



# YEAR 2 TEACHING ASSISTANT

NEEDED FOR END OF OCTOBER 2022

INFORMATION FOR CANDIDATES

CLOSING DATE: FRIDAY 30TH SEPTEMBER 2022

INTERVIEWS: TUESDAY 4TH OCTOBER 2022



## About Glendower

Glendower Preparatory School, is an all-girls school, situated in superb surroundings in the heart of South Kensington, close to neighbouring Museums and historic landmarks. As a charitable trust, Glendower is run independently and all profits are directed back into the school, making it a richly resourced educational environment and highly rewarding school to work in. The school educates over 250 girls from Nursery to Year 6, with each year group running a two-form entry.

## Record of Success

Academic results are excellent, due to the focus on highly specialist and individualised teaching and our girls go on to obtain places in the top academic day and boarding schools. Places at Glendower are gained following an entry assessment held each January; there are waiting lists operating in all age groups across the school as places are oversubscribed.

## The Glendower Approach

Founded in 1895, Glendower is a traditional, yet forward-thinking school with a strong community ethos. Glendower has a rich history of success and is very proud of its reputation as one of the leading Prep schools in the country. Due to its incomparable location in the heart of South Kensington, Glendower has access to some of the best facilities in the UK, where daily Drama, PE and Extra-curricular clubs take place. These facilities enable every girl to flourish and unleash their talents in all aspects of school life.

## The Vacancy

We are seeking an inspirational and dynamic, committed and caring full time Teaching Assistant for Year 2 to join our thriving school. We require the candidate to start with us on 31 October 2022 on a fulltime, permanent basis.

Regretfully, due to the School supporting other members of staff through PGCE and ECT years, this role is not suitable for anyone looking to complete ECT or PGCEs.



## Specific Responsibilities

The Teaching Assistants will be responsible for supporting the class teachers as they deliver the curriculum to our pupils. As our pupils are assessed on entry, the work is delivered at an accelerated pace and to a high level, but still within a warm and nurturing environment. The successful applicants will be enthusiastic and capable practitioners with excellent skills and the ability to support the girls further in their learning. S/He will foster positive relationships with the whole school community and be able to work cooperatively with the teachers and specialist teachers.

- To support deliver the teaching of a Year Two class.
- To maintain and manage a caring, supportive, purposeful, and stimulating environment which is conducive to children's learning.
- To promote learning and celebrate achievement through bright, varied and up to date class displays.
- To assist the class teacher in planning, preparing and occasionally delivering high quality, differentiated lessons across the curriculum.
- To assist the class teacher in

planning for opportunities to develop spiritual, moral, social and cultural aspects of pupils' learning.

- To enable pupils to develop and maintain positive attitudes towards learning.
- To assist the class teacher in monitoring the progress of individual students, including thorough marking and recording.
- To support SEND and EAL pupils in the classroom.
- To promote high standards of behaviour and discipline among the pupils, safeguarding their health and safety.
- To attend and participate in staff meetings, briefings and planning meetings, INSET days and to share in a range of supervisory duties throughout the day.
- To ensure that school policies are reflected in daily practice.
- To promote strong relationships with parents and carers, communicating with them about all aspects of their daughter's education – academic, social and emotional where applicable.

## Person Specification

### Essential Qualifications

- Level 3 qualification in Childcare and Education or equivalent
- GCSE Maths and English at Grade c or above. (Or equivalent)
- IT Literate (Microsoft Office)
- A good level of spoken and written English

### Desirable Qualifications

- A good honours degree
- A relevant childcare degree

### Essential Experience

- Experience of working in a similar setting
- Inspirational and creative teaching assistant
- Experience of creating classroom and school displays

### Desirable Experience

- Experience of a similarly academic environment
- Experience of running booster groups
- Experience of using iPads in a classroom environment
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### Essential Knowledge

- Excellent standard of Literacy and Numeracy skills
- Proficient with the use of ICT in the classroom
- Show good organisational skills
- Excellent knowledge of safeguarding procedures

### Essential Skills and Abilities

- Well prepared and punctual
- Calm under pressure
- Committed to raising standards and monitoring pupil progress
- Caring, supportive and willing to adapt to suit the educational and pastoral needs of the pupils
- Able to work in a fast-paced environment and often with minimum supervision
- Ability to work under the direction of the class teacher and as part of a team

### Work Related Personal Qualities

- Act as a good role model to staff and pupils
- Have outstanding professional and personal qualities
- Be a team player
- Have a good sense of humour

## Equal Opportunities and Commitment

Commitment to equality of opportunities for all, regardless of gender, disability, religion, and ethnic origin

Demonstrate a commitment to, and awareness of, issues relating to:

- safeguarding and child protection
- equalities

- promoting the school's vision, values and ethos
- high quality, stimulating learning environment
- relating positively to, and showing respect for, all members of the school and wider community
- ongoing relevant professional self-development



## School Aims

Since 1895, Glendower has been laying the foundations for its pupils' futures. Children have one opportunity for an education which will form the basis of their lives and, at the same time, one childhood; Glendower aims to keep a happy balance between the two.

During their time with us, we instil the 'Six R's' in every student, resulting in confident, happy, engaging, mature, considerate and thoughtful young adults who are outward looking global citizens.



**Responsibility**  
Students are responsible for their words and actions, and any consequences these may have.

**Resilience**  
Students learn from their mistakes and persevere when they find tasks difficult.

**Relationships**  
Students are flexible and prepared to work and play with others. They can recognise when others are upset and make them feel better.

**Readiness**  
Students take ownership of their learning, from belongings and homework, to listening and responding to instructions.

**Resourcefulness**  
Students can use their imagination and think creatively.

**Reflection**  
Students respond to teacher's comments to help learn and improve, whilst providing thoughtful feedback to others.

## The Application Process

Please complete a Glendower Application Form and return it alongside a covering letter addressed to the Headmistress.

Applications should be emailed to [pennickl@glendowerprep.org](mailto:pennickl@glendowerprep.org). Applications should be submitted by 30th September 2022.

Successful candidates will be contacted to attend an interview on 4th October 2022.

If you would like to discuss the role in more detail, or have any specific questions, please email the above email address.

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment. We follow safe recruitment and equal opportunities practices, and all successful applicants will be subject to an enhanced DBS check.



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