



# Perrott Hill

## PRE-PREP TEACHING ASSISTANT

JANUARY 2023



### *Job description*

#### **Job title**

Pre-Prep Teaching Assistant

#### **Responsible to**

Head of Pre-Prep, Director of Studies, Headmaster

#### **Salary**

£19,216 per annum.

#### **Hours of work**

This is a full-time position (33 weeks per year) with normal working hours of 0800 - 1630 on three days, 0800 - 1715 on one day and 0800 - 1800 on one day. Some flexibility may be discussed at interview.

Staff are required to attend InSET days, typically two preceding each term.

### *Introduction*

We seek an energetic and positive individual to act as cover for staff absence and deliver teaching and learning planned by the class teacher with the aim of ensuring ongoing academic progress during short-term absence. At times when no cover is required, to act as a Teaching Assistant in various lessons to multiple year groups.



Excellent communication skills are required to liaise with teaching staff regarding the cover work set and to respond to questions from pupils about process and procedure, as well as dealing with immediate problems or emergencies in accordance with the school's policies and procedures.

The successful applicant will have secure knowledge of ICT programmes such as Microsoft Teams, Word, PowerPoint and Outlook and be able to complete class registration efficiently.

## *The school*

Perrott Hill is an ideally sized Prep and Pre-Prep School of approximately 183 pupils aged 3-13, of which 85 are in Pre-Prep. The school was founded in 1946 and was registered in 2020 as a private company, with a Board of Directors and a Board of Governors. The school is a member of IAPS and the Boarding Schools' Association, and features regularly in the Good Schools Guide and the Tatler Schools Guide, among others. The school has won multiple awards in recent years, including Pre-Prep of the Year at the Independent Schools of the Year Awards in 2019 and the Supporting Junior Boarders Award at the BSA Awards in 2020. It was also named as a finalist for Prep School of the Year in 2020. In 2022 we were shortlisted for Best Prep School at the Tatler Schools Awards, Prep School of the Year at the Tes Awards, Prep School of the Year and Small Independent School of the Year at the Independent Schools of the Year Awards, and the Supporting Junior Boarders Award at the BSA Awards.

Perrott Hill is a co-educational, day and boarding preparatory school situated in beautiful rural surroundings four miles from Crewkerne in South Somerset. The original 19th century house is Grade II listed and forms the centre of the school, housing the Hoskyns Library, Grundy Hall, School Office, Marketing and Admissions Office, Headmaster's Study, Surgery and two classrooms. It is also home to the girls' and boys' dorms and common rooms. The majority of teaching takes place in purpose built classrooms to the west. The Pre-Prep sits securely within the converted stables of the main house and surrounds a soft play courtyard and covered outdoor play area. There are a multitude of facilities available, including a sports hall, theatre, forest school, climbing frame, all-weather surface and beautiful grounds and gardens. The emphasis is very much on an inclusive school for children aged 3-13.

The school site, which covers 28 acres, has been carefully developed over the past few years. As well as the usual sports pitches, there is an all-weather pitch, a large sports



hall with changing rooms, a heated outdoor pool and a 220-capacity theatre. In 2016, a new eco-build Music School was opened, followed by a new science suite and Tinker Lab. In recent years, the school buildings have been extensively refurbished in order to further develop the academic accommodation, and there are several acres of woodland which provide a home for our fully-equipped forest school.

There's no doubt that the school site helps to instil a very special sense of identity within the community, and the staff, parent and pupil bodies are welcoming, enthusiastic and full of a natural ease and warmth; the school holds the retention of a true family ethos dear. There are girls' and boys' boarding houses in the main house, with five sets of staff and families living onsite, as well as three graduate residential assistants. Alongside this is a desire to achieve the very best and, as such, the school has an excellent record of academic and scholarship success. In short, Perrott Hill combines extremely high standards of academic and pastoral care to encourage and stretch children according to their individual needs and strengths.

## *General responsibilities*

### **Main Purpose**

To undertake work/pastoral care to support the children and staff of the Pre-Prep. This includes work both inside and outside the classroom and to assist the teacher in the management of the pupils and the classrooms.

To work under the instruction/guidance of teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.

