



PRINCE'S MEAD SCHOOL

Teaching Assistant (Maternity Cover)

Application Deadline: Monday 1st October 2018

Interviews from: Tuesday 9th October 2018

Start: Date November 2018





Background

Prince's Mead is a thriving independent preparatory day school for 220 boys and girls set in a beautiful site in Winchester, Hampshire. The school is a forward-thinking yet traditional school with a strong family ethos and an excellent reputation. Housed in an impressive Georgian building, with spectacular and panoramic views over the Itchen Valley, the School offers an imaginative, all-round education. An exciting new Dining Hall and classroom block will be completed in May 2019 which will further enhance the existing range of outstanding facilities and opportunities at Prince's Mead.

The school recognises the importance of creating the right work/ life balance, of nurturing and developing staff, and creating a community. A competitive salary and package is on offer.



About the School

Amid these exceptional surroundings, the energy and vibrancy of the School radiates from the unusually large classrooms, immaculate outdoor facilities and sizeable playing fields beyond.

The proximity to the City of Winchester and its cultural, historic and musical offerings, coupled with the freedom offered by the remarkable space of the School's enviable setting, give staff an inspirational environment to deliver inspirational teaching.

The School prides itself on being a harmonious community in which the values of tolerance, loyalty and understanding have their place alongside the pursuit of academic, sporting and cultural success. The importance of family to this community and to each child's educational journey at the School is evident through the close involvement of parents and grandparents in all aspects of School life.

The School has a Christian foundation and teaches children about the importance of Christianity in an ever-changing world, while recognising and teaching the value of other world faiths and cultural differences.

The success of this commitment is evidenced in impressive results to the leading senior schools across the country including, for example: Bedales, Blundell's, Cheltenham Ladies' College, Downe House, Godolphin, King Edward VI, Millfield, Port Regis, St Mary's Calne, St Swithun's, and Wycombe Abbey. Pupils also go on to secondary schools within the Maintained sector, including: Amery Hill in Alton, Kings' School and The Westgate School in Winchester, Perins in Alresford, and Test Valley in Stockbridge.

Last year, Year 6 leavers were honoured with Academic, Art, Drama and Sports scholarships and exhibitions to some of these schools.



Job Description: Teaching Assistant

We are seeking a part-time bright, motivated and organised teaching assistant to join a committed, friendly and professional team who providing support to our classroom teachers.

Teaching Assistants report to Form Teachers, responsibilities include:

Supporting the pupil

To help all children learn as effectively as possible by, for example:

- clarifying and explaining instructions;
- ensuring the child is able to use equipment and materials provided;
- motivating and encouraging the child as required;
- assisting in weaker areas, e.g. language, behaviour, reading, spelling, handwriting/presentation etc;
- helping pupils to concentrate on and finish work set;
- meeting physical needs as required whilst encouraging independence;
- developing appropriate resources to support the child/ren;
- liaising with class teacher about individual education plans (IEPs).

To establish a supportive relationship with the child/ren concerned.

To develop methods of promoting/reinforcing the child's self-esteem.

To encourage acceptance and inclusion of the child with special needs.

Supporting the teacher

Assist with teaching groups of children as directed by the class teacher.

Be present and supervise the class in the absence of the class teacher.

To contribute to the maintenance of child/ren's progress records.

To assist, with class teacher (and other professionals as appropriate), in the development of a suitable programme of support (IEPs) for child/ren who need learning support.

To participate in the evaluation of the support programme.

To provide regular feedback about the child/ren to the teacher.

Assistance with displays, filing, tidying, photocopying and the maintenance of resources.



Supporting the School

To attend weekly year group meetings as requested.

To attend staff meetings as requested and relevant in-service training.

Assist in the implementation of the school's policies towards discipline, child protection and health and safety.

Communicate with parents re - organisational issues at school in conjunction with the class teacher.

To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.

Assist with other classes as and when necessary.

Take a turn in the play duty rota.

Assist in the organisation of lunches for the year group.

Escort children on the school's mini-buses as and when required.

Participate in and help with any outings or visits the year group might undertake.

Attend whole school assembly on Friday.

To be aware of all necessary health and safety procedures, such as fire evacuation, asthma/epipen policies etc.



The Application Process

Interviews will normally involve an interview, tour of the school and a lesson to pupils. No further details will be given to candidates selected for this process until arrival at the school.

Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. Applications will only be accepted from candidates completing the enclosed Application Form in full with an accompanying photograph.

The successful applicant will be required to undergo Enhanced Disclosure clearance (DBS) from the Criminal Records Bureau and Prohibition Order check if relevant.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the Department for Education Children's Safeguarding Operation Unit.



Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

References will be requested before interview unless there is a valid reason not to do so.

All candidates invited to interview must bring documents confirming any professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them three forms of identification. Either three from Group A or two from Group A and one from Group B:

Group A

- A current driving licence together with paper licence
- A passport
- A full birth certificate
- Marriage certificate (if applicable).

Group B

- A utility bill or financial statement showing the candidate's current name and address (dated within the last three months).
- Where appropriate, any documentation evidencing a change of name.

Please note that originals of the above are necessary. Photographs or certified copies are not sufficient. Pre-Appointment Checks Any offer to a successful candidate will be conditional upon:

- Verification of identity and qualifications
- A check at the Department for Education List 99 and the Protection of Children Act List, as appropriate
- A satisfactory DBS Enhanced Disclosure
- Verification of the successful completion of a statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- Satisfactory completion of the probationary period.