



Pre-School Teaching Assistant

Candidate Information

£19,760 - £21,267 FTE £9,593 - £10,325 pro-rata 25.5 hrs term time only Required from September 2022

The Granville is an IAPS co-ed Pre-School for ages 3 - 4 and girls' Prep School for ages 4 - 11



Executive Summary

As part of our dedicated and enthusiastic team you will work with teachers to support teaching and learning both within and outside of the classroom. You will provide general and specific assistance to pupils and staff under the direction and guidance of the Teaching Team at an exceptionally high-achieving, independent co-ed Pre-School for ages 3 - 4 and girls' Prep School for ages 4 - 11 in the heart of Sevenoaks.

The Granville combines future-ready, forward-looking educational excellence with affectionately held traditions and a bespoke approach to both the academic and personal experiences of its pupils.

Do you have a Level 2 or 3 in Early Years education? Then come and join our team at a purpose built Pre-School where the children have the opportunity to experience education through different activities including classroom based learning, Forest School, Swimming and French.

Closing Dates Friday 24th June 2022

Interviews TBC

The Headmistress would be delighted to talk on the phone to any candidate who would like to know more about the post. She can be contacted either at the School on 01732 453039 or by email through officemanager@granvilleschool.org.

The Granville is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo child protection screening.



The School

Founded in 1945 by Ena Makin, The Granville School is a thriving, successful prep school with an enviable reputation for excellence.

The school is set in five acres of gardens and woodland and is centred on a large, attractive Victorian house. Over the past years, several new specialist buildings have been added so that it is now an impressive campus with exceptional, purpose-built facilities.

The school benefits from being close to a mainline station (30 minutes from London) and the busy market town of Sevenoaks. The Granville School is a non-selective, day preparatory school for girls aged 3 to 11 and boys aged 3 and 4. It is an educational trust administered by an extremely supportive Board of Governors.





Our Vision

Realising the full potential of every child by developing knowledge, confidence and self-reliance within a supportive and successful school community.

The Granville is an exceptional school which combines the very best of prep school tradition with a vibrant, forward-looking outlook where change is embraced and innovation celebrated. Pupils thrive on individual attention and achieve their best in a happy, secure and stimulating environment. Highly qualified, specialist teachers make learning exciting, develop enquiring minds and raise levels of expectation.

Every year, pupils participate in traditional Granville celebrations. These all help to reinforce both a strong family community and a warm, friendly atmosphere, which are highly valued by pupils, parents and staff. While the school is non-selective, it successfully nurtures the potential in every pupil and each year the girls achieve impressive results academically as well as in sport, music, drama and art.

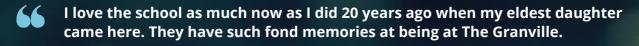
Our record of leavers' destinations is outstanding with girls gaining scholarships every year to a wide range of excellent senior schools, (including Caterham, Kent College, Sevenoaks, Walthamstow Hall and Woldingham) and places at Kent grammar schools.

The Head is a member of the Independent Association of Prep Schools (IAPS) and the school is inspected by ISI. The most recent ISI inspection took place in 2017 and the school was proud to be rated 'excellent' in all areas. The full inspection report can be read on the school's website.

Looking to the future, the school aims to continue on it's journey of excellence, constantly improving the standard of teaching and learning, helping pupils achieve their personal best and expanding our educational provision to ensure they are future-ready.



Testimonials



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Mrs V Wyatt, Teaching Assistant

We have so many fantastic clubs! Every Thursday I do circus skills club. But my favourite is cross country running in Knole Park.



Isobel, Year 5 Pupil

I love teaching here. The girls are so well behaved and there is an incredible support system for all staff, as well as a carefully structured induction process. I feel so valued in the team, despite only being here less than one year.



Miss C Townsend, Year 3 Teacher

I really enjoy being part of the Senior Leadership Team at The Granville. It is a supportive and creative group to be a part of. The girls we teach are charming: polite and courteous as well as inquisitive and confident.



V Duggan, Head of English

I love coming to school. The teachers are so nice and they make learning fun. Also, the food is excellent!

