



ST JOHN'S BEAUMONT PREPARATORY SCHOOL OLD WINDSOR



Pre-Prep Teaching Assistant
Candidate Information Pack
September 2024



ABOUT THE SCHOOL

St John's Beaumont is a Day and Boarding Preparatory School for children aged from 3 to 13 set within 75 acres of established woodland and playing fields adjacent to Windsor Great Park.

This is a very special place to work and to learn. Our pupils are offered every possible opportunity to excel in a wide variety of areas, both academically, but importantly also in the wider curriculum as well. St John's naturally suits those who are open-minded, spiritual, compassionate but also importantly critical thinkers.

Founded as a Roman Catholic (Jesuit) school, our spiritually and culturally rich tradition informs the qualities we seek to nurture and develop in our pupils, who progress to a range of senior schools such as Charterhouse, Eton, Harrow, Oratory, Stonyhurst, Wellington & Windsor Boys, with many receiving scholarships.

Our beautiful school buildings were designed in 1888 by John Francis Bentley who rose to fame as the architect of Westminster Cathedral in London. The School enjoys first class facilities including a purpose-built sports centre, indoor and outdoor cricket nets, floodlit tennis courts, a golf putting green and driving range, an indoor swimming pool and over 50 acres of playing fields. St John's enjoys a strong reputation for sport, with a strong rugby and swimming tradition, as well as cricket, football, golf, and rowing; as well as music and the performing arts.

SAFEGUARDING

St John's Beaumont is committed to ensuring the safety of its pupils and as such any successful candidate will be subject to an enhanced check (including Barred List check) by the (DBS) Disclosing and Barring Service. The school is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the School. The School may be required to perform online searches on shortlisted candidates, including Social Media pages.

EQUALITY AND DIVERSITY

St John's Beaumont is a welcoming environment. The school promotes the concept of equal opportunity for all and recognises the need to counteract ideas and instances of individual and institutional discrimination on the grounds of race, ethnic origin or colour, gender, age, disability or sexual orientation. We value and treat all people with dignity and respect.

We aim to encourage, value and manage Equality, Diversity and Inclusion. We oppose all forms of unlawful and unfair discrimination, harassment or victimisation. We are striving to attain a workforce that representative of society to ensure we secure the widest pool of talent available. Applicants whose backgrounds are underrepresented in the sector are encouraged.

It is our aim to ensure that no job applicant or employee receives less favourable treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender, marriage / civil partnership, pregnancy/ maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics).



WORKING WITH US

Thank you for your interest in joining St John's Beaumont. We place great value on our staff and offer a welcoming, collaborative community, where all colleagues are valued and treated with respect and dignity. We offer a range of benefits and competitive terms and conditions. The information below is non-contractual but aims to give you an overview of the post.

BENEFITS

PENSION After successful completion of 3 months employment, you will be automatically enrolled into the School's Group Pension Plan.

HOLIDAYS As a term-time only role, you will be expected to take holiday during the school holidays. The school terms run across roughly 36 weeks of the year.

SICK PAY On successful completion of your probation period, staff are eligible for sick pay under the School's occupational sick pay scheme.

MEALS AND REFRESHMENTS During term time, all meals are available as well as refreshments during your working day, free of charge.

PARKING There is ample free on-site parking available.

STAFF FACILITIES AND SPORT Various sports facilities are available on site that can be used by staff at agreed times during the week, including the sports hall, swimming pool and gym. Various school social events and functions are organised throughout the year.

INDUCTION AND STAFF TRAINING AND DEVELOPMENT You will receive initial induction training when you first join us, with ongoing support and guidance. Following induction, you will be encouraged to demonstrate continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

DISCOUNTED SCHOOL FEES At the discretion of the Headmaster and Bursar, staff may be eligible a discount on day fees should their child be accepted into the School. This discount is on a pro-rata basis for part-time employees.

STAFF AND WELLBEING You will be offered free membership of our Employee Assistance Programme and are also exploring other wellbeing initiatives to support our staff.

FLEXIBLE WORKING The school recognizes the need for a manageable work-life balance and the importance of family life, and aims to facilitate flexible

SCHOOL LIFE All staff are encouraged to participate in school life, which could include exciting opportunities, such as accompanying school trips overseas.

ACCOMMODATION not applicable to this role.



