



St Faith's
PREP SCHOOL

1:1 Support Teaching Assistant

Candidate Pack



An independent prep school and nursery for boys and girls aged 2 to 11

St Faith's at Ash School Limited, registered in England number 08101221

Background

Teaching assistant roles rarely become available at St Faith's but, due to the need for 1:1 support, we are able to offer this post. This will give the opportunity for a teaching assistant to work at St Faith's, which provides a happy and caring environment producing children who care deeply about one another and their school community. Staff turnover is minimal and the roll has expanded significantly since joining the Wishford Group. We follow a holistic approach to education with specialist teachers in Sport, Music, IT and Modern Foreign Languages.

Safeguarding and Pastoral care for each and every child is paramount in the thoughts and actions of all staff with the ultimate aim of ensuring that everyone is valued, and their many contributions appreciated. There is a culture of reward and praise in the school and, as a result, academic, sporting and musical standards are important. The quality of behaviour and work ethic is also high in the classrooms resulting in children aspiring to great things. Competition is important in all aspects of the curriculum and we compete locally, regionally and nationally in many disciplines including spelling, essay writing, drama, Lego and maths to mention but a few. At St Faith's happy children openly display a love for learning and an enthusiasm for the school day.

The School

From the street, all that is visible of St Faith's Prep is a handsome Victorian villa, but venture through the gates and you will discover a vibrant and exciting school, bursting with energy and the joy of learning.

St Faith's is an independent prep school and nursery for boys and girls aged two to eleven. Located in the village of Ash, we serve a broad catchment area covering much of East Kent, including Canterbury, Dover, Sandwich, Ramsgate, Herne Bay and all points in-between. With five acres of playgrounds, sports pitches, an all-weather court, swimming pool and distant views of the beautiful Kent countryside, the school and nursery offer extensive opportunities for outdoor play and learning.

Our happy, inquisitive children enjoy discovering the wonders of the world around them. Class sizes are kept small, allowing the school to provide individually tailored learning to ensure that each pupil achieves his or her potential. As a result, despite being non-selective, we have an outstanding record of success in the Kent Test, with a high percentage of our Year 6 leavers typically securing places at the local grammar schools. A good number of our talented Year 6 pupils also gain major scholarships to local Independent Senior Schools.

At St Faith's, pupils benefit from a broad and exciting curriculum in a safe and nurturing environment. On completing their time at the school, pupils leave happy, confident and well prepared for the next stage of their education. Competitive sport is highly prized, and pupils regularly take part in football, netball, hockey, cricket, rounders and cross-country competitions.

Last inspected by ISI in 2022, the school was found to be 'Excellent'.

For more information on St Faith's Prep, please visit: www.stfaithsprep.com

Wishford Schools

Wishford Schools is a leading group of independent schools. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

The group has a very long-term outlook. This enables investment in the staff, facilities and resources needed in order for the schools to thrive. The group firmly believes that if its pupils are happy and successful, then the business will also succeed. The schools are run in a business-like manner, but the happiness, safety and education of pupils always comes first.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in education, compliance, property, legal, HR, finance, and marketing matters leaving heads with time to focus on the children within their care.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk

The Opportunity

We are seeking to appoint an energetic, enthusiastic and engaging teaching assistant to provide 1:1 support for a child in Year 3 with specific SEND needs, supporting the teaching staff and Head of Learning Enhancement in the child's development.

The successful candidate will join a supportive, caring and professional team and we invite applications from high quality candidates with an understanding of best practice for teaching and learning and educational needs of the children. Up-to-date knowledge of current learning strategies for children with SEND needs is preferable.

Vacancy is commencing September 2023.

A full job description and person specification can be found below.

Hours of Work

This is a term-time role, including training days outside term time, and contracted weeks are 36 weeks per year.

