

Applicant Information



St
Augustine's
Priory

Teaching
Assistant



**Teaching Assistant
St Augustine's Priory**

Dear Applicant,

Thank you for the interest you have shown in the post of Teaching Assistant at St Augustine's Priory. We are delighted to introduce you to our inspiring school at a very exciting stage of its development. Our priority is to deliver excellence in all aspects of a school that is unique both in its heritage and in its current living out of its traditions. We do this by nurturing and empowering our staff, by fostering a culture of ideas, energy and possibilities and by a keen focus on developing each girl to the best of her ability.

St Augustine's Priory is a Catholic, independent day school for girls aged 3-18 with boys in the Nursery. We are an all-through school and it is an enormous benefit to girls and parents that pupils who join us in the Junior School are able to move seamlessly up with us through to the Sixth Form years. As a Catholic school we hold the care of the whole person as central to what we do.

The school's 13 acres of beautiful grounds offer stunning views. Girls have the physical, mental and emotional space to grow intellectually in an environment which both supports and challenges. Our results are excellent; we pride ourselves on instilling in girls a love of learning. We are committed to preparing girls for life-long effectiveness and to developing the range of skills they require to achieve long-term happiness and success.

We have been in Ealing for over one hundred years, and we represent an exceptional continuity of expertise in educating women of the future. Our founders were visionary women who strove valiantly to offer girls the best possible education; we continue in this tradition and are unique in the generations of staff and of families who continue to work and study here. We offer a broad and varied curriculum with rich opportunities for personal development.

We invite you to consider joining us on an exciting journey.

Mrs S. Raffray MA
Headteacher

Mission Statement

We are an all-through, inclusive Catholic girls' school, with boys in the Nursery, committed to preparing girls for life-long effectiveness and success. As part of their journey girls will learn of intellectual risk taking and emotional strength, reflection and self-knowledge, persuasiveness and team building as well as a cultural curiosity for an enriched enjoyment of life.

In our stunning 13 acres of grounds, girls have a physical freedom unique in central London. We aim to instil in them the emotional freedom to grow intellectually and spiritually and to understand the truth about themselves, others and our complex world. We will give them the courage to be ambitious and compassionate and we will provide a secure, happy and nurturing community in which to explore all of the above.

To this end we seek, develop and retain the best teachers who value well-being and the individual progress of each girl as much as they are relentless in their pursuit of academic excellence. Their goal is life-long success for each girl and they set the pace of energy and dynamism within which the girls flourish.

JOB DESCRIPTION FOR Key Stage One Teaching Assistant

Reports to: Head of Preps and Pre-Preps

Key Responsibilities:

- to support learning and development in Key Stage One
- to support Prep and Pre-Prep teachers as required
- to be supportive of the Catholic ethos of the school
- to support children so that they receive a rich and stimulating learning experience
- to support and work with other practitioners, demonstrating skills and knowledge that promote and safeguard good outcomes for children
- to be trained in paediatric First Aid and to administer First Aid as required
- to use sound knowledge and understanding of pedagogy in helping children in their learning and development
- to supervise Breakfast Club from 8.00-8.30am
- to supervise children during morning and lunchtime breaks.

Main Activities – Support for Pupils

- to establish good relationships with children and their parents and interact with them according to individual needs and stage of development

- to assist pupils with personal hygiene routines, including toilet training, change of incontinent or sick children, dressing/undressing in accordance with school and EYFS Personal Care Policy
- to supervise the activities of groups or individual children as required
- to supervise children's break-times and lunchtimes, Breakfast Club
- to supervise and provide particular support for children, including those with special needs, ensuring their safety and access to learning activities
- to actively support the development of children's language and communication skills
- to support children with learning, communication, behavioural or developmental difficulties under the instruction and guidance of SENCO
- to support individual education plans
- to be aware of children's progress and achievements and to report and record these achievements in children's developmental records through written observations and annotated photographs
- to promote children's rights, equality and anti-discriminatory practice within the school
- to support children and parents through induction and transition procedures