Harriet, Year 3 Pupil





As Pre-School Teaching Assistant, you will be:

Part of our dedicated and enthusiastic team and will work with teachers to support teaching and learning both within and outside of the classroom. You will provide general and specific assistance to pupils and staff under the direction and guidance of the Teacher

Person Specification

Qualifications and Training

Essential

- Level 2 in Children's Learning and Development (or equivalent)
- a minimum of 5 GCSEs (or equivalent) grade 9 4 (A* C) including maths and English.

Desirable

- Level 3 in Children's Learning and Development (or equivalent)
- Paediatric First aid training

Experience

• Previous experience of working with children of a similar age.

Knowledge and Skills

Essential

- Good organisational skills
- Flexibility and creativity
- Good literacy and numeracy skills
- Good time management





Person Specification cont..

- Ability to use ICT to effectively support learning.
- Understanding of relevant policies/ codes of practice and awareness of relevant legislation.
- A basic understanding of principle of child development and learning processes.

Desirable

- Ability to manage groups of pupils and deal appropriately with challenging behaviour.
- A general understanding of foundation stage curriculum and other learning programmes/ strategies.

Personal Qualities

- An ability to build good working relationships with both pupils and adults and work constructively as part of a team
- Enjoy working with children
- Patience and a sense of humour
- Motivation to participate in ongoing training and self-directed CPD (Continuing Professional Development) programmes.





Key areas of responsibility include:

Classroom Assistant

- To supervise and provide support for pupils, ensuring their safety and access to learning activities; considering the learning support involved, to aid the pupils to learn as effectively as possible both in group situation and on their own.
- Deliver and teach group and individual support programmes as required.
- Meeting physical needs as required whilst encouraging independence.
- To observe and monitor the progress of pupils, liaising with the class teachers, SENCo (Special Educational Needs Coordinator) and other staff and keeping records of pupil's progress, both educational and social.
- To assist and attend school assemblies

Support for Teachers

- Assist class teachers in the promotion of positive behaviour pattern and implementation of the school's behaviour policy and in raising children's self-esteem and encouraging independent learning.
- Liaise with the class teachers to understand weekly and daily planning, including the objectives of each lesson and being able to share these with the children.
- Prepare and assemble and maintain classroom/ corridor displays as directed by the teacher.
- Assist in creation, preparation and maintenance of appropriate resources for teachers or pupils as directed.
- Assist where necessary with clearing away of classroom and materials to ensure effective and efficient teaching.
- Establish constructive relationships with parents/ carers.
- Support class teachers in photocopying and other tasks as directed.

Co-curricular Activities

- Assist with the supervision of pupils during playtimes either in the playground or in the classroom during wet playtimes.
- Administer First Aid and care for sick children tending to the hygiene and physical needs of pupils.
- Assist with the supervision of pupils during lunch.
- Escorting pupils to/from 'After School Care.'
- Accompanying school outings and trips





General Responsibilities for all Staff at The Granville

- Pastoral care is a strong feature of Granville life, and all staff are expected to contribute to this area by creating a warm, caring environment in which children can grow socially, emotionally and mentally.
- Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- To develop professional relationships.
- To undertake supervisory duties when required.
- To attend staff meetings and School INSET.
- To avoid overfamiliarity with pupils
- Undertake other duties from time to time as required by the Head Teacher such as attendance at Open Evenings, School Fete etc.

This job description cannot be considered to be exhaustive and other duties not included above may arise from time to time. On the understanding that such duties are commensurate with the purpose of the job and have been identified by the post holder's line manager and advised to the post holder, then such additional duties shall form part of the requirements of the post.



Additional Information

Salary

£19,760 - £21,267 FTE

£9593 - £10,325 pro-rata

The successful appointee will also be entitled to the following;

- Free school meals
- Benenden Health Care
- Pension Scheme

This post offers an exciting opportunity to work in a well-established, developing and ambitious school. At a time when interest in the School, and demand for places is considerable, the future is very exciting.



Additional Information

Safeguarding and Child Protection

The successful candidate will be expected to commit to the following:

To promote and safeguard the welfare of children and young persons' for whom/she/he is responsible, or with whom she/he comes into contact. They will adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection Statement at all times. 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 of welfare of children in the school she/he must report any concerns to the schools' Designated Safeguarding Lead.

The successful candidate will be required to provide an enhanced DBS Disclosure.

In seeking references on short-listed candidates the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

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www.granvilleschool.org 01732 453039