



Teaching Assistant Candidate Information Pack



INTRODUCTION

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

- ISI inspection, February 2022

We are looking for an enthusiastic Teaching Assistant to work in our Pre-Prep (Nursery-Year 2). The successful candidate will work with class teachers to raise the learning and attainment of pupils. They will give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.

Closing date for applications: 9:00am at Wednesday 8 May 2024

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

Key facts about the role:

Part of the Mill Hill Education Group

A CHARITABLE COLLECTION OF INDEPENDENT SCHOOLS

Co-Educational

NURSERY AND PREP SCHOOL FOR PUPILS AGED 3 TO 13

200 Meters

FROM WINCHMORE HILL TRAIN STATION

Wrap Around Care

FROM 7:35AM - 6:00PM

Small Class Sizes

INDIVIDUAL ATTENTION FOR EVERY CHILD

School Clubs

WIDE RANGE ON OFFER

THE SCHOOL

Keble Prep

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.

A part of the Mill Hill Education Group

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



JOB DESCRIPTION

Teaching and Learning:

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher, Head of Pre Prep or SENCo

Planning:

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons
- Help to prepare the classroom for lessons
- Working with staff, parents/carers and relevant professionals

Working with staff, parents/carers and relevant professionals:

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher

- Contribute to meetings with parents and carers when necessary by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Develop effective professional relationships with colleagues

Health and safety:

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents

Safeguarding:

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Professional development:

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Attend relevant staff meetings and INSET as required



PERSON SPECIFICATION

Qualifications and Skills

- As the successful candidate, you will be able to demonstrate the following:
- Good literacy and numeracy skills with a minimum requirement of GCSE or equivalent level of Grade 4 (previously Grade C) in English and Maths
- Good ICT skills, particularly using ICT to support learning
- A Level 3 or equivalent Teaching Qualification (for positions within EYFS)
- Skills and expertise in understanding the needs of all pupils
- Knowledge of guidance and requirements around safeguarding children
- Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils

Experience and Knowledge

- Experience working in a school environment or other educational setting
- Experience working with children
- Experience planning and delivering learning activities
- Awareness, understanding and, ideally, experience of issues relating to safeguarding the health, welfare and safety of children

- Understanding of roles and responsibilities within the classroom and whole school context
- Knowledge of how to help and adapt and deliver support to meet individual needs
- An appreciation and understanding of the EYFS, including the EYFS Statutory Framework, 2021 and the EYFS non-statutory guidance (for positions within EYFS)

Abilities, Skills and Attributes

- High personal and professional standards
- Positive working relationships with colleagues and the ability to work as a member of a team
- Excellent time management and organisational skills
- Ability to take responsibility and to show initiative
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Motivation to work with children and young people
- Positive attitude to supporting good behaviour in the classroom



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 Wednesday 8 May 2024**.

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 Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

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



Keble Prep. A part of the Mill Hill Education Group.



We offer a happy space, a growing space and a learning space.




Keble Prep

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