

THE KING'S SCHOOL IN MACCLESFIELD



LEARNING ASSISTANTS (INFANT AND JUNIOR DIVISION)

FURTHER DETAILS AND PERSON SPECIFICATION

THE INFANT & JUNIOR DIVISION

The Infant and Junior Division comprises the Junior and Infant Departments. The Junior Department presently has a roll of some 250 children between the ages of 7 and 11, with approximately 130 pupils in the Infants, aged 3-7. The King's School made a landmark change in its history to move from its two school sites to open at its new Alderley Road campus in Macclesfield in September. The beautiful 80-acre single site enjoys outstanding facilities and now provides the opportunity for the school community to embrace delivering education to its pupils on one site. The Infant and Junior Division is located towards the western side of the main academic building. Beautifully spacious classrooms, specifically dedicated Infant and Junior specialist teaching areas, outstanding outdoor classrooms and play spaces all combine to provide an exceptional teaching and learning environment for pupils and staff to thrive.

In the Infant and Junior Division, classes are taught principally by the Form Teacher, apart from French, Music, Games and Swimming. Class sizes range from 20-22 in the Infants and 22-24 in the Juniors. Classrooms are spacious, bright and well equipped. A team of Learning Assistants supports the teaching staff to further enhance the educational opportunities for all Infant and Junior pupils as appropriate across the Division.

The Infant and Junior Division curriculum is academic, creative and inspiring. It includes all of the National Curriculum subjects. King's pupils are prepared for entry into King's Senior School at 11+ following a process of continuous assessment which includes end-of-term tests.

At the new site, the Infant and Junior Division has its own hall, computing suite, dedicated sports areas, library areas, art studio, science laboratory and performing arts room, as well as sharing many excellent facilities on the new campus. These include the drama studio, music auditorium, dining hall, sports centre and extensive outdoor learning spaces.

A full programme of extra-curricular activities is organised and opportunities abound for children to excel in many spheres.

THE VACANCIES

We are currently looking to recruit suitably qualified Learning Assistants to commence after half-term in February. The posts will be based in the Infant Department and will be full-time during term-time, plus three additional weeks (15 working days) during school holidays. This period of time is flexibly used to include preparation days and attendance at recruitment and information events across the academic year. The successful applicants will be expected to demonstrate enthusiasm, initiative, flexibility and the ability to work as part of our successful team. Specific experience of Early Years Foundation Stage, and/or Key Stage 1 National Curriculum, supporting pupils within each of the Key Stages is essential.

JOB DESCRIPTION

- To work as part of the Infant and Junior staff team to provide safe, high quality education and care for children;
- To work under the direction of the Principal and the Vice-Principal of the Infant and Junior Division, Phase Leaders (EYFS; Key Stage One; Lower Key Stage Two; Upper Key Stage Two) and relevant Form Teacher and Assistant SENCo;
- To give support to other personnel within the setting;
- To engage and motivate pupils to learn and participate;
- To support teachers to inform assessment of pupils;
- To support pupils with learning difficulties or disabilities;
- To assist in the setting up and clearing away of all activities and indoor/outdoor equipment;
- To create displays of pupils' work;
- To carry out duties in line with the Intimate Care Procedure and Guidance and assist with domestic or other duties as specified by staff;
- To assist with the supervision of children to ensure the children's safety and wellbeing at all times;
- To have a working knowledge of King's Safeguarding Policy, Procedure and Guidance and Keeping Children Safe in Education;
- To support school outings and school events;
- To carry out general administrative tasks;
- To undertake various tasks as appropriate to the needs of the children and the wider organisation directed by the Vice-Principal (Infant and Junior Division), Principal (Infant and Junior Division) or Head of Foundation

PERSON SPECIFICATION

Essential	Desirable
Skills, aptitude, knowledge and experience <ul style="list-style-type: none">• Ability to plan effective learning and care programmes either under appropriate supervision and guidance or in collaboration.	<ul style="list-style-type: none">• Proven experience of working with children in an Infant and Junior setting within EYFS, Key Stage 1 and/or 2, either on placement or in paid employment.

<ul style="list-style-type: none"> • Ability to work independently using own initiative. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to relate well to children and adults including other professionals, carers and parents. • Ability to interact with children and support their involvement in physical activities and outdoor play. • Ability to demonstrate and promote good practice in line with the ethos of the school both indoors and outdoors. • Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to. • Fluent English speaker. • Effectively communicate with adults and children. • Good written, verbal and non-verbal communication. 	<ul style="list-style-type: none"> • Consistent approach with children and parents. • Experience of having kept written records of children's achievements including observations. • Ability to promote and market the service to the wider community.
<p>Personal qualities</p> <ul style="list-style-type: none"> • Proactive and positive team player; able to work constructively as part of an EYFS, Key Stage 1 and/or Key Stage 2 team, showing an understanding of roles and responsibilities within these teams. • Enthusiasm for learning and working with children. • Caring, friendly, approachable, open, inclusive, welcoming, and personable. • Able to maintain confidentiality at all times. 	<ul style="list-style-type: none"> • Reflective approach and commitment to personal development. • Able to provide consistently high levels of quality care and education opportunities to all children, in pressured and sometimes challenging environments.
<p>Qualifications</p> <ul style="list-style-type: none"> • Willingness to participate in other development and training opportunities. • Minimum of Level 2 qualification, e.g. Level 2 Certificate for the Children & Young People's Workforce/Teaching & Learning in Schools, NVQ Level 2 in Children's Care, Learning and Development (CCLD) or equivalent qualifications and beyond. 	<ul style="list-style-type: none"> • Level 3 qualification, degree or equivalent qualifications • Safeguarding Awareness. • Requirement to participate in training/development as and when identified by line manager as essential for performance of the post. • Health & Safety certificate. • Paediatric First Aid certificate. • Experience of pupil intervention processes.

SALARY AND CONDITIONS

The salary is determined according to experience and qualifications. Candidates should consider the generous holiday entitlement, which is more than the state sector. Candidates should note that all appointments are subject to a routine enhanced check with the DBS.

A contributory pension scheme including life assurance is available.

The school has a strong commitment to professional development and it is a condition of employment that all members of staff participate in any scheme of appraisal, review and professional development currently operating in the school.

Children of members of staff, subject to passing the entrance exam and the availability of places, may be educated at King's with a substantial assessed discount from the Junior Department to the Senior Divisions. We are a non-smoking establishment and an equal opportunities employer. We value diversity among pupils and staff and encourage applications from all individuals regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

APPLICATIONS

If you wish to discuss the post, informally, please speak to Mrs Rachel Cookson, Principal of the Infant & Junior Division, on 01625 260000. Your completed application form should be sent to Human Resources (staffvacancies@kingsmac.co.uk) as soon as possible, so that we receive it no later than **9.00 am on Monday 29th November 2021**. The school prefers the form to be completed electronically. It is available from the school's website: www.kingsmac.co.uk.

We hope to interview for this post during the week commencing **Monday 6th December 2021**.

Thank you for your application and for your interest in the King's School. We regret that we can only write to those candidates short-listed and are unable to provide tours of the school until the interview stage. If you have not heard from us within two weeks of the closing date, please assume that your application has been unsuccessful.

Human Resources
The King's School in Macclesfield
Alderley Road, Prestbury
Cheshire, SK10 4SP
Tel: 01625 260000
e-mail: staffvacancies@kingsmac.co.uk
www.kingsmac.co.uk