



Teaching Assistant Candidate Information Pack



INTRODUCTION

To be an effective member of staff within the school, supporting the teaching staff in both the Pre prep and Prep School in accordance with school policy and in line with any relevant government guidance.

Closing date for applications: 9.00am on Friday 6 October with interviews taking place week commencing Monday 9 October 2023.

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts:

Part of The Mill Hill School Foundation

CO-EDUCATIONAL
NURSERY AND PREP
SCHOOL, GIRLS & BOYS
3 TO 13

Hours

8.00AM TILL 4.00PM

200 Meters

FROM WINCHMORE HILL
TRAIN STATION

Salary

£22,000-£24,000 DOE

Contract type

TERM TIME, FULL TIME

“Children make excellent progress in communication, language and literacy”

- ISI inspection, February 2022

THE SCHOOL

Keble

Keble provides an excellent all-round education, combining high academic standards with opportunities for children to achieve in Sport, Music, Drama and a broad extra-curricular programme. An education that develops the abilities and enthusiasm of every child. At Keble, each student is encouraged to think independently, to be continuously inquisitive and reflective. Each individual pupil is valued and encouraged to uncover and nurture their talents, whilst celebrating their achievements.

The Mill Hill School Foundation Ethos

The School is one of eight in the group, which comprises Grimsdell (Pre-Prep), Belmont (Prep), Mill Hill School (Senior) and Mill Hill International, Cobham Hall (Senior), Keble Prep (Prep), Lyonsdown School (Prep) and St Joseph's in the Park (Prep).

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen.

We seek to instil a love for learning which will last a lifetime whilst balancing this with a readiness to embrace change, and therefore equipping our pupils for life, both now and in the future. We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.



JOB DESCRIPTION

Teaching and Learning Activities

- To communicate effectively and sensitively with pupils to support their learning
- To promote and support the inclusion of all pupils in learning activities
- To advance pupils' learning in a range of settings under the supervision and direction of the Deputy Head & Head of Pre Prep
- Assist with the supervision of and encourage good behaviour amongst pupils
- Organise and safely manage learning activities, the teaching space and resources

Knowledge and Understanding

- Be prepared to acquire any additional appropriate skills, qualifications and/or experience required for the teaching assistant role, with support from the school e.g attend courses and follow current training initiatives
- Demonstrate skills in understanding the needs of all pupils and know how to adapt and deliver tasks or instructions to support and meet individual needs
- Share responsibility for ensuring knowledge and understanding is up to date by reflecting
- Demonstrate a level of subject and curriculum knowledge relevant to the role and apply this effectively in supporting teachers and pupils
- Understand the role and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role
- An understanding of safeguarding and KCSIE 2023 and how that translates in an early years setting and across the Prep school

Planning and Expectations

- To prepare teaching areas as directed by the relevant teaching staff and clear away afterwards
- To assist in the display of pupils work
- To support the teaching staff in photocopying and other administrative tasks
- To contribute to the planning of opportunities for pupils to learn which may include off site activities such as sports fixtures and trips
- To assist the teaching staff in the planning and development of schemes of work, activities and support programmes for pupils
- To assist in the preparation of teaching resources/material
- To help to implement daily planning
- To provide constructive feedback to pupils and teaching staff - both written and oral

Personal and Professional Conduct and Supporting the School

- Have proper and professional regard for the ethos, policies and practices of our school
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting any concerns to the relevant senior person
- Be conscious and take pride in status as a professional person in our environment
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Have regard for the need to safeguard pupils' wellbeing by following the relevant statutory guidance along with school policies and practice
- Uphold values consistent with those required from teachers by respecting individual differences and cultural diversity
- Be committed to improving practice through self- evaluation and awareness
- Participate in training and other learning activities and performance development as required
- Supervise pupils on educational visits, trips and out of school activities as required, following correct policy and procedure
- Be committed to continual school improvement
- Willing to work in other areas of the Pre-Prep and the Prep school as directed by the Head of Pre-Prep and Deputy Head

Working with others/ relationships

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them
- Work with the class teacher and keep other professionals accurately informed of progress or concerns they may have about the pupils they work with
- Be responsible for sharing knowledge to inform planning and decision making
- Work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Communicate knowledge and understanding of pupils to other school staff and education, health and social care professionals so that informed decision making can take place on suitable intervention and provision
- Attend and participate in regular meetings, as appropriate to the role



PERSON SPECIFICATION

- Under the guidance of the teaching and senior staff, help to implement agreed learning programmes within our curriculum through a system of collaboration and supervision
- Support the management and preparation of resources, both indoors and outdoors
- Deliver excellent pastoral care and build relationships with all pupils with ease
- They will have proven high standards of themselves as a professional
- They will recognise the contribution they make to the development and learning of children
- Have proven ability to engage in high quality interactions with children that enable learning and uphold the values of the school

As the successful candidate, you will be able to demonstrate the following personal attributes

- Excellent collaborative and team work skills
- A flexible, proactive and willing attitude
- An enthusiastic and positive demeanour
- Have a cheerful disposition
- A professional approach to the workplace and relationships with colleagues, parents and pupils
- A deep personal love for working with young children
- Excellent organisational skills
- A sense of humour
- Reliability
- Warmth
- Hold a full driving licence



HOW TO APPLY

- 1 If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

- 2 Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Friday 6 October**

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Foundation reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill School Foundation is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

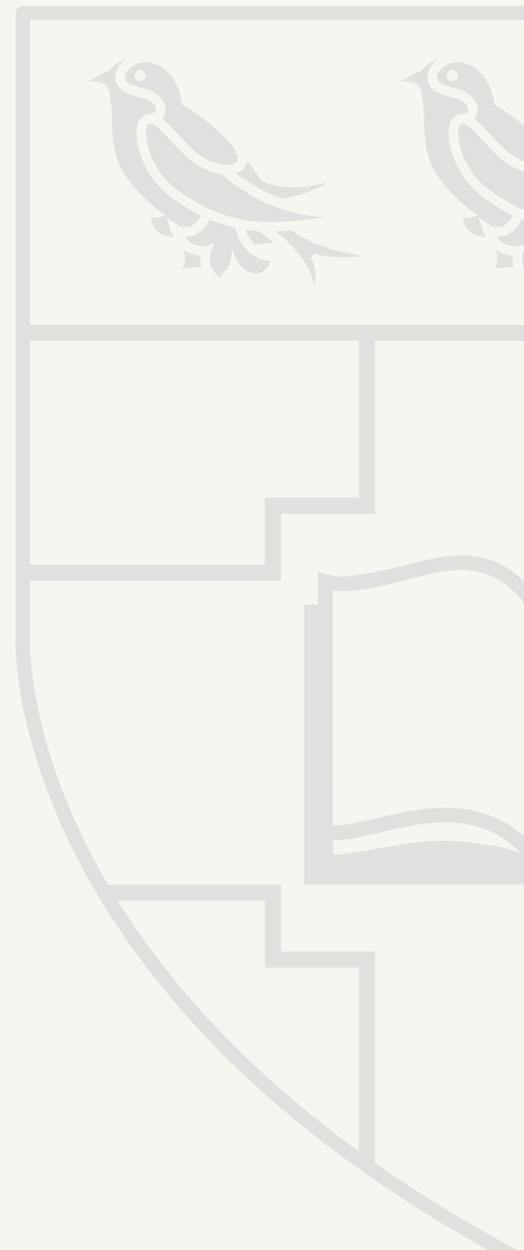
The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



kebleprep.co.uk



Keble Prep

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