



ASHFOLD SCHOOL



Candidate Brochure Pre-Prep Teaching Assistant

Required for September 2023



ASHFOLD SCHOOL

Candidate Brief: Pre-Prep Teaching Assistant

Ashfold is a leading independent prep school for approximately 300 boys and girls aged 3-13 years. The School is set in 30 acres of beautiful grounds on the edge of the village of Dorton in the Buckinghamshire countryside, close to Thame. The School is a charitable trust managed by a board of Governors.

We are seeking to appoint a Pre-Prep Teaching Assistant to start in September 2023. Reporting to the Deputy Head of the Pre-Prep Department, they will assist the staff in creating a stimulating learning environment for children in the Pre-Prep Department/Early Years setting. Exhibiting a passion for children's education, they will support children's development and assist the teachers to deliver an exciting curriculum, enabling pupils to make best use of the opportunities available to them.

Ashfold offers an excellent all-round education and a wealth of opportunities to excel both in the classroom and beyond. We encourage and celebrate participation in sport and the arts, including art and design technology, drama and music as well as a wide variety of extra-curricular activities enabling every child to develop their individual strengths, talents and interests and discover new ones.

Job Description:

Support for the Children

- To promote an enthusiasm for, and love of, learning amongst children;
- Working with individuals or groups of children in and outside class in a variety of educational activities within the Pre-Prep department/early years setting;
- To promote the inclusion of all children of all abilities in the learning activities in which they are involved;
- Providing for the personal and social needs of children, in conjunction with other staff;
- To assist with preparation for school visits and the supervision of children on such visits.





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Support for Teachers

- Assisting the Form and Subject Specialist Teachers in any educational duties as directed.
- Within the overall plan set by teachers, to assist in devising and extending educational activities. This may include contributing to the development and implementation of Individual Education Plans (IEPs);
- To help assess, record and provide regular oral/written feedback to teachers on children's progress and achievement and record on relevant technical/software platforms if applicable;
- To efficiently prepare, maintain and use classroom teaching materials. This will include photocopying, mounting and general display work throughout the department, and ensuring that children clear up their workspace after the completion of a task, with reasonable help, but with encouragement to clear up for themselves;
- To assist in maintaining all aspects of behaviour management and encouraging socially acceptable behaviour in line with the ethos of the school;
- To attend meetings and courses when required.

Support for the School

- To work collaboratively with colleagues as part of a professional team, in particular with teachers and other Teaching Assistants;
- To assist in the general efficient operation of the school, including providing cover for other support staff where necessary;
- Participating, along with other staff, in the rota for playground duty/supervision;
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information;
- Assisting with any other duties as may be reasonably required by the Headmaster, Deputy Head or Head of the Pre-Prep department.





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This role profile is not exhaustive and it will be subject to periodic review.

Safeguarding

The welfare, health and safety of all those who learn, work or visit Ashfold School is our prime concern. The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact. They must adhere to and ensure compliance with the school's safeguarding policies and procedures at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of the children at the school they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.





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Person Specification

Qualifications and Training	Essential	Desirable
Minimum Level 2 qualification in Early Years/childhood development, education or childcare. Level 2 candidates must be willing to undertake the relevant training to achieve a Level 3 qualification.		✓
Good GCSE (or equivalent) passes in Mathematics and English Language	✓	
Paediatric First Aid Certificate		✓
Experience		
Working in an educational and or early years setting	✓	
Working knowledge and experience of delivering EYFS statutory framework		✓
Conducting observations on children and recording outcomes/findings on relevant technical platforms such as Tapestry etc		✓
Planning next steps and developing activities that progress children's learning		✓
An understanding of, and commitment to, the prep school ethos		✓
Technical Skills		
Strong practical skills		✓
Fully competent IT skills		✓
Personal Skills		
A caring person who is keen to assist the teaching in ensuring the best possible teaching and learning opportunities for all pupils	✓	
Energetic and enthusiastic approach	✓	
Attention to detail, reliability, thoroughness and the ability to work well under pressure in order to meet deadlines	✓	
Ability to take the initiative	✓	
Flexibility and willingness to work throughout the department	✓	
Ability to work as part of a team	✓	
Communication Skills		
A good communicator to be able to convey their passion and ideas to children clearly	✓	
Friendly, approachable and with the ability to develop good relations with children, staff and the wider school community	✓	



