

ST MARGARET'S PREP



ST MARY'S CALNE

# BLUEBIRD NURSERY L3 EARLY YEARS TEACHING ASSISTANT

FULL TIME, ALL YEAR ROUND, 40 HOURS PER WEEK  
MONDAY - FRIDAY 08.00-16.00  
COMMENCING SEPTEMBER 2025

CLOSING DATE: 09.00 MONDAY 9TH JUNE 2025

APPLICANT PACK



# THE SCHOOL

St Margaret's Prep is a co-educational day school for 180 pupils aged 2-11. Our pupils begin their journey in The Bluebird Nursery before progressing into the main school. In Pre-Prep (Reception, Year 1 and Year 2), children learn in a single class and thereafter, two parallel classes at each year from Year 3 – Year 6. The school shares a 27-acre campus with St Mary's, Calne.

The school broadly follows the Early Years Foundation Stage and the 2014 Primary National Curriculum in England; the children are assessed in line with national expectations and the Foundation Stage Profile, and take standardized 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, PE, Drama and Art. Class Teachers deliver a broad curriculum with ICT, 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. 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 several facilities with St Mary's; a dining room, Chapel, Science laboratories, an indoor swimming pool, sports hall and a range of sports courts and playing fields. Our after-school club 'Maggots' provides wrap-around care from 7:30am until 8:15am and from 4:00pm until 6pm. Alongside this, we have the Maggots Holiday Club which is open during all school holidays bar Bank Holidays and the Christmas break which is accessible to the whole school community. The children enjoy the benefit of fresh air and exercise in an extensive environment which includes fields, playgrounds, swings 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

Sharing its site with St Mary's Calne, an exceptional boarding and day school for girls aged 11 to 18, our schools are set in their own attractive 24 acre grounds and boast a homely atmosphere and friendly, supportive colleagues.

With a new structure introduced from September 2024, the Head, Anne Wakefield leads both schools with support from Head of Prep School, Alex Hopkins, and the Senior Leaders across both sites, making this is an exciting time to join our team.

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

- An Employee Assistance Programme offering free services and access to experts aiding professional and personal life, such as legal and finance advice in addition to health, well-being and medical support.
- A pension scheme with generous employer contributions .
- Employee Life Cover (death in service benefit).
- 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.
- Access to the 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 (day school and nursery for ages 2 to 11).



# JOB DESCRIPTION

Nursery TAs at St Margaret's work under the day-to-day supervision of the Head of Early Years who is responsible for supporting them in all aspects of the academic and pastoral education provided for children. Specific roles and responsibilities will be determined by the Head of Early Years and may change in line with school development and pupil need.

The TA role is a full-time salaried position, working 50 contracted weeks per year with associated bookable holiday allocation. Holiday can be booked, with agreement, in term time or school holiday time. Attendance for staff training and classroom preparation during the holidays is expected.

## Personal Qualities

It is expected that the successful candidate will possess most of the following qualities:

- Level 3 Childcare Qualification.
- To be familiar with the EYFS Statutory Guidance, Ofsted and ISI guidelines and recommendations of good practice and to assist in their implementation.
- Experience of working in a day care environment.
- A commitment to provide a high standard of education for children.
- A caring approach to the children in their care.
- A friendly and approachable manner and the ability to interact well with all stakeholders.
- Good communication skills, both written and oral.
- An understanding of and commitment to inclusion and diversity.
- A sound level of ICT competence and use in the classroom and in administration.
- A sense of humour.
- The ability to work in a team.



## TAs are expected to:

- Share in the corporate responsibility for the pastoral care, welfare and discipline of all pupils at The Bluebird Nursery with reference to the school's commitment to Child Protection and Safeguarding policies, including the requirements of Keeping Children Safe in Education.
- Work closely with all the staff in The Bluebird Nursery, but in particular with specific class teachers, referring back to teachers about issues requiring professional judgement.
- Support all areas of the curriculum both inside and outside the classroom, activities will generally take the form of:
  - » adult led activities – plan and deliver a wide range of activities across all areas of learning, preparation of any resources and recording observations for online assessments
  - » individual or small group support as required
  - » assistance with lesson resources
  - » Work alongside specialist teachers throughout the day to support learning
- Encourage children to feel confident and play a full part in class and school life, offering positive support in a calm and consistent manner.
- Encourage and enable children to acquire appropriate and targeted degrees of independence through a range of strategies such as: supporting children to complete tasks both academic and physical, guiding through questioning, intervening to prevent frustration, repetition to help children process information, scribing or using voice activated technology.
- Assist in the provision of an attractive and stimulating range of equipment, activities and displays (indoors and outdoors), relevant to the ages and needs of the children, all of which encourage independence, self-motivation and eagerness to learn.
- Help children with feeding, changing clothes and toileting.
- Report any signs of illness, neglect or apparently non-accidental injury.
- Encourage children to behave responsibly within the classroom and school environment.
- Identify potential problems/difficulties both socially and academically and inform the class teacher immediately.
- Contribute to planning and provision maps when required.
- Support the school as a whole by taking part in duty, assembly and other rotas as required.
- Monitor children's attainment and use a digital learning platform (Tapestry) to track progress.
- Attend all whole-school functions and additional departmental events when appropriate.
- Keep abreast of changes in education, attend courses, read professional literature and develop professional abilities.



# FURTHER DETAILS AND HOW TO APPLY

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.

## Terms of the Role & Application Process:

- 40 hours per week, 50 weeks per year, 08.00-16.00 Monday - Friday (to include a paid lunch break where lunch is provided).
- Salary will be offered on SA13 salary point, £24,880 (pro-rated from FTE of £25,876)
- Holiday allocation to book leave in term time or in school holidays, with prior agreement from line manager.

Further information about our school community can be viewed on the following websites:  
[www.stmargaretsprep.org.uk](http://www.stmargaretsprep.org.uk) [www.stmaryscalne.org](http://www.stmaryscalne.org) [www.smcsports.co.uk](http://www.smcsports.co.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. A fully completed [application form](#), together with a covering letter explaining your suitability and/or vision for the role, should be sent to the email address below.

**Clare Oatley, HR Administrator (Recruitment)**

**Email:** [recruitment@stmaryscalne.org](mailto:recruitment@stmaryscalne.org)

**St Mary's Calne & St Margaret's Prep, Curzon Street, Calne, SN11 0DF Tel: 01249 857 264**

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

**Closing date for applications: 0900 Monday 9th June 2025**

**Interview date: Wednesday 18th June 2025**

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures which includes undertaking necessary training. An enhanced DBS check is required for every member of school staff, this will be carried out by the school on appointment of a new staff member. For information, extracts from the school's Child Protection policy are appended on the final page of this document.



# 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 2024" 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.

September 2024