Main Activities – Support for Teacher

- to be able to work as part of a team and to contribute to the overall ethos of the PPP team and of the school
- to assist with the preparation of materials and resources for teaching and learning
- to make a contribution to the organisation of safe, welcoming, stimulating effective learning environments
- to design and produce displays that support children's learning and development
- to monitor children's responses to learning activities and to record their achievements and progress as directed in order to maintain and contribute to children's records
- to build good working relationships with parents in order to support and enhance children's learning and development
- to provide regular feedback to staff and parents on children's progress and development as directed
- to promote good behaviour, dealing promptly with conflict or incidents in line with school Behaviour Policy
- to support the use of ICT in learning activities and to develop children's competence and independence in its use
- to participate in training and CPD as required, including Paediatric First Aid, in order to remain abreast of current developments in childcare and education policy and practice
- to be aware of and comply with all EYFS and relevant school policies including Safeguarding Policy, Staff Code of Conduct, Missing Child Policy, Uncollected Child Policy, Personal Care Policy, E-Safety Policy
- to attend and participate in relevant meetings as required

- to attend and comply with school induction procedures
- to be part of the school's Appraisal process
- to undertake domestic duties eg preparation of snacks, cleaning of equipment and other such duties of an equivalent nature as determined by the Head of Preps and Pre-Preps

NOTE: The Job Description aims to provide a clear and concise statement of the MAJOR TASKS and ACTIVITIES of the post. It is not intended as an exhaustive list of every aspect of the post holder's duties.

Person Specification –Key Stage One Teaching Assistant

We are looking to appoint committed, enthusiastic individuals who are able to work well as a member of a team. The ideal candidate will be flexible and willing to learn new skills. They will have a genuine interest in education in the Early Years and be skilled in enabling children to fully achieve their potential for learning and development.

The table below identifies the essential and desirable qualities we seek.

Person Specification		
Applicants should:	Essential or Desirable	Means of assessment
Hold a recognised qualification (equivalent Level 3)	Essential	Application Form Certificates
Have experience of working with children aged 5-7 years	Essential	Application Form References
Have excellent knowledge and experience of the Key Stage One Curriculum	Essential	Interview References
Be able to support in the delivery of the KS1 Curriculum and to support children in their learning and development	Essential	Supporting Letter Interview References
Be supportive of the Catholic Ethos of the school	Essential	Supporting Letter Interview
Proven record of excellence in supporting learning and development in Key Stage One	Essential	Interview References
Excellent numeracy and literacy skills	Essential	Application Form Certificates
Be a Paediatric First Aider (or be prepared to undergo training)	Essential	Certificates
Be a trained in the Administration of Medicines and Emergency	Essential	Certificates

Medicines (or be prepared to undergo training)		
Be committed to own professional development	Desirable	Application Form Certificates
Have experience and good understanding of assessment, monitoring and recording children's progress and achievements	Essential	Supporting Letter Interview
Be able to motivate and nurture pupils of varying abilities – knowing pupils as individuals, treat them as a whole person, foster co-operative and social skills, foster self-discipline, use appropriate rewards and sanctions to increase motivation	Essential	Interview
Have a sound understanding of safeguarding, able to recognize signs of abuse and a readiness to report concerns appropriately	Essential	Interview
Be able to assist children in personal care if it should be necessary	Essential	Interview
Have an understanding of Individual Education Plans and of Special Educational Needs and Disabilities	Essential	Interview
Be able to work as part of a team –working collaboratively with others, acting on advice, sharing good practice with others, being pro-active	Essential	Interview
Have firm and fair disciplinary skills – creating and maintaining a purposeful, orderly and safe learning environment, maintaining consistent rules and understandings about behaviour, offering appropriate rewards and sanctions to foster motivation	Essential	Interview
Be able to communicate effectively (orally and in writing) with professionals in school and outside of school	Essential	Interview Supporting Letter
Be able to form positive, professional relationships with children, parents and colleagues	Essential	Interview References
Have good ICT skills, written and spoken English	Essential	Supporting Letter Interview
Excellent record of attendance and punctuality	Essential	References

The Application and Selection Process:

1. Applicants should complete an application form in full and write a letter in support of their application paying particular attention to the Job Description and Person Specification.
2. The completed application form (available on the School website) and supporting letter should be emailed to HR@saprioy.com to arrive no later than 12.00 p.m. on Friday 5th October 2018.
3. Shortlisted applicants will be invited to interview week commencing Monday 8th October 2018.
4. On the day of the interviews all applicants will be asked to assist lesson, complete a task and there will be a formal interview before the appointments panel.
5. On the day of the interview all applicants should bring with them all documentation as outlined on the application form.
6. Following the interview, the successful applicant will be invited to accept the post by telephone, and only when written acceptance has been received will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based on a short delay.