



TEACHING ASSISTANT

Recruitment Information

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| Employment Status | Part Time (Monday and Friday only 0800-1230) |
| Required From | March 2020 or sooner if possible |
| Job Location | Junior School |
| Application Closing Date | 0900 on Monday 10 February 2020 |
| Interviews Week Commencing | Monday 10 February 2020 |



WELCOME TO ST DUNSTAN'S COLLEGE

Welcome to St Dunstan's!

We are very proud of this community and believe we offer something genuinely different and exciting for the families and staff who join us. Our Lewisham setting allows us the privilege of working in a diverse and vibrant school that, combined with our co-educational ethos and smaller size, engenders a culture that genuinely cherishes individuality and celebrates open-minded thinking.

Underpinned by a liberal, Christian heritage, we deliberately embellish the values embodied by St Dunstan, using the life of that great polymath to guide our own educational narrative. We are a dynamic institution, encouraging creativity and innovation in all we do. We want all our pupils to embrace the richness of the broad and cutting-edge education we offer here and our staff to be excited by what we are able to provide for the children under our care.

As a Nursery to Year 13 College, we pride ourselves on genuinely knowing our children and families, and we hope that everybody who joins us will feel an important part of this exciting community.

Mr N Hewlett
Headmaster

ST DUNSTAN'S COLLEGE

The history of St Dunstan's College can be traced back to 1408, making it one of the oldest schools in the country. It still retains strong links with the City of London, from where it originated. For the last 130 years the College has been located in Catford, within the Borough of Lewisham, in South East London. The location of the College is a key element in defining its identity and the College is proud of its reflection of the diverse and vibrant community in which it is located. The Headmaster is a member of HMC (The Headmasters' and Headmistresses' Conference) and the Head of the Junior School a member of IAPS (The Independent Association of Prep School Heads). The College Leadership Team, chaired by the Headmaster, consists of the Bursar, the Head of Junior School and the Deputy Heads of Senior School. Admission to the College is competitive at all entry points.

St Dunstan's has a truly coeducational ethos, following the admission of girls in 1994, for over 940 pupils aged from 3 to 18 years. The Pre-preparatory Department was established in 1995 and a Nursery followed in 2008. Both now form part of a flourishing Junior School which sits within the College site and, by extension, is an essential component of College identity. Most Junior School children transfer on to the Senior School as a natural transition. Parents like to commit to the whole-College 'family' and a large proportion of parents have more than one child at the College. The social life of the College is therefore an important feature of its ethos and our 'Friends of St Dunstan's' is as important in name as it is in what it achieves.

The College has enjoyed considerable development and refurbishment over recent years, with an investment of several million pounds and a significant programme of capital works planned for the next few years. The relatively recent acquisition of 30 acres of playing fields, just 500 metres away from the College buildings, provides an exciting opportunity for further development on both sites.

The size of the College is small compared to many of its competitors, offering all pupils cohesive community that celebrates individual talents, strengths and approaches to learning and development within a friendly, inclusive and nurturing environment. The diversity of the College is furthered by the inclusion of international students from a whole range of different countries around the world. The College has a particularly special link with Hangzhou, China. The ethos of the College is welcoming, without pretence, and draws upon the liberal Christian values of its foundation. Relationships between all members of the community are based upon mutual respect and this is well embedded.

St Dunstan's is a happy place in which to learn and teach, where great careers are launched and genuine friendships are forged.



THE JUNIOR SCHOOL

The Junior School at St Dunstan's College is a happy, kind and safe place. Girls and boys from Nursery to Year 6 are encouraged and challenged to achieve their academic potential whilst taking advantage of the broad co-curricular programme we have in place to find activities that they can enjoy and hopefully excel in.

Whilst we want our pupils to develop a lifelong love of learning, we also want them to become confident and considerate individuals who are aware of the community around them and who want to contribute to society. We work closely with parents and regularly welcome them into school to watch their children play in matches or perform in assemblies, concerts and dramatic performances.

There is always a lot going on in the Pre-Prep, where children are happy and busy engaging in a rich mix of activities and experiences. The Pre-Prep is a safe, self-contained place where boys and girls learn about the world and about themselves. At the end of Year 2 children transfer automatically to our Prep Department, well-prepared and ready for the challenges ahead.

In Years 3 to 6, pupils learn a wider range of subjects and move around the school more for lessons, benefitting from increased specialist teaching. Alongside the core subjects of English and Maths, pupils cover the humanities and science through the International Primary Curriculum. From Year 3, two co-curricular sessions (Forder) are built into the timetable and pupils also receive specialist teaching in ICT, Modern Foreign Languages (MFL), Drama, Music, Art & Design, PE & Games and our own Skills for Life programme (PSHEE). In MFL lessons, pupils study French in Year 3 and in Years 4 to 6, they follow a carousel of French, Spanish and German. At appropriate points, the curriculum is further enhanced with Philosophy and Mindfulness.

