



St Faith's
PREP SCHOOL

TEACHING ASSISTANT
CANDIDATE PACK

The School

From the street, all that is visible of St Faith's Prep is a handsome Victorian villa, but venture through the gates and you will discover a vibrant and exciting school, bursting with energy and the joy of learning.

St Faith's is an independent prep school and nursery for boys and girls aged two to eleven. Located in the village of Ash, we serve a broad catchment area covering much of East Kent, including Canterbury, Dover, Sandwich, Ramsgate, Herne Bay and all points in-between. With five acres of playgrounds, sports pitches, an all-weather court, swimming pool and distant views of the beautiful Kent countryside, the school and nursery offer extensive opportunities for outdoor play and learning.

Our happy, inquisitive children enjoy discovering the wonders of the world around them. Class sizes are kept small, allowing the school to provide individually tailored learning to ensure that each pupil achieves his or her potential. As a result, despite being non-selective, we have an outstanding record of success in the Kent Test, with a high percentage of our Year 6 leavers typically securing places at the local grammar schools. A good number of our talented Year 6 pupils also gain major scholarships to local Independent Senior Schools.

At St Faith's, pupils benefit from a broad and exciting curriculum in a safe and nurturing environment. On completing their time at the school, pupils leave happy, confident and well prepared for the next stage of their education. Competitive sport is highly prized, and pupils regularly take part in football, netball, hockey, cricket, rounders and cross-country competitions. Last inspected by ISI in 2022, the school was found to be 'Excellent'.

For more information on St Faith's Prep, please visit: www.stfaithsprep.com

Wishford Schools

Wishford Schools is a leading group of independent schools. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

The group has a very long-term outlook. This enables investment in the staff, facilities and resources needed in order for the schools to thrive. The group firmly believes that if its pupils are happy and successful, then the business will also succeed. The schools are run in a business-like manner, but the happiness, safety and education of pupils always comes first.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in education, compliance, property, legal, HR, finance, and marketing matters leaving heads with time to focus on the children within their care.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk

Background

We have various teaching assistant roles across the school, providing 1:1 support for children with specific needs or carrying out general teaching assistant duties. This will give opportunities for experienced teaching assistants to work at St Faith's, which provides a happy and caring environment producing children who care deeply about one another and their school community. The school has expanded significantly since joining the Wishford Group.

Safeguarding and Pastoral care for each and every child is paramount in the thoughts and actions of all staff with the ultimate aim of ensuring that everyone is valued, and their many contributions appreciated. There is a culture of reward and praise in the school and, as a result, academic, sporting and musical standards are important. The quality of behaviour and work ethic is also high in the classrooms resulting in children aspiring to great things. Competition is important in all aspects of the curriculum and we compete locally, regionally and nationally in many disciplines including spelling, essay writing, drama, Lego and maths to mention but a few. At St Faith's happy children openly display a love for learning and an enthusiasm for the school day.



The Opportunity

We are seeking to appoint energetic and enthusiastic teaching assistants to join a supportive, caring and professional team.

The successful candidates will have an understanding of best practice for teaching, learning and the educational needs of children. For the 1:1 support roles, up to date knowledge of current learning strategies for children with SEN is preferable. We invite applications from high quality candidates to contribute further to standards of excellence, who love children and aspire to work in a happy and fulfilling environment.

Vacancies are commencing ASAP.

Hours of Work and Remuneration

St Faith's is a day school and the normal day runs from 08:30 to 16:00 Monday to Friday. The roles will be either 12.5 hours or 25 hours, to be worked within the normal day and some flexibility will be required.

Contracted weeks are 36 weeks per academic year, which include INSET training days held before or after the pupils' term time. Initially the roles will be for a fixed term until 31 August 2023 with the possibility of an extension dependant on the needs of the children being supported.

Competitive salary, dependant on experience and the specific role.

