



HEYWOOD PREP

CORSHAM

EARLY YEARS TEACHING ASSISTANT Candidate Pack



INTRODUCTION

We are seeking to appoint an experienced and enthusiastic Teaching Assistant to join a supportive, caring and professional team. The successful candidate will have a genuine interest and knowledge of working in Early Years / 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 permanent full-time (40 hours per week) year-round basis. A job share may be considered.

A full job description can be found below.

Apply by: 0800hrs 19th October 2020

Start date: asap

Salary: £18,824 to £20,904 depending 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 and for the application form please visit www.heywoodprep.com

APPLICATION PROCESS & IMPORTANT DATES

Applicants should complete the school's application form and submit this by email to hphr@heywoodprep.com for the attention of Mrs Nicky Bartholomew, School Business Manager. 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. 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 / 01249 713379).

The closing date for applications is 0800hrs 19th October 2020

Interviews week commencing 19th October 2020

We reserve the right to interview and appoint a candidate prior to the closing date and therefore recommend prompt submissions.

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	Teaching Assistant
Title of post:	Heywood Prep – Early Years 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 and Prep Departments. The primary role is to work with teachers to raise the learning and attainment of our pupils, while also promoting their independence, self-esteem and social inclusion. You will be providing assistance to pupils 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 SENDCo, 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"> 1. Support the aims and ethos of the school 2. Conduct support groups for all subjects and areas of development where necessary 3. Provide care for the academic, pastoral and social needs of the children 4. Undertake pupil observations, evaluations and assessments 5. Assist with the supervision of pupils out of lesson times as required 6. Carry out break and lunchtime duties as required 7. Assist in the preparation of classrooms and materials/equipment required for lessons 8. Participate in staff meetings, team meetings and INSET training as requested
Key Tasks:	<p><u>Support for Pupils</u></p> <ol style="list-style-type: none"> 1. To support pupils' development and promote independence in a safe, secure, challenging environment employing strategies to recognise and reward achievement of self-reliance 2. To plan, resource and lead one to one learning support for individual pupils with specific learning differences 3. To focus on individual pupils to ensure their needs are being met within the group 4. To observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feed back to pupils in relation to their progress and achievement 5. To promote the inclusion and acceptance of all pupils within the classroom 6. To meet the physical/medical needs of the pupil encouraging independence wherever possible. <p><u>Support For Teachers</u></p> <ol style="list-style-type: none"> 1. To support teachers with the daily/weekly programme of lessons, activities and events in order to support pupils and adjust lessons/work plans as appropriate 2. Occasional supervision of the whole class in the course of short-term absences of teachers, focusing on maintaining good order and to keep pupils on task under the guidance of teaching staff 3. To liaise with other professionals to ensure an appropriate learning environment 4. To set out, prepare, use and tidy equipment 5. To promote home-school partnerships

	<ol style="list-style-type: none"> 6. 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 7. To monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives 8. 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 9. To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required 10. In class, to undertake marking of pupils' work as agreed with the teacher and accurately record achievement/progress 11. Support class teachers in administrative duties as required 12. To administer and assess routine tests and assist in the invigilation of exams/tests as agreed with the teacher 13. To provide general clerical support, e.g. photocopying, collection of homework, etc. 14. To work with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence. <p><u>Support for the Curriculum</u></p> <ol style="list-style-type: none"> 1. To prepare, plan and manage specific activities/teaching programmes, adjusting activities according to pupils' responses/needs 2. To set out and prepare equipment indoors and outdoors 3. To support the use of ICT in learning activities and develop pupils' competence and independence in its use 4. To help pupils access learning activities through specialist support 5. To determine the need for, prepare and maintain general and specialist equipment and resources <p><u>Support for the School</u></p> <ol style="list-style-type: none"> 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 2. To display pupils' work to reflect their achievement 3. To supervise pupils on outings and visits as required 4. 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 5. To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice 6. To support and encourage students on childcare courses, work experience, teaching practice, etc. 7. To be a proactive member of the school and class team 8. To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils 9. To attend relevant courses and learning activities in order to update knowledge as required 10. 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 11. To perform other duties that the Head considers reasonable, that are commensurate with the post
Hours	40hrs per week year-round (to include Holiday Club Commitments)
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.