



St Martin's School

St Martin's is a Preparatory School for 400 boys aged 3 to 13. It is a dynamic, friendly and caring community, which is set in 12 acres of grounds and within easy driving distance from Northwood, Rickmansworth, Watford, Pinner, Ruislip, Harefield, Bushey and Oxhey, but a number of boys travel from further afield.

Facilities include a Performing Arts Centre, two Science laboratories, an Early Years Centre, a computer room, two libraries, a Sports Centre with indoor swimming pool, nature area outdoor pitches.

St Martin's offers a wide range of core and specialist teaching. Class sizes are small to ensure each pupil benefits from the best possible attention and support. We know that academic success is very important and we strive to ensure that every boy achieves his best.

Pastoral care is given a high priority with all teachers nurturing the social development of the boys. There is a community atmosphere within the whole School, which is reinforced when boys join Patrols in Year 3. Our popular Inter-Patrol activities encourage teamwork and introduce the boys to the responsibility of supporting their peers. The School values the qualities of courtesy, sportsmanship and consideration of others.

Music, ICT, Art and DT are regarded as important aspects of the curriculum for all boys, and a large proportion of boys in the School learn a musical instrument. Boys play football, rugby, hockey and cricket; they also take part in cross-country running, swimming and athletics. The School has a fine reputation in inter-school matches.

A wide ranging extra-curricular programme is offered and all classes participate in an integral programme of visits, workshops and field trips.

Our teachers are motivated, inspirational and creative. They are focused on bringing out the talents and abilities of each boy, fostering his strengths and stimulating his appetite for learning. Effective communication between the School and home ensures that there is a positive working partnership.

Before School Care is available from 7.30am and After School Care until 6pm for all boys.

The boys in Nursery and Reception enjoy learning through play. They are guided to listen, observe and ask questions to harness their curiosity. We also encourage boys to initiate some of their own learning. Boys absorb the basic principles of language, begin reading and commence number work.

St Martin's develops the boys' inter-personal skills as they learn to collaborate and co-operate with their peers. Our experienced teachers also help instil a sense of responsibility and respect.

The dedicated Early Years facilities include bright, spacious classrooms, a playground, kitchen and library. Information technology is an integral part of the teaching. French is introduced in Reception.

Building on the Early Years Foundation Stage, boys move on to study literacy and numeracy in a more structured learning environment. We promote a love of reading, using phonics as a starting point. This is enhanced through regular handwriting practice. We nurture their increasing curiosity about the world around them and introduce a broader curriculum, such as Art, Music, Humanities and Science.

For the best start in life



A caring and respectful attitude towards adults and peers is cultivated through effective personal skills. St Martin's boys learn to be well-mannered, confident and articulate individuals in a happy environment.

Boys are encouraged to join in more than just classroom activities. Team, musical and extra-curricular opportunities extend the boys' experience of school life.

Year 3 boys benefit from working in smaller classes, allowing a greater focus on the individual. Learning encompasses a wider range of skills and is more formally subject based.

As they progress into Year 5, boys gain greater independence and take responsibility for personal organisation. Specialist subject teachers provide the academic rigour to meet the extra challenges of the Entrance and Scholarship examinations.

St Martin's prepares boys for a large number of Independent Senior Schools which include Merchant Taylors', Haberdashers' Boys, Harrow, John Lyon and Aldenham Schools. The school has an excellent record in recent years of academic, sporting, music, DT and all-rounder scholarships.

St Martin's boys have achieved great success, gaining outstanding scholarships and places at prestigious senior schools. This reflects the dedicated commitment of teachers and boys alike. Our boys are welcomed into their new environment where they uphold the St Martin's reputation as well-educated, socially adept and rounded citizens.

In the senior year groups the boys gain experience of holding positions of responsibility. They may be chosen for leading roles in sports teams, musical activities or the school play.

The vibrant curriculum is enriched by a range of after school activities, educational trips and residential visits.

Our teaching programme is designed to create happy, considerate young people with the confidence to make intelligent decisions and seize opportunities. Involvement in community projects expands their sense of responsibility and compassion for others.

Throughout their time at St Martin's, boys are prepared for the challenges that lie ahead. They leave the school as well-equipped, collaborative learners, with an excellent work ethic and ready for the next stage of their education.

Further details about the School are on the website www.stmartins.org.uk

For the best start in life

Registered in England, Company Number: 00709159, Registered Charity Number: 312648.
Registered Office: St Martin's School, 40 Moor Park Road, Northwood, Middlesex HA6 2DJ
Email: office@stmartins.org.uk Telephone 01923 825740



Pre-Prep Teaching Assistant Job Description

The Teaching Assistant is expected to:

- Work co-operatively with colleagues in the Pre-Prep team
- Support the class teacher with one class of approximately 22 boys
- Liaise closely with the teaching assistant in the parallel class
- Be responsible for the preparation and development of teaching materials and use of resources as requested by the class teacher
- Have high expectations of behaviour with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Encourage good manners
- Maintain high and effective levels of communication with parents in regard to pastoral and academic issues
- Take responsibility for promoting and safeguarding the welfare of children ensuring a high level of pastoral care
- Participate in relevant meetings and professional development opportunities relating to the learners, curriculum and organisation of the school
- Undertake duties such as lunch, playground and first aid when required and in conjunction with the team
- Participate in training and development opportunities as part of the appraisal process
- Apply school policies from the staff handbook
- Make a positive contribution to the wider life of St Martin's
- Undertake other duties appropriate to the general purpose of the post that may from time to time be reasonably assigned by the Head of Pre-Prep and the Headmaster.

For the best start in life



Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Education to GCSE level in English and Mathematics• NVQ (or equivalent) qualification	<ul style="list-style-type: none">• NVQ Level 3
Experience	<ul style="list-style-type: none">• Experience working with children in a school setting	<ul style="list-style-type: none">• Experience with EYFS Children
Knowledge and Understanding	<ul style="list-style-type: none">• A good understanding of the learning and development needs of young children• An understanding of the importance of Safeguarding procedures and other related policies that are in place.• A positive approach to CPD, learning new skills through teamwork and training opportunities, that will have an impact on the provision of a high quality learning environment for the children in our care	<ul style="list-style-type: none">• Awareness of changes to the EYFS framework
Skills	<ul style="list-style-type: none">• To be able to work as part of a team to support and encourage children as they play and learn;• explain tasks simply and clearly, whilst developing the children's own thinking and problem solving skills• positive and supportive supervision and control of children• accept and respond to instruction from line managers• work with guidance, but under limited supervision, demonstrating good organisational skills	<ul style="list-style-type: none">• Able to demonstrate the importance of being a reflective practitioner with the ability and flexibility to learn and adapt from past experience
Personal Qualities	<ul style="list-style-type: none">• Calmness• Punctuality• Good communication skills, with children, colleagues and parents/carers• Reliability and trustworthiness• Confidentiality• Empathy• Enthusiasm• Flexibility	

For the best start in life