

Handcross Park School



A Brighton College School

Reception Teaching Assistant

Post: Reception Teaching Assistant

Responsible to: The Head of Pre-Prep

We are seeking an enthusiastic and experienced Teaching Assistant, Level 3 or above, to join our fantastic Pre-Prep team in a stunning rural setting where children's happiness and inspiring learning are at the heart of everything we do. This is a maternity cover role from September 2019 with the opportunity to be involved in our after school provision and holiday care. Confidence in the EYFS, outdoor learning, energy, ideas, rapport with young children and communication with parents are all key to the role.

Job purpose and Key Responsibilities:

- To ensure a high standard of care and education for all children, so that they are looked after in a happy, safe and stimulating environment.
- To support children's learning in our EYFS Reception class under the supervision of the class teacher.
- To feedback on a daily basis to the class teacher as an aid to planning and reviewing each child's progress and planning their future learning.
- To maintain high levels of communication with parents.
- To follow all Handcross Park policies and procedures.
- To take an active role in our After School provision.

Promoting Safeguarding and welfare of children and young persons

- Promote and safeguard the welfare of children and young people for whom you are responsible, and with whom you come into contact.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Person Specification:

The successful applicant needs to have the following skills and qualities:

- Qualified to Level 3 or above.
- A commitment to the learning and development of EYFS children.
- Recognise that each child is unique and to value and respect this.
- Give care, affection and encouragement.

- Play a vital role in the daily organisation of the EYFS.
- Excellent classroom practice.
- Support children's learning through interaction, extension, reinforcement and sensitive intervention, ensuring every pupil has the opportunity to meet their potential.
- To contribute to a safe and effective environment that supports learning and where pupils feel secure, confident and motivated.
- Help children with their self-help skills and personal, social and emotional development – parting happily from carer, dressing, taking care of belongings, eating snack and lunch, toileting.
- Help to channel the energy of confident, lively children into productive play.
- To assess the performance of pupils and record their development, progress and attainment.
- Record children's progress daily contributing to their Learning Journal (we use Tapestry software)
- Assist in planning and preparation of classroom resources and activities and the evaluation of these activities.
- Meet as a year group weekly to discuss short-term planning and children's progress – teamwork is fundamental.
- Ability to work effectively both as part of a team and also independently.
- Assist in the display of children's work.
- Work with SEN children to achieve targets outlined on Play Plans
- Lead whole group carpet sessions – stories, rhymes, songs, story-telling.
- Supervise indoor and outdoor play.
- Care for ill or distressed children: there may be the need to clean and change soiled children.
- Report any incidents and complete First Aid incident book and letter to parents as appropriate
- Clear understanding and use of ICT in day-to-day teaching.
- Effective organisation and administration skills.
- Knowledge and understanding of assessment, monitoring and evaluation procedures in the EYFS.
- Experience of implementing differentiated teaching strategies.
- Respect and value the different experiences, ideas, and backgrounds others can bring to work and to teams.
- Empathy for pupils, parents, staff and the community.
- To have and nurture positive and effective relationships with pupils, staff and parents.
- To be ready and enthusiastically available to parents, displaying approachability and professionalism at all times.
- A sense of humour and “can-do” attitude.
- Lively and creative personality.
- Strong interpersonal skills.
- Commitment to the values of the school.
- Commitment to the wider aspects of school life.
- Up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, young people.
- Demonstrate understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children and young people.
- To share in the corporate responsibility of the pastoral care, well-being and discipline of all pupils at Handcross Park School.
- Demonstrate emotional resilience in working with challenging behaviours of children and adults.
- A generosity of spirit and a willingness to contribute to the extra-curricular life of the school.
- Commitment to ongoing personal and professional development and participate in our appraisal process.

Other Duties and Responsibilities

- To share any specific areas of expertise which would be beneficial towards the running or development of the school.
- To be an active member of the staff room.
- To meet during school holidays to sort, clean, mend and re-assess equipment.
- To participate in the general day to day activities of the school as a whole and undertake a share of staff duties. All staff are expected to attend whole school staff meetings, parents' evenings, Open Days and INSET training days (in order for all practitioners to be kept up-to-date with current support and training) as required by the Headmaster/Head of the Pre-Prep and Nursery.
- To carry out such other duties as are reasonably assigned by the Deputy or Head of Pre-Prep and Nursery.

Other:

- Lunch is provided if working up to or beyond 1.30 as required
- Contributory pension scheme
- Ongoing Professional development opportunities

Applications

A brief letter of application together with a completed and signed application form, should be addressed to the Headmaster, Richard Brown, as soon as possible.

The Head of Pre-Prep, Jason Gayler, would be delighted to talk on the phone to any candidate who would like to know more about the post. Visits are always welcome. He can be contacted at the School on 01444 400526 or on email – jgayler@handxpark.com

Details of the post and application forms are available on the school web site – www.handcrossparkschool.co.uk or from the Bursar's Assistant, Mrs Lynne Adsett-Knutsen - ladsettknutsen@handxpark.com Tel : 01444 400526.

About the School

Handcross Park is a thriving, co-educational day and boarding prep school located near the A23 in West Sussex. It is forward thinking and innovative as well as being a Google teaching school. The pupils are fully engaged in the teaching and learning process. The school is also a member of the Brighton College Family of Schools and takes children from the age of two and prepares them for Common Entrance and Scholarships at Year 8 (13 years of age). Our pupils leave after Year 8 and attend Brighton College and other top senior schools in the country

The School is set in 50 acres of stunning woodland and grounds, and presents a marvellous working environment. It has charitable status and there is a board of Governors. A number of exciting developments are being planned, which is attracting a great deal of interest from prospective parents. The Headmaster, Richard Brown, arrived in September 2016 and is leading the school through this exciting transition. We follow a Monday to Friday teaching routine, with full boarders staying for an activities programme during the weekends. We operate one Saturday Open Morning a term, but also provide representation at the Brighton College Open Mornings for potential boarders in Years 7 and 8.

We are exceptionally well resourced with our own All Weather pitch, sports hall , indoor swimming pool, ICT suite, stand-alone music department, specialist teaching classrooms, boarding house, stand-alone Pre-Prep and extensive grounds.

The approach to teaching and learning is exciting, progressive, and challenging and is focused upon our Ten Core Themes. Change is eagerly embraced by colleagues and pupils who share a passion for learning and finding new and better ways of doing things, and standards are high. Creativity, thinking skills and instilling a thirst for independent learning are at the heart of our approach.