

JOB INFORMATION –TEACHING ASSISTANT - EYFS (Reception)

Main purpose of role	<p>We are seeking to appoint an enthusiastic, suitably qualified and highly motivated Teaching Assistant to join our EYFS team, working term time only, plus INSET days (36 weeks of the year) for 5 days a week in one of our Reception classes, for September 2021.</p> <p>Working closely with the class teacher, you will provide support and assist teachers in the development and education of the children in our school. Our teaching assistants are a key part of the team in the classrooms, who have an enormous impact on teaching and learning. You will be a part of the planning and delivery of the lessons and are expected to contribute to the ongoing assessment of pupil progress.</p> <p>Alongside these key tasks, you will also be required to undertake a range of teaching and non-teaching tasks related to classroom activities and provide basic supervision and care skills, including duties on a rota basis. A commitment to the co-curricular programme is regarded as part of the role</p>
Reporting to	Assistant Head
School Aims	<p>Ethos Following the teaching and example of Jesus, we celebrate everybody, every day, creating a safe school family where we love, learn and grow.</p> <p>Mission Statement The aim of the school is to care for and nurture each individual child, based on sound Christian principles. We believe in developing each child to their full potential during their time with us. The Christian principles of being loved and valued permeate every day, creating a secure environment for purposeful and effective teaching and learning. We place Christ at the centre of our lives, sharing core values that instil dignity and respect.</p>
Key duties and responsibilities	<ul style="list-style-type: none"> ● Support the school's aim of safeguarding and promoting the welfare of children ● To work with and support the EYFS and Key Stage 1 teaching staff under the guidance of the Assistant Head for that phase ● To be responsible for taking individuals or small groups of children and to carry out individual programmes prepared by the subject teacher ● Hearing children read, working with small groups of children, providing learning interventions, according to the needs of the pupils as specified by the subject teacher ● To report back to the subject teacher on progress of those children on these programmes ● To know which pupils are on the SEN register and take their needs into account when planning and supporting lessons ● Have thorough knowledge and understanding of the school's mission statement ethos, aims, policies, targets and action plans with particular regard to safeguarding matters ● To assist teaching staff with the preparation of displays ● To undertake supervisory duties at breaktimes as required ● To attend staff meetings as required ● To take part in training courses and INSET days as required ● Commitment to work in an anti-discriminatory way to ensure equality of opportunity ● To establish and maintain positive relationships with children and their families in a way that values parental involvement

	<ul style="list-style-type: none"> To be supportive to all colleagues, new members of staff and work in a cooperative, diplomatic and flexible manner Foster and maintain good working relationships, acting as a courteous, friendly and professional member of the school team To be familiar with policies of Crackley Hall and the Princethorpe Foundation To read and follow any daily communications, letters or newsletters and keep up to date with the School Calendar To undertake such additional duties as might reasonably be requested by the Head or other authorised person To contribute to the School's co-curricular programme, where able <p>The Foundation supports continuing professional development through an appraisal system to track and document the skills, knowledge and experience that you gain both formally and informally at work, beyond any initial training. Promotions within the Foundation are encouraged, although it is preferred that employees complete their probationary period for their role before they apply for another advertised role within the Foundation.</p>
Safeguarding Children	<p>The posts holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's child protection policy statement at all times.</p> <p>If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare or children in the school she/he must report any concerns to the DSL or the Headmaster.</p>
Mandatory training	<ul style="list-style-type: none"> Safeguarding training Health & Safety induction
Hours and place of work	37.5 hours a week term time only, plus INSET days. Some flexibility may be required, by agreement.
Salary	<p>B1-C4 (£14,092.39 - £18,315.86 full time equivalent). Actual range being £9,756.27 - £12,680.21, pro rata, by negotiation, depending on qualifications and relevant experience.</p> <p>Members of staff working in the Foundation enjoy a considerable discount on school fees for their own children at Crackley Hall, Princethorpe College and Crackley Hall School. The Princethorpe Foundation salary scale is closely aligned with national scales.</p>
General	The employee will need to satisfy the Foundation of medical fitness, integrity of information supplied and will be expected to sign a standard Foundation contract of employment.
Safeguarding	<p>The Princethorpe Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.</p> <p>During the recruitment process we will require a signed statement that the applicant is not on the barred list/ List 99, disqualified from working with children, or subject to sanctions imposed by the Secretary of State or other regulatory body, and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential.</p>