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Terms and Conditions

- We are seeking to appoint a Pre-Prep Teaching Assistant in September 2023 to work in the Pre-Prep department, including the Early Years setting dependent upon the successful candidate's qualifications and experience;
- The role attracts a competitive salary, dependent on qualifications and experience;
- The role is for 36/37 hours per week, for 40 weeks of the year, and is paid in 12 monthly instalments;
- 38 days paid holiday per year (including 8 bank holidays), applied pro rata for part-time staff;
- Working days are all term days (Monday to Friday 8:00 am to 3:30 pm with a 30 minute unpaid lunch break); after school activities (1 or 2 per week, one hour duration until 4:30pm) with the balance of hours to be worked on INSET and at other times as agreed with the Deputy Head of Pre-Prep;
- The School operates a group pension scheme to which the school contributes 5% of your salary subject to minimum contribution of 3% by the employee. All eligible staff are enrolled automatically in the scheme and other members may join on request;
- Free school meals and refreshments are provided on School and INSET days;
- If eligible, there is a discount on School Fees, applied pro rata for part-time staff.





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The School

The school week runs from Monday to Friday and there is no Saturday school. We offer optional boarding (up to three nights a week from Year 5 and up to four nights a week from Year 6) which is very popular. Applicants should bear in mind that all academic staff are expected to contribute to the extra-curricular life of the School as well as teaching in the classroom.

Ashfold is broadly non-selective at the point of pupil entry and follows a wide and challenging curriculum to prepare pupils for both Common Entrance and Scholarship examinations. The majority of pupils remain at the School to the end of Year 8.

Pupils move on to a wide range of leading independent day and boarding senior schools at 13+ including: Abingdon, Bloxham, Bradfield, Cokethorpe, Eton, Harrow, Headington, Magdalen College School, Radley, Rugby, Rye St Anthony, St Edward's, Oxford, St Helen and St Katharine, and, Stowe. Many of our children win scholarships or awards to their senior schools.

Ashfold has been awarded 'EXCELLENT' in all categories by the Independent Schools Inspectorate (ISI) following our recent Compliance & Educational Quality Inspection.

A double "excellent" is the highest possible outcome for a school during a full Focused Compliance & Educational Quality Inspection.

Inspectors stated that the school was:

- **excellent**, both for the quality of pupils' academic and other achievements, and
- **excellent**, for the quality of pupils' personal development.

We are particularly delighted that an external, independent body has not only recognised the excellent school that we are, but also that they have captured the essence of who we are; highlighting how we build in our pupils the confidence and strength of character for tomorrow's world.

The full reports may be viewed at [Latest report marks us 'excellent' - Ashfold School](#)





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Applications

Those wishing to be considered for the post should download an application form from the vacancies page of the school website www.ashfoldschool.co.uk. Completed applications should be emailed to HR@ashfoldschool.co.uk or posted to:

HR
Ashfold School
Dorton
Buckinghamshire
HP18 9NG

Applications not submitted on the Ashfold Application Form, or applications not completed in full, will not be considered.

Closing Date: The closing date for applications is 9am on Friday 28 April 2023.

Interviews: Shortlisted candidates will be invited for an Interview Day on Tuesday 2 May or Wednesday 3 May 2023.

Ashfold School encourages early applications and reserves the right to close this vacancy and appoint prior to the application closing date if we receive a sufficient number of suitable applications. Ashfold is committed to the protections and safety of its children and the successful candidate will be subject to an enhanced DBS check.

If you would like to discuss any aspect of the post in greater detail, please contact the Head of the Pre-Prep Department, Mrs Elaine Giliomee on 01844 238237 or email at elaine.giliomee@ashfoldschool.co.uk





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