Our College Co-Curricular Programme (Forder) provides more opportunities as pupils begin to get an idea of both what interests them and where their individual talents may lie.

The form teacher plays a key role in the pastoral care of children. Our approach is designed to make every child feel appreciated and understood. We guide and motivate children through the active reinforcement of positive behaviour in all its aspects.

JOB DESCRIPTION

Accountable to: Head of Junior School

Line managed by: Head of Section

Works closely with: Year group Form Teachers
Specialist teaching staff
Junior School Head of Inclusion and Enrichment
Other Teaching Assistants

The main purpose of this role is to provide general teaching assistant duties, supporting pupils and assisting teachers across the Junior School. This may be supporting the whole class or small group/individual interventions. Our teaching assistants are expected to provide a secure, healthy and stimulating environment in which children will be supported and encouraged in developing their independence as well as social and general learning skills. The successful candidate would also be expected to support and uphold the agreed policies and expectations of the College.

Purpose of the role:

- To support children's learning and to share in the care and wellbeing of children throughout the Junior School
- To support the emotional, behavioural and pastoral needs of all pupils, including children with SEND
- To promote the College's values of Confidence, Courage, Creativity, Curiosity and Compassion

In order to fulfil this role, Teaching Assistants are expected to:

- assist the teaching staff in lessons and activities, as directed;
- take a lead role in the delivering of specified learning activities to individuals, groups or classes if appropriate;
- contribute to the planning and preparation of any learning activities for specified areas of responsibility, including the Early Learning Goals or College curriculum;
- provide the relevant teachers with appropriate feedback for reports on pupil achievement, progress and development;
- promote the inclusion and acceptance of all children within the classroom. This may include providing specific support to children with SEND and contributing to the implementation and review of Academic Action Plans or Behaviour and Academic target charts;
- use ICT effectively to support learning activities and to develop children's confidence and independence in its use;

- assist with the preparation of resources, e.g. photocopying, preparing books, filing of work, making games and the creation and mounting of pupils' work for displays, both in the classroom and in shared areas of the Junior School;
- assist with the general welfare and discipline of all the children in the school;
- be aware of and implement College Safeguarding Procedures and the need to report any actual or potential Safeguarding concerns to the Designated Safeguarding Lead;
- have read and understood Part 1 of Keeping Children Safe in Education;
- keep Form Teachers and the Heads of Section informed of any problems or concerns;
- foster clear, professional communication with parents, under the direction of the Form Teacher or Head of Section, maintaining sensitivity and confidentiality at all times;
- undertake an appropriate share of supervisory duties before, during and after normal school hours;
- assist with the arrival and departure of children at the beginning and end of lessons and the school day;
- accompany school visits, escorting and supervising pupils;
- maintain appropriate personal standards of dress and appearance;
- ensure punctuality at all times;
- attend such meetings of staff or parents as may be necessary;
- attend weekly Continued Professional Learning sessions as appropriate;
- attend and support occasional functions out of normal school hours as deemed necessary by the Head of Junior School;
- hold appropriate First Aid qualifications and to assist with the maintenance of necessary First Aid supplies;
- provide cover on a short term basis for absent members of the teaching staff;
- lead co-curricular sessions as part of the College Forder Programme;
- help with the organisation of stock and shared storage areas.

Other Responsibilities:

- Any other duties required by the Form Teacher, Head of Section or Head of Junior School within the scope of this post.
- To ensure that the duties of the post are undertaken with due regard of the College's Health and Safety Policy and their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

Teaching Assistant Levels:

| | Qualifications/Experience | Examples of Additional Responsibilities |
|---------|--|--|
| Level 1 | None | |
| Level 2 | Relevant Qualifications or Experience | <ul style="list-style-type: none">• Planning small group interventions• Short-term cover for Form Teachers |
| Level 3 | Relevant Qualification and Experience | <ul style="list-style-type: none">• Planning short lessons/sessions for whole classes• Longer-term cover for Form Teachers |
| Level 4 | Relevant Qualification and Experience plus additional significant responsibility | <ul style="list-style-type: none">• Before or After School Care management• Significant cover for teaching staff with leadership responsibilities |

THE PACKAGE

Working hours: Part-Time/Term-Time, Monday and Friday only 0800-1230 and all Inset Days. From time to time and during busy periods, the need may arise for additional hours to be worked.

Salary: £3,802 - £5,367 (£20,401 - £30,600 fte) depending on experience

Pension: ISPS Defined Contribution Scheme (DC)

Benefits: Means-tested tuition fee remission and no registration fees*
Private Health Care Insurance
(50% paid by employer)
Free lunch and beverages during term time
Free off road parking
Reduced health club membership
Salary Sacrifice Schemes
Season Ticket Loan
Free winter and summer social events
Annual flu immunisation
Use of College leisure facilities including gym, tennis courts and pool*
* Conditions apply