



## **(Pre-Prep) Teaching Assistant KS1**

### **Cheltenham College**

The College consists of two inter-dependent fee-paying schools within a single executive structure. The Senior School (13-18), founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of about 720 pupils, including a Sixth Form of approximately 270 pupils.

The Prep School (3-13) is a school of some 420 pupils around 50 of whom board full-time, as well as our very popular flexi-boarding option.

Both schools are fully co-educational and are situated in their own spacious grounds near the centre of Cheltenham, a flourishing Cotswold town. They have fine academic records and a considerable reputation for sport, drama and music.

### **The Pre-Prep**

The Pre-Prep is very much part of Cheltenham Prep, occupying self-contained buildings at the heart of the school campus. Staffed by specialist Early Years teachers, the aim is to provide a stimulating and happy environment in which children can develop intellectually and socially to reach their potential.

The Teaching Assistant is responsible to the Head of Pre-Prep.

### **Job Specification**

- To maintain the safety of the children during directed hours.
- To ensure equal opportunities regardless of gender, ability and culture.
- To share and, at times, take sole responsibility for children working, where a variety of activities are available, facilitating and enabling them by providing appropriate levels of support and interaction.
- To take responsibility for any activity under the authority and direction of the Head of Pre-Prep.
- To take responsibility for small-group teaching and have shared responsibility for teaching phonics alongside Pre-Prep teachers. Experience in Read Write Inc, or a similar programme would be welcome and, for the right candidate, there may also be the opportunity to teach.
- To share in the planning, assessment and recordkeeping in accordance with departmental policy and in co-operation with class teachers.
- To share responsibility for the presentation of the children's work and for the compilation of interest areas and displays.
- To share responsibility for resources and equipment.





## CHELtenham PREP SCHOOL

- To liaise with and report to parents as appropriate in accordance with the current reporting system and keep the Head of Pre-Prep informed of all communications to and from parents.
- To constantly reappraise professional performance, to participate in training courses and to keep informed of current legislation and practices.
- To undertake such duties as are agreed within the department.
- To attend meetings and undertake such duties as can reasonably be requested by the Headmaster or the Head of Pre-Prep.

### Person Specification

- Qualified to at least NVQ Level 3 or higher
- Experience in EYFS or Key Stage 1
- Ability to work on own initiative
- Good organisational skills and ability to prioritise workload
- Good communication skills both oral and written
- Positive and fair attitude
- Flexible, team player

### Terms and Conditions

- Salary based on grade D to F of College's pay scale (depending on experience and qualifications)
- Hours of work: 37.5 hours per week, to be worked between our core hours of employment: The core hours of work are 8am to 5.30pm, though the exact working hours will vary within this timeframe.
- Use of College sports facilities (at staff allocated times)
- College pension scheme after qualifying period
- Subsidised Health Scheme Membership (Benenden)
- Discounts for College Staff at local retailers and businesses

**Feb 24**

