

Junior Department (Key Stage One) Teaching Assistant

Beechwood Park's mission is to be the first-choice preparatory school for parents considering an independent school, recognised for its outstanding quality of educational experience and care.

To fulfil this ambition, with the support of parents, the School aims to:

- ✓ **Nurture** and promote the happiness, health, safety and emotional well-being of every child, developing in them confidence and independence
- ✓ **Engage** the intellectual, physical and spiritual potential of every child across a broad range of academic, extra-curricular and pastoral activities and experiences
- ✓ **Inspire** children, inculcating transferable, lifelong skills and values by which to achieve personally and contribute influentially to society
- ✓ Enable inspirational and reflective teachers to provide every pupil with outstanding teaching, delivering the highest levels of educational pace, variety and challenge

Beechwood Park School aims to inspire excellence in all its pupils. It achieves this through an outstanding, uniquely child-centred, co-educational and preparatory ethos. All of our pupils are supported and happy in their School lives. As they progress through the School, the children steadily build confidence and independence, learning quickly to bring their own creative talents to bear. Ours is a holistic education, which educates the whole child across a wide range of academic, extra-curricular, pastoral and spiritual experiences. The School's unrivalled facilities and beautiful buildings and grounds provide further transformative opportunities for children to prepare for a future life of learning.

1. Complete the School's Application Form.
2. Handwrite a letter of application, addressed to The Headmaster.

Recruitment Aims

It is the School's stated aim to appoint and retain well-qualified, experienced and talented staff who will inspire excellence and discover talents in every child. The Headmaster appoints all staff.

Pupil Profile

The School assesses all of its pupils upon entry. Most of our pupils are above the national average in their academic ability and will achieve success in academically selective 11+ and 13+ examinations to Senior Schools. Some receive specific assistance from the Learning Support Department, including those who are gifted and talented. The School is proudly co-educational.

Reception, Year One and Year Two

Reception, Year One and Year Two tutors teach their forms every subject except for French, Music, Physical Education, Drama, which subject specialists deliver.

Applicant Profile

It is the *School's* stated aim to recruit and retain well-qualified, experienced, and talented staff who inspire excellence and discover talents in every child. The Headmaster appoints all staff.

The closing date for applications is: **Tuesday, 5th December**
Interviews will take place on Monday, 11th December

Job Description

Job Title: Key Stage One Teaching Assistant **Department:** Junior Department
Reporting to: Class Teacher, Head of Year, Assistant Head (Junior Department) , Headmaster

Overall Purpose of the Job

- Inspire excellent academic, extra-curricular, pastoral and spiritual development in every child.
- Ensure that all pupils feel happy and supported in their *School* lives.
- Develop confidence and independence in every child, encouraging their creative talents.
- Engage pupils across a range of academic, extra-curricular, pastoral and spiritual experiences.
- Assist in the delivery of an exciting and adventurous departmental curriculum.
- Assist in the teaching and management of a classroom, thereby promoting further learning.
- Act at all times within the *BPS Professional Standards for Teachers*.
- Work as a core member of the *Junior Department* team.
- Take on specific roles within the *Junior Department* as directed by class teachers or the *Head of Department*.

Principal Responsibilities

- Assist teaching and promote learning.
- Prepare the classroom daily
- Assist children with their learning under the direction of the class teacher.
- Participate actively in regular training, whole *School* and *Junior Department* staff meetings, staff training days and occasionally smaller working groups.
- Inspire excellent academic, extra-curricular, pastoral and spiritual development in every child.
- Work as a core member of the *Junior Department* team.
- Take on specific roles within the *Junior Department* as directed by the *Head of Junior Department*.

Teaching and Learning

- Contribute to the raising of standards of pupil literacy and numeracy across the *School*.
- Assess and measure the quality of pupil learning in all lessons through formal and informal methods, and in accordance with the *BPS Marking and Assessment Policy*.
- Liaise effectively with pupils, parents, other staff and the *Head of Junior Department*.
- Assist teachers in the planning and delivery of stimulating lessons which are well-paced, varied, broad, balanced and resource-led to enable pupils of all abilities to achieve their very best.
- Teach/support daily phonics sessions.
- Support small group learning.
- Assist/lead art activities and imaginatively display work.
- Promote the use of IT and build interactive and differentiated visual resources in the *Department*.
- Actively identify opportunities for felicitous and collaborative cross-curricular links with other classes and *Departments*.
- Promote learning to pupils through a range of trips and visits, clubs, visiting speakers and other events, including the *Forest School* programme.
- Participate actively in regular training, whole *School* and *Department* staff meetings, staff training days and occasionally smaller working groups.
- Contribute on a *pro rata* basis to all staff duties including After School Care, *School* activities, short-term absence cover and parents' evenings before and after the *School* day, as directed by the *Head of Department*.
- Assist class teachers and the *Head of Department* in ordering and managing departmental resources.
- Teach any pupils whose teacher is not available, as directed by the *Head of Department*.
- Take on specific roles within the *Junior Department* as directed by the *Head of Junior Department* or *class teacher*.

