

ST MARGARET'S PREP



ST MARY'S CALNE

1:1 NAMED PUPIL TEACHING ASSISTANT

PART TIME (20 HOURS, MORNINGS)
SUMMER TERM START

CLOSING DATE: 12TH APRIL 2024

APPLICANT PACK



THE SCHOOL

St Margaret's Prep is a co-educational day school for 180 pupils aged 2-11. Pupils can join the Bluebird Nursery from the age of two before moving into our Pre-Prep Department. Throughout Pre-Prep, there is one class per year group and once the children move into the Prep Department, there are two parallel classes. The school shares an impressive 28-acre campus and facilities with St Mary's School, Calne.

The school broadly follows the 2014 Primary National Curriculum in England; the children are assessed in line with national expectations and the Foundation Stage Profile, and take standardised tests from Y1-Y6, achieving well above the national averages. However, there is much more on offer. In addition to the academic side of life, there is a rich programme of Music, Sport, Drama and Art. Class Teachers deliver a broad curriculum with Computing, Sport, Music, Art and MFL being taught by specialists. We want our pupils to achieve their potential in every aspect and play a full part in the life of the school. Above all, we want happy, independent and confident children.

The facilities offer first-class opportunities to challenge and stimulate the children in their learning. Classes are housed in attractive purpose-built teaching rooms linked to the original Victorian building. The Early Years children benefit from a brand new free-flow outdoor courtyard. There are specialist teaching rooms for Computing, Music, Languages and Art/Design & Technology, whilst The Southwell Hall offers a large space for assemblies, drama and a wide range of extra-curricular activities. In addition, we share a number of facilities with St Mary's; a dining room, Chapel, Science laboratories, an indoor swimming pool, sports hall, climbing wall and a range of sports courts and playing fields.

Our after-school club 'Maggots' provides wrap-around care opening at 7.30am and closing at 6pm. The children enjoy the benefit of fresh air and exercise in an extensive, secure environment which includes fields, playgrounds, wings and other play equipment.

Maintaining a happy, purposeful atmosphere is of paramount importance, as this will allow the pupils the best opportunity to develop into well-rounded, confident children. It is vital that the pupils and the staff at St Margaret's feel that their lives here are enriched and rewarding.



BENEFITS OF WORKING AT ST MARGARET'S PREP

St Margaret's Prep offers an enriching working environment within the beautiful Wiltshire countryside, with easy transport links from Chippenham and Swindon.

The school is set in its own attractive 24 acre grounds shared with St Mary's Calne (our sister school and home to 360 boarding and day girls)

The school boasts a homely atmosphere and friendly, supportive colleagues.

The benefits of working for St Margaret's Prep include:

- Membership to the Scottish Widows pension scheme with generous employer contributions
- Employee Life Cover for eligible staff
- Discounted membership of the on-site St Mary's Calne Sports Club offering a variety of fitness classes including yoga, pilates, zumba & spinning, plus use of the gym and swimming pool, all included in the membership
- Complimentary meals in the Dining Hall during term time
- Free on-site parking
- Employee Assistance Programme offering free services and access to experts to aid professional and personal life, such as legal and finance advice in addition to health, well-being and medical support
- Access to the St Mary's School Library services and the on-site School Shop
- School Fee remission for daughters educated at St Mary's Calne (day or boarding for ages 11-18), and for sons or daughters educated at St Margaret's Prep School (day school and nursery for ages 2 to 11)



JOB DESCRIPTION

Teaching Assistants at St Margaret's work under the day to day supervision of class or subject teachers and are responsible for supporting them in all aspects of the academic and pastoral education provided for children of all ages. Specific roles and responsibilities will be determined by the Head of Prep School and SENDCo and may change in line with school development and pupil need. This named pupil TA role is a part time (20 hours per week) salaried position during term time, although occasional attendance for staff training and classroom preparation during the holidays is expected. Additional hours may also be available in our wrap around provision and holiday club.

This role supports a specific child (subject to annual EHCP funding). We expect this pupil to remain in the school for the next 3 academic years.

