



Pre-Prep Teaching Assistant

Working as part of a team in our thriving Pre-Prep Department. Located in the heart of Cambridge with excellent facilities and benefits.

Reporting to: The Head of Pre-Prep

Hours: Full time. 37.5 hours per week, 52 week per year contract. Core hours are 09:30am to 5:30pm (to include 30 minute unpaid break).

Salary: Based on Local Government Pay Scales, according to qualifications and experience. Scale 2 to 17, £22,366 to £28,770).

Additional payment for HLTA qualification.

Pension: The School operates a defined contribution pension scheme, which all support staff are eligible to join with immediate effect and to which the School and the member of staff both contribute. Contributions are currently 10% and 4% respectively.

Start date: September 2024

The School

Based on an historic foundation of musical excellence, King's College School is a dynamic and inclusive academic environment. We are a caring family-based community in which all children are respected and valued. We prepare them, as individuals, to be confident in a future with exceptional possibilities.

Located near the centre of the beautiful and vibrant city of Cambridge, King's College School is a leading independent Prep School. Originally established in 1441 to educate the 16 boy choristers of King's College Choir, the School now caters for more than 400 boys and girls aged 4 – 13 following the traditional Preparatory model. We have approximately 40 boy and girl boarders, including our choristers; we offer full boarding, weekly and flexi-boarding. King's pupils continue their education at leading independent and state senior schools, often with scholarships.

King's is a vibrant and exciting place to teach. Outside the classroom there are many activities and teaching staff are expected to take an interest in all aspects of School life. All members of staff contribute to extra-curricular activities outside lesson time. Teaching staff are also expected to play a full part in general School duties.

The Pre-Prep department

King's College School Pre-Prep department provides a caring and creative learning environment, in a family oriented atmosphere, for approximately 110 pupils. Our teaching team is committed to providing the best education, with the 'whole child' at the heart of our planning; we aim to help each child to reach their potential, providing high expectations, challenges and support in equal measure. The department is two-form entry with Teaching Assistants working throughout the department. Parallel classes plan and work together to ensure parity and continuity. Children are encouraged to develop independence from an early age in order to maximise progress, confidence and success.

The Role

Teaching

- To inspire learning in children through excellent pedagogy and creativity.
- To assist class teachers, when required, with the planning and preparation of activities and lessons.
- To work as a team with peer teaching, meeting formally on a weekly basis.
- To use all reasonable time as directed by the Head of Pre-Prep to provide the necessary education for the pupils.
- To maintain an orderly class environment with a good level of discipline, encouraging politeness and good manners at all times.
- To assist class teachers in providing a rich, welcoming and cheerful environment for pupils by displaying children's work in a stimulating and interesting way in the classroom.
- To assist class teachers in promptly marking work carried out by the pupils, in keeping with the School's marking policy.
- To assist class teachers in assessing, recording and reporting on the development, progress and attainment of pupils.
- To maintain a high standard of personal conduct and appearance.

Pupils

- To take responsibility for the care, well-being and education of all pupils.
- To know, demonstrate and promote the King's ethos.
- To promote the general progress and well-being of all pupils.
- To provide guidance and advice to pupils on educational and social matters.
- To be sensitive to social relationships between children.
- To assist class teachers in the pastoral care of each child within the class.
- To be familiar with the requirements of the Children Act 1989 and all relevant School documents.

Parents

- To support class teachers in effective liaison between the School and parents by passing on messages and/or information from the parents to the teacher.
- To be available to discuss the academic, social and physical development of the child with class teachers prior to parental interviews.
- To maintain a professional relationship and manner at all times.

Assessments and Reports

- To assist class teachers in monitoring and assessing children's progress by keeping up to date records in line with School and national curriculum requirements.
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To communicate and co-operate with persons or bodies outside School as directed by the Head of Pre-Prep.
- To participate in meetings arranged for any of the purposes described above.

Educational Methods

- To keep up-to-date with new teaching ideas and methods, sharing information and working co-operatively with the Head of Pre-Prep and Pre-Prep department staff.
- To review own methods of teaching and programmes of work through courses.

Appraisal

- To participate in the School's appraisal procedure.
- To participate in arrangements for further training and professional development.