Extra-Curricular/Pastoral/Spiritual

- Teach pupils how to keep themselves safe in accordance with the *School's e-Safety and Child Protection* policies, *liaising with* colleagues regarding the welfare and education of the children.
- Attend assemblies and other *School* functions, playing an active part in the wider aspects of *School* life.
- Share in the pastoral responsibility for all pupils in the Junior Department.
- Promote excellent standards of pupil discipline, tidiness and punctuality at all times and in accordance with the *School Pupil Discipline Policy*.

Other Responsibilities

- Carry out other professional duties as assigned by the Head of Junior Department.
- Understand and follow all School and specific departmental policy and procedure.
- Specifically, promote and safeguard the welfare of all members of the School community by endorsing, understanding and exercising your roles and responsibilities in accordance with the *BPS Health and Safety, Fire Safety and Child Protection* policies and procedures as published on the staff intranet.
- Promote the work of the department to the broader community including regular contributions to www.beechwoodpark.com, social media, the School magazine, newsletters, corridor displays, open days and local, national and international press, in partnership with the Communications Manager.
- Assist in welcoming and assessing prospective pupils, liaising with the Registrar as necessary.
- Review, record and plan your professional development in accordance with the *BPS Professional Development Review*.
- In accordance with the *BPS CPD Policy*, attend appropriate professional development training and meetings.
- Assist with stock taking and other administration tasks
- Assist the *Head of Junior Department* in the annual review of all aspects of the Department curriculum, upgrading schemes of work and developing new teaching methods for teaching and learning.

Decision Making Responsibilities:

This is a support position under the guidance of a qualified member of staff within *School* policy, professional standards and budgetary limits

Personal Specification (Knowledge, Skills & Attributes)

Essential requirements for the role:

- Imagination, commitment and ambition to inspire pupils to enjoy every aspect of *School* life
- High standard of personal presentation
- Ability to work in a way which promotes the safety and well-being of children.
- Applicants should hold an NVQ level 3 qualification or equivalent.
- A good working knowledge of appropriate Key Stage (Key Stage One/Early Years)'
- To maintain and apply an up to date knowledge of the curriculum and to make changes as necessary'
- Ability to communicate clearly and effectively with pupils, colleagues, parents and governors.
- Imagination, commitment and ambition to inspire pupils to enjoy every aspect of *School* life'
- High standard of personal presentation'
- Flexible and proactive attitude to work'
- Excellent interpersonal skills with pupils, colleagues, parents and governors.
- A good working knowledge of the *National Curriculum* and its assessment procedures.
- ICT and audio/visual literate'

Desirable requirements:

- Creative flair and imaginative approach to display
- Experience working within the Key Stage
- Ability to offer an extra-curricular subject, such as sport, music, drama or *Forest Schools*.
- Possess D1 driving licence category to enable position holder to drive 17 seat minibus

Salary and benefits

The salary for this position will be based on a candidate’s experience and qualifications.

Pension

The School will comply with its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol the position holder in a pension scheme as and when required by law.

Holiday

The statutory minimum holiday entitlement under the *Working Time Regulations 1998* is to be taken during School holidays. In addition, the position holder is not normally required to work during normal School holidays other than three days prior to the return and three days after the departure of pupils. Public holidays occurring when the School is in session will be working days.

Safeguarding

Beechwood Park School is committed to safeguarding and promoting the welfare of children and requires all of its applicants for employment both to complete a *BPS Staff Application Form* and to produce original documentation of certificates and degree qualifications. The School will undertake an enhanced *DBS* clearance check for the successful candidate. All staff members at the School are expected to fulfil their obligations and responsibilities in safeguarding, and to promote the welfare of children.

The School reserves the right to review and change this job description as the needs of the School change.

Agreed by Headmaster

Agreed by Job Holder

.....

.....

Date

Date