Main Purpose

The Teaching Assistant will:

- Support a specific child through delivering the provision detailed within their Education and Health Care Plan
- Work with the class teacher and the SENDCo to deliver the required learning and pastoral support for the child
- Promote the pupil's independence, self-esteem and social inclusion
- Support within the wider class and school as required

Duties and Responsibilities

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) and those with social, emotional and mental health needs (SEMH)
Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities

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

Use ICT skills to advance pupils' learning

Support children's individual health care needs as required

Undertake any other relevant duties given by the class teacher



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, if available
- Prepare the classroom for lessons
- Plan how they will support the inclusion of pupils in the learning activities

Working with colleagues and other relevant professionals:

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work under direction from the Class Teacher and SENDCo and with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development:

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health and safety:

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Support your colleague's health and wellbeing



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
- Take part in the school's appraisal procedures

Personal and professional conduct:

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Other areas of responsibility:

- The TA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head of Prep School or line manager.

Person Specification

Qualifications and experience:

- Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in or childcare (or willingness to work towards a qualification if not already held)
- GCSEs at grades 9 to 4 (A* to C) including English and maths
- Experience of working with children in schools
- Experience of supporting a child with special educational needs either professionally or in a caring capacity
- Experience of supporting a high-functional autistic child
- Training in autistic spectrum conditions



Skills and knowledge:

- Excellent verbal communication skills
- Good literacy and numeracy skills
- Good organisational skills
- Ability to build effective working relationships with pupils and adults
- Skills and expertise in understanding the needs of all pupils
- Knowledge of how to help adapt and deliver support to meet individual needs
- Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils
- Excellent verbal communication skills
- Active listening skills
- The ability to remain calm in stressful situations
- Knowledge of guidance and requirements around safeguarding children
- Good ICT skills, particularly using ICT to support learning
- Understanding of roles and responsibilities within the classroom and whole school context

Personal qualities:

- Strong interpersonal skills
- Excellent verbal and written communication
- A commitment to educational inclusion
- Enjoyment of working with children
- Patience
- Ability to prioritise
- Sensitivity and understanding, to help build good relationships with pupils
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding pupil's wellbeing and equality
- A reflective practitioner

Strong interpersonal skills

It is expected that the successful candidate will possess most, if not all, of the following qualities:

A caring approach to the children in his/her care

A friendly and approachable manner

A sense of humour

The ability to work in a team

Experience of working with children with an ASD diagnosis



FURTHER DETAILS AND HOW TO APPLY

Working Hours & Salary

Part-Time, 20 hours per week (08.00-12.00 Monday - Friday) - 36 term time weeks per year.
S11 payscale (£23,796 per annum FTE from 1st April 2024 with review for September 2024).

Pro-rated annual Pay: £9,518.40 (£793.20 per month) inclusive of statutory holiday pay.

Application

St Margaret's staff are expected to be professional and discreet towards colleagues, pupils and parents at all times. They must also maintain confidentiality. They should openly seek to promote the good name of the school and the goodwill of the support staff, peripatetic staff and others who come into contact with St Margaret's. An enhanced DBS check is required for every member of school staff, this will be carried out by the school on appointment.

Extracts from the school's Child Protection policy are appended on the final page of this document. Further information about the school may be viewed on our website: www.stmargaretsprep.org.uk

In order to ensure that all applicants are assessed equally and fairly, and to ensure compliance with our safer recruitment procedures, applications will only be accepted on a school application form which is linked here, or can be downloaded from the vacancies page of the school website or can be sent on request from:

Clare Oatley, HR Administrator

Email: recruitment@stmargaretsprep.org.uk

St Mary's Calne & St Margaret's Prep, SN11 0DF Tel: 01249 857 300

A fully completed application form, together with a covering letter explaining your suitability and/or vision for the role, should be sent to the above email address.

Receipt of an application will be acknowledged as soon as possible.

Closing date for applications: Friday 12th April 2024

Interview date: w/c 22nd April 2024, start date as soon as available



EXTRACT FROM OUR CHILD PROTECTION POLICY

St Mary's Calne & St Margaret's Prep fully recognises its responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation. We follow the child protection procedures set out by Wiltshire's "Safeguarding Vulnerable People Partnership". We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education "Keeping Children Safe in Education 2023" and are aware of our obligations under the Human Rights Act 1998 and Equality Act 2010. Our policy takes full regard to "Working Together to Safeguard Children 2023" (WT), "What to do if you are Worried a Child is Being Abused (2015)" and the National Minimum Boarding Standards (2022).

At St Mary's Calne and St Margaret's Prep, we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

January 2024