**King’s House School**

**Teaching Assistant (Learning Development Department)**

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**General Information**

King’s House School was founded in Richmond in 1946 and has been a boys’ prep school from that time on. The school operates on three sites in or around King’s Road, which is on the very pleasant setting of Richmond Hill. The Senior Department (for boys from Year 4 to Year 8) is at 68 King’s Road, the Junior Department on its own site just down the hill, and the relatively new Nursery around the corner in Princes Road. The school also has extensive playing fields just over Chiswick Bridge.

Most boys join the school in the Nursery (which is co-ed) or Reception but there are small intakes at Years 3, 4 and 7. Boys stay until 13 when they move on to a wide range of day and boarding schools, a number each year gaining awards.

The Nursery Department operates from its own site in a recently acquired and carefully restored building. The youngest children, the Caterpillars, are based on the top floor and the Butterflies (the rising 4s) on the ground floor. There is a very positive, caring atmosphere to the Nursery Department and the ground floor has an area set aside for Music. The Nursery has its own dedicated staff but the school PE, French and Music staff help out with sessions each week.

The Junior Department (JD) is housed in two Victorian buildings which have been sensitively redesigned and linked to provide an exciting and stimulating environment for the pupils. There is a two-form entry with about forty boys in the year group. This number grows to about 48 in Year 3 with three forms. The class teachers deliver the vast majority of the curriculum but boys do have lessons with specialist teachers for Music, French and PE and Games (at the playing fields) and in some years, ICT. All boys take swimming lessons at a local pool and Years 2 and 3 use the Senior Department (SD) facilities for some subjects.

Boys join the Senior Department for Year 4. This is the original school site and has been developed substantially since then. It is deceptively large area which includes the school’s theatre, a recently-refurbished library, gym, AstroTurf pitch, two ICT rooms, two Science laboratories and a Music area. The boys are taught in three groups (or sets in some years) up until Year 8 with increasing exposure to subject specialist teachers, who will teach a range of year groups and sometimes more than one subject. The curriculum the boys follow prepares them for Common Entrance or Scholarship at the end of Year 8.

Throughout their time at King’s House, the boys are encouraged to take part in art, drama, music and sporting activities. There are productions every year for all year groups, concert and other performance opportunities for music, and numerous games fixtures and other sporting activities. There are also numerous outings for all year groups and residential trips as the boys get older. Overall, King’s House offers its pupils a broad and balanced curriculum and prepares them well for their transition on to their next school.

**Working at King’s House**

Staff at King’s House are expected to show a commitment to the school and its ethos. The school has its own salary structure, and staff are automatically enrolled in the Group Pension Scheme for non-teaching staff. Staff benefit from a programme of professional development which includes appraisal and in-service training courses delivered by school staff or externally.

**The Post**

**Teaching Assistant (Learning Development)**

The overall role of the Teaching Assistant (Learning Development Department) at King’s House School is to provide the pupils within the school with the support they need to promote their learning and well-being, whilst being constantly mindful of their pastoral and safeguarding needs.

The vacant post is full-time working from 7.30am until 4.30pm and will be based in the King's House School Senior Department, but will also provide support in the Nursery and Junior Departments as required.

**Duties as a Teaching Assistant**

* Support the general pastoral care and welfare of all pupils, promoting their happiness and well-being around the school
* Support the learning of pupils, primarily in the Senior Department but potentially across all three departments of the school, through
  + in-class support or
  + working with individuals in class and outside class
* Run small group work including guided reading, plan and run remedial group work
* Run before school classes (from 8am) where needed
* Assist with before school breakfast club (from 7:30am)
* Assist pupils in examinations acting as reader or scribe
* support and teach individuals and small groups with their learning as needed
* liaise with subject teachers over support for individual children
* Help review Individual Education Plans and target plans
* Oversee classes and their learning for reasonable periods of time in the absence of a teacher
* Inspire pupils with an enthusiasm and a love of learning
* Deliver work in accordance with the plans and guidance from the teacher
* Take account of pupils' prior levels of attainment when teaching or assisting them
* Maintain good discipline and take responsibility for initial disciplinary sanctions (in accordance with school’s policy)
* Set high expectations for pupils' behaviour
* Set appropriate and demanding expectations for each pupil’s learning
* Promote effective learning by pupils through the development of mature work habits and a range of learning skills and methods
* Take responsibility for mounting and displaying pupil work around the school
* Undertake administrative jobs for teachers as and when required
* Undertake playground duties throughout the school day
* Undertake before and after-school duties as required
* Oversee lost property
* Go on school outings and residential trips as required
* Undertake other tasks as allocated at the discretion of the Head of Learning Development or SMT to ensure the smooth running of the school
* Be First Aid trained

**Professional Duties and Expectations (Applicable to all teaching staff roles)**

* Support and promote the aims and ethos of the school
* Treat all members of the community, colleagues (teaching and non-teaching) and pupils, with respect and consideration
* Treat all pupils fairly, consistently and without prejudice
* Set a good example to pupils in terms of dress
* Adhere to contracted hours of work – 8.00am-4.30pm
* Carry out break and supervisory duties as designated
* Promote the aims of the school when attending and participating in events such as assemblies, visitor mornings and sports, music and drama events
* Take responsibility for own professional development and participate in training when provided
* Reflect on own practice and contribute to the process of continuous improvement of the school
* Contribute to the school's extra-curricular programme according to the needs of the school and own personal interests and expertise and/or participate similarly in the games programme
* Contribute to the corporate life of the school
* Read and adhere to all the school policies as outlined in the school handbook (on line) and contribute to the development of new policies
* Undertake all responsibilities as prescribed within school policies
* Ensure that all deadlines are met as published
* Undertake professional duties as may be reasonably assigned
* Be proactive and take responsibility for matters relating to health and safety and all other legislative requirements
* Take on opportunities for additional roles and responsibilities
* Attend school outings and take part in residential trips as needed
* Be first aid trained if possible and undertake any other professional training as may be needed
* Support and promote the school in the development and maintenance of its charitable aims

**The ideal candidate will have some or all of the following:**

* NVQ3 qualification or SEN qualification or equivalent (desirable)
* Experience working with children on an individual basis and as part of a group
* Ability to teach new concepts as agreed with the class teacher
* Experience planning and running remedial groups for pupils with SEN
* First Aid qualification (desirable)

**Safeguarding**

King’s House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo the child protection screening appropriate to the post, including checks with the Disclosure and Barring Service and references from previous employers

Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School’s Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

**How to Apply**

Please send your completed application form and a covering letter (not to exceed 2 sides of A4) outlining your skills and experience to the HR Department, King’s House School, 68 King’s Road, Richmond, TW10 6ES as soon as possible. Alternatively, please email your application to [recruitment@kingshouseschool.org](mailto:recruitment@kingshouseschool.org).