### **Main Duties and Responsibilities**

- To aid the pupils to learn as effectively as possible both in group situations individually, for example:
- clarifying and explaining instructions;
- ensuring the children are able to use equipment and materials provided;
- assisting in weaker areas, e.g. language, behaviour; social skills, reading, spelling, handwriting/presentation;
- helping children to concentrate on and finish work set;
- meeting physical needs as required whilst encouraging independence;
- developing appropriate resources to support the children;
- providing support for children inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher.
- To establish a constructive relationship with the pupils on the class and interact with them according to individual needs;
- To promote the inclusion and acceptance of all children;
- To set challenging and demanding expectations and promote self-esteem and independence;
- To provide the necessary pastoral care to enable children to feel secure and happy;
- To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.



### **Support for Teachers**

- Monitor pupils' responses to learning activities and accurately record achievement as directed;
- Provide detailed and regular feedback about the children to the teacher;
- Contribute to the maintenance of children's records;
- Promote good behaviour; dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour;
- Establish constructive relationships with parents;
- Support class teachers in photocopying and other tasks in order to support teaching.

## *General responsibilities*

### **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses;
- Assist with intervention programmes, recording achievement and progress, and feeding back to the teacher;
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use;
- Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.



### **Support for Perrott Hill**

- 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;
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the School;
- Appreciate and support the roles of other professionals;
- Attend and participate in relevant meetings as required;
- Where appropriate develop a relationship to foster links between home and School;
- Liaise, advise and consult with other members of the team supporting the child as appropriate;
- Contribute to reviews of children's progress as appropriate,
- Set a good example in terms of dress, punctuality and attendance;
- Prepare and present displays of children's work as required;
- Undertake other duties from time to time as required by the Headmaster.

## *Teaching Assistant*

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification.

### **Experience**

- Experience working with children of relevant age

### **Qualification/training**

- Good numeracy/literacy skills
- NVQ 3 for Teaching Assistants or equivalent qualification.

### **Knowledge/skills**

- A basic understanding of principles of child development and learning processes;
- Ability to self-evaluate learning needs and actively seek learning opportunities;
- Ability to relate well to children and adults;
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these;
- An understanding of relevant policies/codes of practice and awareness of relevant legislation;
- An ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy 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 or welfare of children in the School, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head (if different).





## *How to apply*

We are looking to appoint as soon as possible. The closing date for completed applications is 9 am on Monday 20th February, with interviews taking place the following week.

Please email your letter of application, completed application form, the names and contact details of two referees and a recent passport style photograph to the Headmaster via his PA, Clare Tootill, on [ctootill@perrotthill.com](mailto:ctootill@perrotthill.com).



## *Invitation to interview*

If an applicant is invited to interview, this will be conducted in person, and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

**All candidates invited to interview must also bring with them:**

- a current driving licence including a photograph;
- a passport;
- a full birth certificate;
- a utility bill or financial statement showing the candidate's current name and address;
- National Insurance number;
- where appropriate, any documentation evidencing a change of name.

**Please note that originals of those documents above not relating to qualifications are necessary. Photocopies or certified copies are not sufficient.**

## *Conditional offer of appointment: Pre-appointment checks*

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references;
- verification of identity and qualifications;
- a clear check of the Department for Education's List 99;
- a satisfactory Disclosure and Barring Service Enhanced Disclosure;
- verification of any professional status (such as QTS Status for teachers);
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- a clear EEA check for those who have previously taught abroad within the European Economic Area;
- verification of medical fitness;
- a signed confirmation slip that they have read and understood the child protection policy and Keeping Children Safe in Education (2022);
- completion of a staff suitability self-declaration form (disqualification by association);
- undergoing safeguarding training. For the appointment to be confirmed as permanent, satisfactory completion of the probationary period must be achieved.

Online searches will form part of the recruitment process to comply with safer recruitment practices and in order for the school to select suitable employees.

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### **PLEASE NOTE:**

Where a candidate is:

- found to be on the DBS barred list or is subject to a Prohibition Order issued by the Secretary of State; and/or
- found to have provided false information in, or in support of, his/her application; or
- found to be the subject of serious expressions of concern as to his/her suitability to work with children, the facts will be reported to the Police and the DBS/ NCTL.

