the following:

- Identity - passport or photocard driving licence
- Address - document from Group 2b of the DBS List of Valid Identity Documents with current address
- Right to Work in the UK - passport or full birth certificate
- Qualifications - original documents confirming any educational and professional qualifications you refer to in your application
- Overseas Checks - if you have worked or been resident overseas for three months or more in the previous ten years please bring original copies of any overseas police checks that have already been completed.
- If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be required to provide documentary evidence of the change.

All documents must be original copies.

In the event that you are unsuccessful please be assured that photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability to work with children. On occasion, applicants will be invited to participate in a preliminary online video interview. Safe recruitment procedures are followed and members of the Senior Leadership Team are accredited.

Any offer of employment will be conditional upon the appointee's fitness to carry out the role. Shortlisted candidates will be asked to complete a questionnaire regarding medical fitness prior to interview.





# PREP SCHOOLS TRUST

## Introduction to the Prep Schools Trust

Chandlings Prep is a member of The Prep Schools Trust which is a family of flourishing schools bound by shared values. Each school is unique with its own distinctive character but all deliver first-rate academic teaching and pastoral care in beautiful settings rich with potential for adventure and outdoor discovery. We give pupils the opportunity and skills so they can develop and progress with confidence.

The Trust is a platform for the individual and collective growth of our schools: working together our schools are strong, adaptable and agile. We learn from each other and have access to resources beyond the reach of a stand-alone school. We share ideas with ease and pursue confident paths to academic excellence and high achievement in all areas of school life, delivered through an innovative curriculum taught by inspirational teachers.

We create environments within which children from all backgrounds and abilities can grow intellectually and emotionally. We help every single one of them reach their full potential across the widest range of academic, cultural and sporting endeavours. We build futures full of promise.



BARFIELD



CHANDLINGS PREP



COTHILL HOUSE



KITEBROOK



MOWDEN HALL