Staff

- To participate in meetings at the School.
- To participate in Inset Days at the beginning of each term, or as otherwise arranged.
- To attend Pre-Prep meetings as directed by the Head of Pre-Prep.
- To liaise with staff, ensuring the flow of information regarding education and pastoral matters.
- To work alongside teaching staff, in advance of a new term, to prepare the classroom, display boards, books etc.

Health and Safety

- To safeguard pupils' health and safety by maintaining good order and discipline and by following the necessary rules and regulations when using equipment.
- To communicate to the School Bursar anything regarding general welfare and safety of the pupils in and around the classroom.
- To be familiar with the School's fire safety procedures and to participate in fire drills.

- To be familiar with the relevant School policies, as well as KCSIE, and to follow School procedures relating to safeguarding children.
- To attend regular training sessions on Child Protection and Safeguarding issues; a record of attendance is kept by the School.
- To contact one of the Designated Safeguarding Leads with any concern about a child at the School.

Duties

- To take a full part in the rota of duties, including wrap around care.
- To work with colleagues to ensure duties are covered in times of absence etc.
- To attend whole School events when required, such as plays, concerts, prize giving, and offer help when needed.
- To play an active role in all aspects of Pre-Prep life.
- To take responsibility for the tidiness/upkeep of an area of the department e.g. first aid kits, cloakrooms.
- To help supervise pupils in the event of a staff absence, so far as is practicable, as directed by the Head of Pre-Prep.

Management and Administration

- To take such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.
- To assist class teachers in registering the attendance of pupils.
- To attend assemblies.
- Teaching staff at King's are required to have a full understanding of all aspects of the School's provision, and to show support of children and colleagues throughout the School.

Person specification

The person appointed will have the necessary experience and qualifications. Good oral and written standards will be expected as well as efficient administrative skills. A sense of humour, the ability to remain calm in a crisis and excellent interpersonal skills are all essential.

Essential

- Experience of working with Early Years and Key Stage 1
- Approachable, committed, enthusiastic, motivated, calm and well-organised
- Knowledge of a variety of effective teaching and learning techniques
- Outstanding written and verbal communication skills
- Open and responsive to new ideas
- Willing to work as part of a team

- Willing to play an active part in the School community
- An understanding of, and acceptance and commitment to, the principles underlying equal opportunities

Desirable

- Experience of working in a Prep School environment

Benefits

- Meals provided when on duty during term time
- Generous holiday entitlement
- Staff health scheme
- Cycle to Work Scheme
- Use of School sports facilities
- The School participates in the Now Pensions Auto Enrolment scheme.

Other Paid Leave

You may be eligible to take the following types of paid leave, subject to any statutory eligibility requirements or conditions and the School's rules applicable to each type of leave in force from time to time:

- Statutory maternity leave;
- Statutory paternity leave;
- Statutory adoption leave;
- Shared parental leave;
- Parental leave; and
- Parental bereavement leave.

Further details of such leave and the pay that you would be eligible for during such leave are available in the Staff Handbook.

Training

During the term of your employment you must complete the following mandatory training, which will be paid for by the School:

- Safeguarding and Child Protection;
- Health and Safety at Work;
- Basic GDPR; and
- Fire Awareness.

The Employee is entitled to take part in various training courses which the School may provide from time to time. Specific details of the courses which might be available can be obtained on request from your line manager.

Terms and Conditions

King's College School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check and must provide proof of qualifications in accordance with the requirements of the Children Act 1989, as amended. Proof of identity and eligibility to work in the UK is also required.

The completion of a medical questionnaire forms an essential part of the pre-employment process for all teaching and non-teaching posts in the School. This may need to be followed by a medical with the applicant's GP (or Doctor appointed by the School).

How to apply

Candidates should return the following documents by 9am on Monday 13th May 2024:

- Application form together with a handwritten cover letter;
- Document detailing your reasons for applying and suitability for the role;
- Reference consent form;
- Equality and Diversity monitoring form (optional).

Please submit your application to: Mrs Yvette Day, Head and Master over the Choristers, King's College School, West Road, Cambridge, CB3 9DN; e-mail: jobs@kcs.cambs.sch.uk.

Interviews will be held in the week commencing 20th May.

April 2024