



Kingfishers (Pre-Prep)

Teaching Assistant Full time KS1

The 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 some 660 pupils, including a Sixth Form of approximately 270 pupils. The Prep School [3-13] is largely a day school of some 400 pupils. Both schools are fully co-educational. The schools 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.

Kingfishers

Kingfishers is very much part of the Prep School, 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 Kingfishers and will be based in the 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 Kingfishers.
- 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.
- To liaise with and report to parents as appropriate in accordance with the current reporting system and keep the Head of Kingfishers 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 Kingfishers.

Person Specification

- Qualified to at least NVQ Level 3
- Experience in 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 on College scale, depending on experience
- The post is permanent
- Hours of work will be full time.
- School lunch available during term time
- 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

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