Normal working hours are 37.5 hours per week

Staff Benefits

Salary dependant on experience

Pension contribution

Induction, support and personal development including CPD

Fee remission (means-tested)

Complimentary lunches and refreshments

Access to a 24/7 Employee assistance programme that offers lifestyle advice & wellbeing services

Friendly and supportive staff room

Opportunities for career development within the Wishford group of schools

Application process

To apply for this position, please complete an application form and return it to the School Business Manager, Tom Hay, by email (bursar@stfaithsprep.com). The application form may be accompanied by a covering letter of no more than one page.

Key Dates and Information

Applications should arrive no later than 9am on Monday 21 August 2023.

We reserve the right to close the vacancy prior to the application deadline/closing date should a suitable candidate be found. Prompt application is encouraged.

Visits to the school will not be possible prior to application but shortlisted candidates will be offered a tour of the school as part of the selection process.

St Faith's Prep School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Job Description

Responsible to:	Headteacher Deputy Heads (Academic and Pastoral) Head of Learning Enhancement
Purpose of the job:	To provide necessary 1:1 support and contribute to the efficient running of the school, providing successful pastoral care and the academic progress of all pupils.
Relationships:	The post holder is directly responsible to the Head, the Deputy Head and Head of Learning Enhancements and works closely with the School Business Manager, Class and Specialist Teachers and fellow Teaching Assistants.

RESPONSIBILITIES

To work with the specific child, assisting the Head of Learning Enhancement to deliver and implement interventions in line with SEND requirements.

To assist in the continuous assessment of the pupil in order to moderate their learning and maximise their potential.

To help provide a stimulating teaching environment, preparing and using resources to encourage and enhance the learning within the classroom.

To work to a written plan that encompasses the curriculum at the School for the specific child.

To help provide the year group teachers and Head of Learning Enhancement with information that might assist in keeping records that will help in the profiling of the specific child.

To help prepare the child for tests and exams so that they are confident, independent and realise what is ultimately required of them.

To be fully aware of the curriculum of the School and current thinking in all educational matters, especially the key stage area in which you are involved.

To keep up with in-service training.

To be prepared to liaise with parents when required and be fully aware of the development of the specific child.

To ensure that the specific child is adequately supervised at all times and be constantly vigilant of their safety.

To work as a team with the staff and the Headteacher to promote a positive image of the School at all times.

To take on any other reasonable duties that the Headteacher may request from time to time to help with and ensure the smooth running of the school.

To be aware of and comply with policies and procedures relating to safeguarding, health and safety, security and confidentiality, reporting all concerns to the appropriate person.

To be aware of and support differences, ensuring the specific child has equal access to opportunities, learning and development.

To contribute to overall the ethos, work and aims of the school.

To maintain confidentiality at all times, including about home-school, pupil-teacher and school work matters.

To help provide school learning activities outside of the curriculum, promoting the broader development of the specific child.

Person Specification

Qualifications

- Teaching Assistant qualification (desirable)

Knowledge & Understanding

- Knowledge of best practice for teaching and learning
- Up-to-date knowledge of current SEND learning strategies
- Understanding the educational needs of children
- Have good standard in the key skills for Maths, English and IT

Skills, aptitudes & disposition

- Being able to take clear direction from the Senior Leadership Team and Class Teachers for the benefit of the pupil
- Being creative and flexible
- Good interpersonal and communication skills
- Being patient and having lots of energy
- Able to manage challenging behaviour
- Ability to work with a team and on your own initiative
- A positive and child-centred approach to teaching with the ability to inspire an enthusiasm for learning
- Commitment to the safety and welfare of all pupils
- A 'can do' attitude and willingness to work hard to get things done
- Strong team working skills
- Commitment to diversity and inclusion
- High degrees of self-confidence, personal energy and dynamism
- Personal warmth, good rapport with pupils, colleagues and parents
- Excellent organisational skills and ability to work effectively under pressure
- Willingness to lead and run extra-curricular enrichment opportunities
- Appropriate levels of personal presentation
- An understanding of, and commitment to, the School's ethos
- Good sense of humour and the flexibility and willingness to be involved in School life