Staff Benefits

- Pension contribution
- Induction, support and personal development including CPD
- Complimentary lunches and refreshments
- Access to a 24/7 Employee assistance programme that offers lifestyle advice & wellbeing services
- Friendly and supportive staff room
- Opportunities for career development within the Wishford group of schools

Application Process

To apply for this position, please complete an application form and return it to HR@wishford.co.uk. The application form may be accompanied by a covering letter of no more than one page.

Closing date: 9am Monday 8th January 2024

Important Information

We reserve the right to close the vacancy prior to the application deadline/closing date should a suitable candidate be found. Prompt application is encouraged.

Visits to the school will not be possible prior to application but shortlisted candidates will be offered a tour of the school as part of the selection process.

St Faith's Prep School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service .

Wishford schools are an equal opportunities employer and welcome applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.



Job Description

Purpose of the job

Support and assist teachers and the Learning Enhancement Coordinator in the provision of successful academic progress and pastoral care of all pupils. For 1:1 roles, this will also include support for a specific child in line with their needs.

Relationships

The post holder is directly responsible to the Head, the Deputy Head, Learning Enhancement Coordinator and works closely with the Teachers and fellow Teaching Assistants.

Responsibilities

- To assist the teaching staff within the classroom and to work with the Learning Enhancement Coordinator to deliver and implement interventions, in line with any specific needs where applicable.
- To assist the teachers and encourage all children in your care, academically and emotionally so that they take with them the ideals and ethos of St Faith's.
- To assist in the continuous assessment of the children in order to moderate their learning and maximise their potential.
- To help provide a stimulating teaching environment using the resources at your disposal to encourage and enhance the learning within the classroom.
- To work to a written plan that encompasses the curriculum at St Faith's and, where applicable, the specific needs of the child in your care..
- To help provide teachers with information that might assist in keeping records that will help in the profiling of children in your care.
- To help prepare the children for tests and exams so that they are confident and independent and realise what is ultimately required of them.
- To work to a written plan that encompasses the curriculum at St Faith's and, where applicable, the specific needs of the child in your care..
- To help provide teachers with information that might assist in keeping records that will help in the profiling of children in your care.
- To help prepare the children for tests and exams so that they are confident and independent and realise what is ultimately required of them.
- To encourage the children and build self-esteem and insist on the highest standards of behaviour both in and out of the classroom.
- To be fully aware of the curriculum of St Faith's and current thinking in all educational matters, especially the key stage areas you are involved in.
- To keep up with in-service training wherever possible and attend all staff meetings.
- To be prepared to liaise with parents when required and be fully aware of the development of children in your care.
- To ensure that the children in your care are adequately supervised at all times and be constantly vigilant for their safety.
- To accompany teachers and classes on educational visits.



Person Specification

Qualifications

- Teaching Assistant qualification (desirable)

Experience

- Experience of working in a teaching environment
- Evidence of a commitment to continuing professional development

Knowledge & Understanding

- A knowledge of best practice for teaching and learning
- An understanding of the educational needs of children
- Up to date knowledge of current SEN learning strategies (for 1:1 support role)
- To be able to monitor, assess, record and report pupil's progress
- A good standard in the key skills for Maths, English and IT

Skills & Aptitudes

- The ability to support a wide range of subjects across the primary age range
- The ability to promote a happy, challenging and effective learning environment
- Willingness to work throughout the school
- Be able to develop and maintain good professional relationships
- Ability to set high standards and to be a positive role model for staff and pupils
- Be able to motivate and inspire pupils
- Excellent communication skills, in verbal and written form

Disposition

- A positive and child-centred approach to supporting teaching with the ability to inspire an enthusiasm for learning
- Commitment to the safety and welfare of all children
- A 'can do' attitude and willingness to work hard to get things done
- Strong team working skills
- Commitment to diversity and inclusion
- High degrees of self-confidence, personal energy and dynamism
- Personal warmth, good rapport with children, colleagues and parents
- Excellent organisational skills and ability to work effectively under pressure
- Appropriate levels of personal presentation
- An understanding of, and commitment to, the School's ethos
- Good sense of humour and the flexibility and willingness to be involved in School life

