



# HEYWOOD PREP

CORSHAM

## 1:1 TEACHING ASSISTANT Candidate Pack



# INTRODUCTION

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We are seeking to appoint an experienced and enthusiastic Teaching Assistant to support a pupil with additional needs on a 1:1 basis to join a supportive, caring and professional team. The successful candidate will have a genuine interest and knowledge of working in KS1 with a strong commitment to high professional standards. Excellent organisation and communication skills are central to this role, as is the ability to take initiative, think creatively and build a strong rapport with pupils, colleagues and parents.

The position is available on a part-time basis 9am-12pm Monday, Tuesday, Wednesday and Friday, 8:30am - 12pm on Thursdays, term time only. There is also the possibility that the successful candidate would be offered additional hours should more pupil support be needed.

A full job description can be found below.

**Closing date:** Noon, Friday 21<sup>st</sup> February 2020

**Interviews:** Week commencing 24<sup>th</sup> February 2020

**Start date:** as soon as possible

**Salary:** dependent on experience

## THE SCHOOL

Located in the heart of Corsham, Wiltshire, the school is housed in a two acre site, set around a beautiful Grade II listed Georgian building constructed in 1776. Heywood Prep educates boys and girls from age 2 to 11. At the end of Year 6, the majority of children leave for independent senior schools in Bath and Wiltshire, many winning awards and scholarships. At present, we have approximately 240 children on roll.

Heywood Prep is a member of the Wishford group. The school is in the midst of an exciting period of investment, modernisation and development, with investment and support from the Wishford group. To find out more, visit [www.heywoodprep.com](http://www.heywoodprep.com)

## APPLICATION PROCESS & IMPORTANT DATES

We only accept applications on the Heywood application form and it may be accompanied by a covering letter, addressed to the Head, of no more than one page emailed to [sbm@heywoodprep.com](mailto:sbm@heywoodprep.com). Please do not send a CV.

We would welcome candidates to visit the school before application. An appointment can be arranged by contacting the Head's PA, Mrs Lauren Harmon ([hmpa@heywoodprep.com](mailto:hmpa@heywoodprep.com) / 01249 713379).

*Heywood Prep 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.*

JOB DESCRIPTION	1:1 Teaching Assistant
Title of post:	Heywood Prep – 1:1 Teaching Assistant
Responsible to:	Head and Head of Learning Enhancement
Purpose of the job:	Teaching Assistants make a major contribution to the work of the School by supporting pupils and teachers in a variety of settings and ways. This opportunity is based within our Pre-Prep Department. The primary role is to work with a pupil with additional needs, both academic and behavioural, supporting the pupil to raise attainment, while also promoting their independence, self-esteem and social inclusion. You will be providing assistance to a pupil so that they can access our broad and balanced curriculum, participate in learning and experience a sense of achievement.
Relationships:	<p>The post holder is directly responsible to the Head and the Head of Learning Enhancement, and works closely with the form tutors and subject teachers as appropriate.</p> <p>The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the school Pastoral and Academic structure in the School.</p>
Particular Responsibilities:	<ol style="list-style-type: none"> <li>1. Support the aims and ethos of the school</li> <li>2. Support a designated pupil within core lessons and a morning breaktime</li> <li>3. Provide care for the academic, pastoral and social needs of the child</li> <li>4. Undertake pupil observations, evaluations and assessments</li> <li>5. Assist with the supervision of pupil out of lesson times as required</li> <li>6. Assist in the preparation of classrooms and materials/equipment required for lessons to ensure pupil can fully access the curriculum</li> <li>7. Participate in staff meetings, team meetings and INSET training as requested</li> </ol>
Key Tasks:	<p><b><u>Support for Pupil</u></b></p> <ol style="list-style-type: none"> <li>1. To support the pupil's development and promote independence in a safe, secure, challenging environment employing strategies to recognise and reward achievement of self-reliance</li> <li>2. To lead one to one learning support for individual pupils with specific learning differences, following teaching from class teacher</li> <li>3. To focus on the individual pupil to ensure their needs are being met within the group</li> <li>4. To observe, record and support the development and progress of designated pupil and to feed back to pupils in relation to their progress and achievement</li> <li>5. To promote the inclusion and acceptance of all pupils within the classroom</li> <li>6. To meet the physical/medical needs of the pupil encouraging independence wherever possible.</li> </ol> <p><b><u>Support For Teachers</u></b></p> <ol style="list-style-type: none"> <li>1. To support teachers with the daily/weekly programme of lessons, activities and events in order to support designated pupil and adjust lessons/work plans as appropriate</li> <li>2. To liaise with other professionals to ensure an appropriate learning environment to meet pupil's needs</li> <li>3. To set out, prepare, use and tidy equipment</li> <li>4. To promote home-school partnerships</li> <li>5. To listen, support and discuss issues sensitively with parents and carers under the teacher's supervision and, where appropriate, to participate in feedback sessions/meetings with parents</li> </ol>

	<ol style="list-style-type: none"> <li>6. To monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives</li> <li>7. To provide objective and accurate feedback and reports as required to the teacher on pupil achievement progress and other matters ensuring the availability of appropriate evidence</li> <li>8. To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required</li> <li>9. In class, to undertake marking of designated pupil's work as agreed with the teacher and accurately record achievement/progress</li> <li>10. Support class teacher in administrative duties as required</li> <li>11. To work with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.</li> </ol> <p><b><u>Support for the Curriculum</u></b></p> <ol style="list-style-type: none"> <li>1. To prepare, plan and manage specific activities/teaching programmes, adjusting activities according to designated pupil's responses/needs</li> <li>2. To set out and prepare equipment indoors and outdoors</li> <li>3. To support the use of ICT in learning activities and develop pupil's competence and independence in its use</li> <li>4. To help pupil access learning activities through specialist support</li> <li>5. To determine the need for, prepare and maintain general and specialist equipment and resources</li> </ol> <p><b><u>Support for the School</u></b></p> <ol style="list-style-type: none"> <li>1. To promote the policies and ethos of the school, e.g. personal and social and to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour</li> <li>2. To supervise designated pupil on outings and visits as required</li> <li>3. To be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Head</li> <li>4. To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice</li> <li>5. To support and encourage students on childcare courses, work experience, teaching practice, etc.</li> <li>6. To be a proactive member of the school and class team</li> <li>7. To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of designated pupil</li> <li>8. To attend relevant courses and learning activities in order to update knowledge as required</li> <li>9. To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects</li> <li>10. To perform other duties that the Head considers reasonable, that are commensurate with the post</li> </ol>
Hours	Part-time: 9am-12pm Monday, Tuesday, Wednesday and Friday, 8:30am – 12pm on Thursdays, term time only.
Annual Review:	This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.