	<p>The successful applicant will be required to complete a Disclosure and Barring Service (DBS). You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, as well as referral to the relevant DfE and DBS agencies.</p> <p>Please refer to the Safer Recruitment Policy, which applies to all age ranges including Early Years, the Junior School and Senior School. This should be read alongside this brochure and contains a separate policy relating to the recruitment of ex-offenders at Annex A.</p> <p>The Safeguarding Policy, Behaviour Policy: Staff Code of Conduct, Safer Recruitment Policy and information on Disclosure and Barring Service (DBS) checks are available on the Employment Opportunities page of the website www.princethorpe.co.uk</p>
Recruitment	<p>The Princethorpe Foundation is committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre, who share this commitment.</p> <p>The Foundation is an equal-opportunities employer.</p>
About the Princethorpe Foundation	<p>The Princethorpe Foundation is an incredibly exciting place to work. We pride ourselves on being a warm, kind and caring organisation, as well as being disciplined and aspirational.</p> <p>We cater for a wide range of children from a variety of backgrounds and have an outstanding record of academic success by getting the very best from our pupils.</p> <p>Our schools have amazing histories, beautiful buildings and grounds and are made up of people who are incredibly friendly, bright and energetic.</p> <p>We aim to treat every pupil as an individual, supporting them to grow into mature, resilient, well-rounded and “worldready” young people with a strong set of moral values to guide them through adult life.</p> <p>We have two rules for pupils and staff: “Be kind and always give your very best”</p> <p>Ed Hester</p> <p>The Princethorpe Foundation welcomes children of all faiths and backgrounds and provides co-educational, independent day schooling with a strong Christian ethos. We support</p> <p>Crackley Hall School</p> <p>Crackley Hall (IAPS and ISA) and Little Crackers is a high achieving, thriving and happy Catholic school and nursery of around 300 pupils aged 2 to 11 years, situated in Kenilworth.</p> <p>and nurture some 1,300 children from age two to eighteen years, through Little Crackers Nursery, Crackley Hall School, Crescent School and Princethorpe College.</p> <p>Originally founded in 1862 by the Sisters of Mercy and known as St Joseph’s Convent School, Crackley Hall is located in an attractive former country residence, built for John Siddeley, Lord Kenilworth, on the edge of the town.</p> <p>St Joseph’s merged with Princethorpe College in 2001 to become The Warwickshire Independent Schools Foundation, now The Princethorpe Foundation. The older girls moved to Princethorpe and the junior school and nursery became co-educational.</p> <p>Princethorpe College</p> <p>Founded by the Missionaries of the Sacred Heart in 1966, Princethorpe College is a Catholic, co-educational, HMC independent day school for around 920 pupils aged eleven to eighteen, with around 200 students in the Sixth Form.</p> <p>The College is renowned for its ‘spirit of family’ and the way in which it looks after its pupils and its staff. About one quarter of the children at Princethorpe are Catholic and</p>

Christ's teaching in the Gospels on love, service, forgiveness and generosity of spirit is central to the school's character and approach to learning. The atmosphere is warm, open and friendly. We combine academic rigour and hard work with a caring and holistic approach to education.

Crescent School

The Crescent School (IAPS and ISA) is an independent preparatory co-educational day school for around 160 pupils aged 4 to 11 years.

Originally founded in 1948 (having informally started in 1946) as a school for the children of Rugby School masters, it was housed in Rugby School buildings. Having opened its doors to children living in Rugby and the surrounding district, it outgrew its premises and, in 1988, purchased a purpose built school in Bilton, a leafy, residential suburb approximately two miles south of Rugby town centre.

In September 2016, the Crescent School merged with the Princethorpe Foundation.

Personal Specification

Particular Attributes:

- Have the ability to work as part of a team
- Be able to empathise with children and their parents
- To be creative and able to use initiative appropriately
- Have a pleasant and sympathetic personality and awareness of the needs of others
- To be a responsible, honest and trustworthy person
- To have good time management and organisational skills
- To be a good communicator

Disposition:

- Warm, friendly and cheerful
- Enthusiastic and energetic approach
- Calm, supportive and positive

Qualifications:

- NVQ level 3 in Early Years Childcare or an equivalent qualification is highly desirable
- The Princethorpe Foundation reserves the right to amend this job description from time to time according to business needs

HOW TO APPLY

Application form	<p>Applications will only be accepted from candidates completing a Princethorpe Foundation application form in full. CVs will not be accepted in substitution for completed application forms. Please submit an application form together with a CV and covering letter detailing experience, personal qualities, how you meet the person specification and outlining your suitability for the post.</p> <p>Please address your application to Mr Robert Duigan, Headmaster.</p> <p>Completed applications should be sent by email to lorrainedyer@crackleyhall.co.uk or by post to: Mrs Lorraine Dyer, Crackley Hall School, St Joseph's Park, Kenilworth, CV8 2EE.</p>
Closing date	<p>The closing date for applications is Monday 21 June 2021, at 9.00am, with interviews likely to take place either later the same week or early the following week at Crackley Hall School</p>
Invitation to Interview	<p>If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.</p> <p>All candidates invited to interview must bring with them:</p>
Proof of ID and Right to Work in the UK	<ul style="list-style-type: none"> ● Current UK passport showing you are a British Citizen OR ● Current Passport or National ID Card showing you are a national of the European Economic Area or Switzerland OR ● Full birth or adoption certificate issued in the UK, dated within 12 months of birth. <p>And where possible</p> <ul style="list-style-type: none"> ● An official document giving your permanent National Insurance Number. ● If applicable, your Marriage Certificate or official documentation showing a change of name. See Qualifications below ● If available, your Current UK or European driving licence paper or new style photo card – if an older photo card, the paper counterpart must also be produced. <p><i>At least one document must be photographic proof of ID.</i></p>
Educational/ professional qualifications	<p>Qualification Certificates as listed on your application form.</p> <p>If the certificate is in your maiden name then a marriage certificate must be produced.</p> <p>If the successful candidate cannot produce original documents or certified copies, written confirmation of their relevant qualifications must be obtained from the awarding body.</p>
Proof of current address	<p>Utility bill or financial statement showing your current name and address, dated within last three months.</p>

Senior School (11-18 years) at Princethorpe College

Junior School (4-11 years) at Crescent School

Junior School and Little Crackers Nursery (2-11 years) at Crackley Hall



The
Princethorpe
Foundation

www.princethorpe.co.uk