

Candidate Brief for the position of
Teaching Assistant – KS1 (Permanent, Full-Time)

Newton
PREP

Newton Prep was rated as 'Excellent' across the board by ISI Inspectors in March 2022



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The School

Established in 1991, Newton Prep is a thriving school for children, aged 3-13. The School is unashamedly ambitious for its pupils who have access to outstanding facilities. We want them to achieve their academic potential whilst also engaging in sport, art, music and drama. In the School, there are currently over 650 pupils from Nursery to Year 8.

We want the children to involve themselves in the total life of the School, which includes after school clubs and activities and a wide range of trips. We celebrate the diversity of our pupils; we want our children to develop a strong sense of community, learning how to make a positive contribution to the community of Newton Prep and the world around them. The ethos and philosophy is one that is based on mutual respect and kindness shown to others.

Our Vision is to provide the children in our care with a first-rate education in the knowledge that time is precious and irreversible. The education we provide has a strong academic base and an imaginatively broad curriculum giving a rich learning experience for all children including provision for children with a range of abilities, including those with high aptitudes in specific subjects. Moreover, the Newton education has a lasting impact as children progress through their school years and throughout their lives, developing both intelligence and character. Our atmosphere is full of happiness and enthusiasm with a sense of purpose and achievement as both pupils and staff aim high. Good governance bolsters these aspirations. We focus on developing ambition in the children so that they move on to the most appropriate senior school.

Newton Prep is a model for best practice in all aspects of prep education.

The School places a strong emphasis on the education of the whole person. We attach great importance to the teaching of Art, Drama, Music and Sport as well as the more academic subjects. Our curriculum and extensive co-curricular programme, together with the House system, reflect the School's commitment to providing both high quality learning opportunities and strong pastoral support so that our pupils have the best opportunities to achieve their full potential and are successful in all areas of school life.

Fundamentally, we want Newton Prep children to enjoy their precious childhood years.

Location

Newton Prep is positioned in the heart of central London's newest vibrant and dynamic development. The area stretching from Nine Elms to Battersea is home to a bustling new 'town'. The iconic Battersea Power Station, now rebuilt, has transformed this part of the capital. With the opening of the Northern Line tube extension, the school enjoys exceptional connectivity, we are within five-minutes' reach of three different stations, served by four bus routes and even accessible by river!

-  Battersea Park  2 mins
-  Queenstown Road  5 mins
-  Battersea Power Station  5 mins
-  156, 344, 436, 44  1-3 mins
-  Battersea Power Station  15 mins



Summary of the Role

We are seeking to appoint a highly motivated, enthusiastic Teaching Assistant who will encourage pupils to participate in the social and academic life of the school, who will help enable pupils to become independent learners and who will help to raise their standards of achievement.

The successful candidate will benefit from excellent facilities and resources. They will assist in the classroom under the direction of the Class Teacher, setting out and clearing away work and materials, supervising practical work, reading with children and supervising small groups for some academic activities under close instructions. Under the supervision of a qualified teacher you should be able to work independently and be capable of working with small groups of children to support their learning and assess their progress and development. Applicants must have strong written and oral communication skills; a strong work ethic; the ability to work as part of a cohesive team combined with good organisational skills and the ability to form and maintain positive suitable relationships with children.

The Teaching Assistant is appointed by and responsible to the Head via their Class Teacher, Head of Year and the Deputy Head, Lower School.

This is a permanent, full-time (term time only) position with a start date of **Monday 24th February 2025**.



Key Responsibilities

The role of the Teaching Assistant includes:

Support for the Pupil

- Provide support for individuals and groups of children for learning activities, both inside and outside the classroom
- Provide support for individuals and groups of children for learning activities, attending to additional learning needs
- Help with the care and support of pupils including their personal hygiene and wellbeing (including supervising pupils with changing clothes and shoes)
- Assist with pupils who are unwell or otherwise distressed
- Take part in first aid training
- Administer first aid if qualified to do so as part of the first aid rota for the Medical Room
- Establish and maintain relationships with individual pupils and groups
- Be an effective role model for pupil behaviour
- Work with pupils on individual targets set by staff
- Take pupils to specialist lessons and after school clubs/activities, including the dismissal of those pupils at the end of the session

Support for the Teacher

- Supporting the Class Teacher in the everyday running of their class
- On occasion, be responsible for supervising the whole class e.g. reading a story to enable the Class Teacher to work with an individual or group
- Assist teaching staff in the monitoring, assessment and evaluation of individual pupils' progress, providing them with feedback on observations undertaken or support given
- Raise awareness of teaching staff to the strengths and difficulties of individual pupils
- Assist in the planning and evaluation of learning activities
- Assist in the assessment of individual pupils
- Be competent in the use of ICT and support the use of ICT in the classroom
- Take the Teacher's lead in supporting pupils with learning difficulties, or those with English as an additional language
- Contribute to the management of pupils' behaviour, both in the classroom and in the playground ▶



- Raise the awareness of staff to any pressures on pupils which may result in behaviour problems
- Provide support for staff in developing effective approaches to managing behaviour; assist in setting behaviour targets
- Assist in the maintenance of the learning environment ensuring that it is secure, safe and stimulating for the pupils
- Help the Teacher or senior colleagues with routine tasks such as putting up displays and preparing lesson resources
- Attend Parents' Evenings as required and assist the Teacher in the compilation of records and reports as requested

Support for the School

- Be punctual, smartly and appropriately dressed, and behave in such a manner as is appropriate in line with the requirements laid out in our Staff Handbook, including the following of