JOB DESCRIPTION

Job Title	Pre-Prep Teaching Assistant
Group	Pre-Prep & Early Years
Reports to	Head of Pre-Prep
Responsible for	-

JOB PURPOSE:

St John's is looking to appoint a Teaching Assistant to join the Pre-Prep & Early Years team. The successful candidate will support the Class Teacher in the day-to-day running of the classroom, and will also be responsible for leading sessions with small groups and individual pupils throughout the day.

The selected candidate will work in collaboration with other members of the department to facilitate a rich learning environment where each pupil can flourish. This role would suit an individual with an NVQ (level 3 or higher) qualification or previous experience working in an early-years setting or preparatory school environment.

ABOUT PRE-PREP AND EARLY YEARS:

The School is undergoing a transformational period, having recently announced we will welcome girls in the Pre-Prep from September 2023, progressing towards full co-education in the coming years.

Having recently embarked on the High-Performance Learning programme, recent curriculum review determined pupils' creativity as a focus for development.

The Nicholas Owen Block is our calm, welcoming Pre-Prep department where every child matters. The light, airy classrooms have recently been renovated to an exceptional standard. Each classroom has a full-time teacher. Teaching Assistants support, ensuring every child has one to one time to further their learning every day.

Each day is busy and fun-filled with the pupils being taught a wide range of academic subjects, including drama & music lessons taught by subject specialist teachers. Staff to pupil ratios are kept deliberately low to ensure the highest possible quality of provision is offered to our pupils at such an important stage in their education.



ROLE SPECIFICATION:

- Start Date: September 2024
- Working hours: 8.00am-4.00pm, with two 6.00pm finishes per week, term-time only
- Salary: depending on experience

ROLE OVERVIEW:

Job Description:

Learning and Teaching:

- Work alongside our experienced teachers to provide effective support and learning opportunities to create a fulfilling wraparound care experience.
- Provide in-classroom support with literacy, numeracy and fine motor skills.
- Support the class teacher to deliver lessons in accordance with their wishes and direction.
- Be familiar with the School's curriculum, age-related expectations, teaching methods and testing frameworks applicable to pupils' ages and subjects.
- Understand the aims, content, teaching strategies and outcomes for lessons in order to support pupils in their learning.
- Provide one-on-one and group support to pupils with a range of special educational needs.
- Contribute effectively to the teachers' planning and preparation of lessons.
- Support class teachers to use IT for effective learning.
- Support teachers in assessing the pupils' progress through a range of assessment activities including daily reading.
- Monitor pupils' participation & progress, providing feedback to teachers.
- Work collaboratively with colleagues, knowing when to seek help and advice.
- Participate in PE/Games, Swimming & extra-curricular activities as needed.
- Share morning, lunch and end of the day supervisory duties on a rota basis.

Other Duties:

- Support school events (e.g. Sports Days, Open Days), including occasional weekends and attend all inset days and new staff induction training.
- Always promote safeguarding and the welfare of the children in the school's care, in accordance with the school's safeguarding policies.
- Be conversant with and adhere to the school's Child Protection & Safeguarding, First Aid and Data Protection policies.
- Uphold the ethos and values of St John's Beaumont School.





- Undertake additional training for the better performance of duties.
- Any other reasonable task as directed by Head of Pre-Prep and Headteacher.

Person Specification:

	Essential / Desirable
Knowledge	
• Sound knowledge of safeguarding procedures or willingness to learn	E
• Knowledge of Primary or Preparatory School/Education environment (children aged 3 – 7)	D
• Knowledge of early years settings for children	D
Experience	
• Experience in working with children aged 3-7 years old	E
• Experience in a co-educational School or Nursery	D
Skills & Personal Qualities	
• Commitment to the protection and safeguarding of children and young people	E
• Commitment to safeguarding all pupils	E
• Organized, self-motivated and able to meet targets & deadlines	E
• Excellent interpersonal skills; the ability to communicate and work collaboratively in a team	E
• Pro-active and approachable	E
Qualifications	
• Willingness to obtain necessary first aid (if current certificate not already held) and additional training	E
• To hold an NVQ Level 3 qualification or above	D
• To be educated to degree standard in any relevant subject	D





HOW TO APPLY

Please contact Miss Francesca Purdie in the Bursar's office bursarsoffice@sjb.email for an application form.

CLOSING DATE

Monday 3rd June at 10.00am

We reserve the right to close the application deadline early, and make an appointment before the closing date.

