



EATON HOUSE THE MANOR PREPARATORY SCHOOL

**Year 4/5 Assistant Teacher
Required for September 2019**

Eaton House The Manor Preparatory School

Eaton House Schools comprises of five individual schools spread across two sites. All the Schools are well known for their academic prowess and outstanding results across the board. Our understanding of all children and their different levels of development are addressed effectively with an emphasis on encouraging and fostering individual areas of talent as well as instilling confidence, self-worth and respect for others.

Eaton House The Manor Preparatory School (for boys aged 8-13) is a happy, hard-working and exciting place, providing its' pupils with a thorough preparation for Common Entrance, Scholarship and future senior school life. With approximately 220 boys, the intimate nature of the School provides a supportive and warm environment in which the boys flourish individually. We aim to develop and nurture each pupil and encourage the boys to achieve their best in the academic, creative and sporting fields. Pupils are offered a broad, balanced curriculum and are helped to develop their independence within this framework. At the same time the pupils are encouraged to have good manners and respect for each other. These principles are key aspects of their life at school.

Eaton House The Manor is situated on Clapham Common and is housed in a beautiful Grade II listed building dating back to 1792.

Job Description

Eaton House the Manor Prep is a three-form entry school with boys joining in Year 4 from our own pre-prep and other schools. The boys are taught by a Class Teacher in Years 4 and Years 5 who delivers the majority of the curriculum to them, including English, maths, science, history and geography. For the final three years of the Prep School (Years 6 – 8) the boys have subject specialists for all subjects.

Assistant teachers are usually assigned to a particular class or year group but will be expected to help out throughout the school.

Assistant teachers will be required to:

1. To assist the Class Teacher in monitoring academic progress, record keeping, health and emotional wellbeing of each pupil in the class (in liaison with the Headmistress), and in line with school policies as the Class Teacher requests.
2. Attend INSET, staff meetings, parents' evenings and any other functions as required by the Headmistress. Be available to parents for advice and discussion regarding their child, each day.
3. Assist the Class Teacher in ensuring that the classroom is well organised, tidy and functioning effectively. Assist the Class Teacher in the preparation of wall displays.
4. Ensure that the right level of discipline is maintained in the classroom and that the children follow the School Rules.
5. Play a full part in the life of the school, be flexible and aware of what is happening throughout the school. Undertake pastoral and supervisory duties in the School as required.
6. Support the teaching of sport.
7. Write reports at the end of each term on each child in the subjects that are taught by the Assistant Teacher as required, highlighting their strengths, weaknesses and achievements.
8. All support staff are expected to be in school between the hours of 8am and 4pm each school day and for preparation days prior to the beginning and end of each term, as designated by the Head teacher, to whom the Assistant Teacher is responsible (Deputy Head teacher in their absence).
9. All support staff are expected to run one after school club between 4pm and 5pm once a week

Salary

The School has its own competitive salary which is reviewed annually. The DfES Pension Scheme is available to all staff.

Safeguarding and Child Protection

Eaton House Schools is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring check.

Applications

Please send by post or email a completed and signed application form and the Disqualification Self-Declaration form included in the application pack, along with any administrative enquiries, to hr@eatonhouseschools.com.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy 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 or welfare of children in the school s/he must report any concerns to the school's child protection officer or to the Headteacher.