



Queen's College Preparatory School

Patron: HM The Queen

Appointment Information

Learning Enhancement Teaching Assistant

September 2023



Queen's College Preparatory School

Established in September 2002, Queen's College Preparatory School has enjoyed rapid growth to become one of the most successful prep schools for girls aged 4-11 in London. Queen's College Prep shares its governing Council with Queen's College, the prestigious Harley Street Senior School to which many girls progress at 11+. A member of the Independent Association of Preparatory Schools (IAPS) and the Girls' Schools Association (GSA), QCPS prides itself on its friendly and supportive atmosphere which is highly valued by girls, parents and staff.

Our Senior School, Queen's College, holds an important position in the history of girls' education, being the first school in Britain to give young women a formal academic education leading to recognised qualifications. Nowadays, both the College and the Preparatory School enjoy a shared reputation as friendly and creative schools where high academic standards are combined with wide extra-curricular programmes and excellent pastoral support.

Staff appointed to Queen's College Prep join an exciting and forward-thinking school, steeped in tradition but with a keen eye on the future. We are committed to professional development, and all members of staff have the freedom to work creatively and collaboratively to inspire, support and challenge the girls in our care. The first class facilities, delightful girls and professional, talented and caring staff all combine to make QCPS a wonderful place to work.

More details about Queen's College and Queen's College Preparatory School, including public examination results and leavers' destinations, can be found on our websites: www.qcl.org.uk and www.qcps.org.uk.



The Role

Queen's College Preparatory School is seeking a Learning Enhancement Teaching Assistant with SEND experience, to join our exciting and forward-thinking school. Learning Enhancement Teaching Assistants plan and deliver a small number of lessons and enable access to learning for pupils while assisting teachers in the management of pupils and the classroom. Work may be carried out in the classroom or may regularly take place outside the main teaching area.

All members of staff are expected to make the education and welfare of pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. They forge positive professional relationships and conduct themselves in an appropriate professional manner at all times to foster the aims and ethos of Queen's College Prep and make a positive contribution to school life.

Key Responsibilities

The successful candidate will be required to:

- Plan and deliver small group maths and English interventions across both the Pre-Prep and Prep
- Work alongside Form teachers, supporting pupils to access learning within the classroom
- Provide qualitative progress data from interventions to Form teachers and Head of Learning Enhancement for pupils' termly reports and parent meetings
- Provide general administrative support to the Head of Learning Enhancement
- Assist, where necessary, in ensuring that pupils behave and conduct themselves properly, both within and outside the classrooms
- Assist teachers in ensuring that all equipment used is safe and specific to the activity and age group
- Lead and/or assist in the setting up and preparation of interventions
- Assist in the organisation and maintenance of resources
- Photocopy, laminate, sort, file and assist in the preparation of resources for lessons to be used within interventions, both in the classroom and within small groups

Support for Learning

- Create and maintain a purposeful, orderly and supportive environment
- Use strategies to support pupils to achieve learning targets
- Assist with the planning of

learning activities on a regular basis within the Learning Enhancement Department

- Contribute to the selection and preparation of appropriate teaching resources
- Monitor pupil responses to learning activities and accurately record achievements and progress as directed
- Provide detailed and regular feedback to teachers on pupil achievement, progress, issues etc.
- Promote good pupil behaviour, deal promptly with conflict and minor incidents in accordance with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents
- Assist with the display of pupils' work
- Provide clerical/administrative support e.g. photocopying, filing etc.
- Accompany pupils who may be ill or injured to the medical room

Support of the School

- Be aware of, and comply with, school policies and procedures e.g. safeguarding, health and safety, confidentiality and physical intervention
- Contribute, in whatever ways possible, to the overall ethos, aims and work of the school
- Contribute to the Co-Curricular Programme
- Appreciate and support the role of other professionals

- Attend all relevant meetings as required
- Participate in training, other learning activities and professional development as required
- Assist with the supervision of pupils out of lesson times, including break times
- Accompany teaching staff and pupils on visits, trips and out-of-school activities, as required, and take responsibility for a group, under the supervision of the teacher
- Undertake any other duties that the teacher may reasonably direct

All staff are expected to:

- Be aware of and committed to the ethos and values of QCPS
- Take an active role in the development and implementation of school policies and in the whole life of the school
- Ensure that there are equal opportunities for all
- Follow school procedures as outlined in the staff handbook

Person Specification

Essential

- Qualified Teacher Status or a recognised HLTA qualification
- Educated to degree level
- Experience of working with pupils with additional needs
- A passion for learning and teaching
- Commitment to the ethos of the school
- Working knowledge of the National Curriculum
- Understanding of Safeguarding and Child Protection protocols
- Strong interpersonal, written and oral communication skills with the ability to deal confidently with a range of people including staff, parents and pupils
- Commitment to continuing professional development
- Comfortable working as part of a team
- Strong IT skills
- An ability to relate well to children and develop effective, professional working relationships with adults
- Passion, resilience, integrity and optimism
- Approachable and empathetic to the needs of others
- Enthusiasm and an ability to use own initiative
- Ability to prioritise and work flexibly as workload requires, and a willingness to take ownership of tasks
- Attention to detail and ability to actively question and clarify information
- A role model who demonstrates professionalism at all times
- Ability to work under pressure and meet deadlines
- A keen sense of humour and a positive 'can do' attitude
- Able and willing to undertake additional duties as part of the whole-school team
- A belief in the unlimited potential of every pupil

Desirable

- An undergraduate degree or further studies with Special Educational Needs and Disabilities
- Experience of working with pupils in an independent school
- Willingness to take on extra responsibilities

Terms and Conditions

- Full-time, permanent; term time only
- Start date: 1 September 2023
- Normal hours of work: 8.00am – 4.00pm, Monday to Thursday; 8.00am – 3.30pm Friday
- The salary for this role will be competitive, dependent on qualifications, skills and experience
- Free lunch in the Dining Room during term time
- Healthcare insurance (taxable benefit)
- Wellness Allowance
- Cycle to Work Scheme
- Defined contribution pension scheme (up to 10% employer contribution)



Applying for the role

Applications should be made on the Queen's College application form, with the names and contact details of three professional referees (to include your current or most recent head teacher if you are or have been employed in a school). Please do not send CVs.

The application form, together with other useful information, can be obtained from Miss Nina Hayes, Bursary Administrator (nhayes@qcl.org.uk) or can be downloaded from the QCPS website (www.qcps.org.uk).

Completed application forms should be sent via email (preferably) to Miss Nina Hayes (nhayes@qcl.org.uk) or by post to Queen's College, 43-49 Harley Street, London W1G 8BT.

The deadline for applications is midday on Friday 9 June 2023.

Applications will be considered as they are received and candidates may be invited for interview at any stage. Early applications are warmly encouraged.

Interviews will take place with the Headmistress, the Head of Learning Enhancement and a member of teaching staff.

Queen's College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening, including checks with past employers and the DBS.

During the shortlisting process, Queen's College will consider carrying out an online search on shortlisted candidates as part of its due diligence.

This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:

- **All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974**
- **All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020**

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Further guidance on disclosure can be found [HERE](#).

Queen's College recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.