Health and Safety procedures

- Acknowledge that you are part of a whole school community and recognise your wider role and responsibilities within it
- Work together with colleagues to build a happy and positive working environment
- Help minimise disruption through ill-health; assisting in covering for staff absence as required
- Build positive relationships with parents; feeding back any incidents or information from pupils or parents to the Class Teacher or Head of Year
- Keep abreast of change and development in educational progress and thinking, and attend courses, to update your knowledge as required
- Participate in INSET
- Recognise confidentiality, being aware of and acting upon all policies regarding "Safeguarding Children", "Every Child Matters" and Health and Safety where appropriate

- Translate other school policies into practice

- Attend and contribute to briefings, staff meetings, parent evenings and study days where relevant
- Attend occasional school open mornings (which take place on Saturdays) where required
- Support the staff with planning, assessing and recording information
- Be part of shared rotas, carrying out duties and supervisions such as playtime/lunchtime and after school activities as required
- Work with the Class Teacher in the planning of school activities, including plays/productions, trips and visits
- Help on school outings and at school events

General Duties

- Work in a manner which is safe and healthy for both yourself and others with

whom you come into contact

- Comply with safety instructions and regulations
- Promptly report all safety hazards and unsafe working practices
- Become familiar with the School's Health and Safety Policy and comply with it at all times
- Work in a co-operative, diplomatic and flexible manner
- Foster and maintain good working relationships, acting as a courteous, friendly and professional member of the School Team
- Undertake such additional duties as might be reasonably requested by the Head or other authorised person
- Be responsible for promoting and safeguarding the welfare of children and young persons and adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times.



Person Specification

The Teaching Assistant should have:

- An enhanced disclosure via the DBS
- Good literacy and numeracy skills (GCSE qualification in Mathematics and English, grade C or above or equivalent)
- Excellent communication skills which must include fluent, accurate written and spoken English
- Good organisational skills
- The ability to use ICT in the classroom
- Motivation to work with children and young people
- The ability to form and maintain suitable relationships and personal boundaries with children and young people
- A positive attitude to the use of authority and maintaining discipline
- An interest in teaching methods relevant to children of all abilities
- A strong cultural fit with the School's ethos and values with regards to enthusiasm, commitment and ability to take part in the full life of the School during and outside of school hours
- An ability to work as an effective member of the Lower School Team
- A warm and encouraging personality
- Good time-keeping
- Plenty of patience

It would be desirable for the Teaching Assistant to:

- Have previous experience of working in an education setting
- Be educated to degree level or beyond
- Have a Level 3 qualification or above in Child Care
- Have a sound understanding of the needs of Prep School children (aged 3 to 13)



Summary of Terms & Conditions

The following information provides guidance, without prejudice, on the expected main terms and conditions of employment. A formal contract detailing the terms and conditions applicable to this position will be drawn up on receipt of your acceptance of your provisional offer of employment. Any offer of employment will be subject to satisfactory recruitment checks (including qualifications, references, ID, right to work, online searches and medical checks) that are satisfactory to the School as well as satisfactory checks from the DBS and Teacher Regulation Agency.

Salary

We offer a competitive salary dependent on skills and experience. Salaries are paid by BACS transfer on the last working day of each month in twelve month equal payments.

Period of employment

Full-Time, Permanent, Term Time Only.

Working hours

Normal hours of work are 8.15 am to 4.45 pm (with a 30 minute break), Monday through Friday, term time only. The postholder will be required to work such hours as are reasonably necessary for the better performance of their duties.

Probation

This post is subject to a probation period of three months. The School may, at its discretion, extend the probationary period for a further period.

Notice

Following the successful completion of your probationary period, your notice period will be no less than half a term.

Pension

The school operates a Group Personal Pension Scheme. The school will automatically enrol you in its Standard Life Pension Scheme (the Scheme). If you do not wish to be a member of the Scheme you may choose to opt out. Forms are available from the Scheme's website. The school will automatically re-enrol all staff who are not members of the Scheme on a three-yearly basis. Should you wish to continue to opt-out you will need to repeat the opt-out process. The school will contribute an amount equal to 10% of your net salary into its Group Personal Pension Scheme subject to your contributing a minimum of 4.8% of net salary into the Scheme.

Fee remission

A discount of up to 50% is given on school fees for children attending Newton Prep (subject to satisfying the School's admission criteria). Please note this is not a contractual entitlement and the school reserves the right to vary the rate of remission or to withdraw it altogether.

Other benefits

Staff gym, free on-site parking, cycle-to-work scheme, free 'travel to work loan scheme', free school lunch, tea and coffee during term time, 24-hour counselling and legal advice service, free annual flu vaccination, training and development opportunities.



Application

Newton Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The School will carry out online searches on shortlisted candidates as part of the process of assessing suitability.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Please ensure that you include the names of two referees and details of employment since leaving School. As the position involves working with children the successful applicant must be willing to undergo child protection screening appropriate to the post (including checks with past employers) and will be subject to an Enhanced Disclosure and Barring Service check.

The closing date for applications is **9.00 am Monday 27th January 2025**.

Application is by form only. Application packs, including the Application Form, may be downloaded [here](#) or from our website newtonprepschool.co.uk. Candidates should complete the School's Application Form electronically and email it to the HR Assistant at: hassistant@newtonprep.co.uk.

Alternatively forward it via post to the HR Assistant, Newton Prep, 149 Battersea Park Road, London, SW8 4BX. If you have any queries about the application process, please contact the HR Department on **0207 720 4091 Ext 1255**.

Formal interviews will be held week commencing **Monday 27th January 2025**. However, the School reserves the right to interview and appoint ahead of the advertised closing date, should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.





Newton
PREP

Co-educational Preparatory School
149 Battersea Park Road
London SW8 4BX
020 7720 4091

newtonprepschool.co.uk



Newton Prep Ltd