

# THE KING'S SCHOOL IN MACCLESFIELD



## EARLY YEARS FOUNDATION STAGE TEACHING ASSISTANT

### JOB DESCRIPTION AND PERSON SPECIFICATION

We are seeking to appoint a passionate, caring and enthusiastic Teaching Assistant to join our Early Years Foundations Stage, which is part of our thriving Infant and Junior Division at The King's School in Macclesfield. Since moving to its new state-of-the-art site on Alderley Road in Macclesfield, the Infant and Junior Division has experienced significant pupil growth and places are in high demand in all year groups. The Infant and Junior Division combines an atmosphere of safety, happiness, love and nurture, energy, and ambition. Pupil progress is excellent across all three Key Stages.

#### THE INFANT & JUNIOR DIVISION

The Infant and Junior Division has approximately 400 children aged 3-11 years. In two thriving departments, the Infant Department has a roll of some 160 children, aged 3-7 years, with approximately 240 children between the ages of 7 and 11 in the Junior Department.

The King's School moved to its new site on Alderley Road in Macclesfield in 2020. The Infant and Junior Division is located on the western side of the main building. The Division has a light, open plan, modern design, which lends itself to creative, inspirational experiences for all of its pupils. Infant and Junior pupils benefit from using a number of specialist teaching facilities unique to the Division, as well as beautifully designed indoor and outdoor play and learning areas for all pupils to enjoy. Being a through-school brings the additional benefit of sharing access to several spectacular outdoor and indoor facilities in sport, art, science, technology, and the performing arts. The 80-acre site presents exceptional opportunities for both pupils and staff underpinning the King's commitment to teaching excellence.

Early Years pupils thrive in our superb school setting, enjoying regular access to our enchanting woodland areas, fields, and outdoor classrooms, as well as specialist facilities in music, computing, modern foreign languages, and sport. Located on the ground floor of the building, there are four Early Years classrooms, and each class has 20 pupils on roll.

A rich and broad education is at the heart of the King's ethos. The Early Years Foundation Stage curriculum is ambitious, creative and full of fun, igniting our youngest pupils' thirst to explore and challenge themselves. Children of all ages

make exceptional progress at King's, as endorsed in our recent Focused Compliance and Educational Quality Inspection (ISI) in January 2022, details of which can be found on the school website.

Building on the solid foundations in the Early Years, pupils springboard into Key Stage 1 with confidence and a thirst for learning. The 'Learning Challenge' curriculum provides dedicated time each day for pupils in Year 1 and above for laying further foundations in English and Mathematics, whilst enquiry-based questions allow cross-curricular exploration of topics to broaden children's understanding of the world. This approach allows our pupils to engage fully with topics and acquire historical, scientific, and geographical knowledge. At the same time, they develop life skills, such as independent learning, questioning, resilience, and reflection. Our pupils are encouraged to take an active part in lessons, express opinions, work collaboratively and develop a positive attitude to learning and the application of knowledge.

Alongside developing close, supportive relationships with their Key Workers (Early Years Foundation Stage) and Form Teachers (Key Stages 1 and 2), pupils in the Infant and Junior Division benefit from a team of specialist teachers to support subjects such as music, performing arts, modern foreign languages, swimming, computing, outdoor education, and sport. A full programme of extra-curricular activities is organised, and opportunities abound for children in all year groups to excel in many spheres.

Pupils in Pre-School complete a Reception Readiness Check ahead of moving into Reception at 4+, whilst prospective applicants at 5+ and beyond take entry assessments. The transfer of pupils from King's Infants to King's Juniors is dependent on suitable performance at the 7+ Advisory Assessment held in January each year, with almost all Year 2 children reaching the required standard for entry.

King's is an academically selective school, priding itself on nurturing all pupils to make excellent progress personally, socially, and academically. King's pupils are prepared for entry into King's Senior School at 11+ and do not take external SATs tests. Their progress in all areas is carefully measured every term and communication with parents is regular and collegiate.

## **THE VACANCY**

We seek to employ a passionate Early Years professional as soon as possible, who is dedicated to supporting our youngest children in Pre-School. We welcome applications from candidates who wish to work either full- or part-time.

Adoring the Early Years Foundation Stage should be a given for any applicant, valuing it for the vital part it plays in a child's educational journey. Applicants should have experience of the Early Years Foundation Stage and be totally committed to providing safe, secure, and enchantingly stimulating environments for our 3-5 year-olds. Applicants will encourage and support our pupils to build positive relationships through high-quality interactions and rich opportunities for play, as well as create a sense of awe and wonder through engaging activities and stimulating learning opportunities.

Applicants should have a confident knowledge and understanding of the Early Years Foundation Stage curriculum and will need to demonstrate a caring attitude, flexibility and the skill to respond to the needs of our youngest pupils. Applicants should also be confident and patient individuals who display enthusiasm and the ability to work as part of a successful, happy staff team.

## **JOB DESCRIPTION**

### **Main Responsibilities**

- To work as part of the Early Years Foundation Stage team to provide safe, high-quality education and care for young children.
- To work under the direction of the Head of Early Years Foundation Stage, Early Years Room Leaders and to give support to other personnel within the setting.
- To engage and motivate pupils to learn and participate.
- To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their development as learners.
- To support staff to inform the assessment of pupils.
- To maintain pupil records.
- To promote and support the inclusion of all pupils.
- To liaise with parents.
- To assist in the setting up and clearing away of all activities and indoor/outdoor equipment.
- To demonstrate and promote the positive values, attitudes and behaviour expected from the pupils in the setting.
- To work collaboratively with colleagues, knowing when to seek help and advice
- To carry out any other duties as necessary.

*This job description is not necessarily a comprehensive definition of the post. It can be reviewed and may be subject to modification or amendment at any time after consultation with the holder of the post.*

### **Detailed Responsibilities**

- To contribute to a wide range of teaching and learning activities, and to assist and support the work of qualified teachers.
- To work within the statutory frameworks relevant to the role.
- To advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes.
- To support pupils' learning and to contribute effectively and with confidence to the classes in question.
- To be familiar with the school curriculum, the age-related expectations, the main teaching methods and the testing frameworks in subjects and age ranges involved.
- To understand the aims, content, teaching strategies and outcomes for lessons and the place of these in the related teaching programme.

- To adopt a range of strategies, in line with the schools' policy and procedures, to establish a purposeful learning environment and to promote good behaviour.
- To demonstrate and promote the positive values, attitudes and behaviour expected from the pupils.
- To monitor pupils' participation and progress, providing feedback to Pre-School Room Leaders and teachers.
- To provide constructive support to pupils as they learn.
- To have high expectations of pupils; respect their social, cultural, linguistic, religious, and ethnic backgrounds, and be committed to raising their educational achievement.
- To use clearly structured teaching and learning activities, to interest and motivate pupils and advance their learning.
- To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their development as learners.
- To contribute effectively to the planning and preparation of lessons.
- To contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
- To contribute to maintaining and analysing records of pupils' progress.
- To promote and support the inclusion of all pupils in the learning activities in which they are involved.
- To recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
- To carry out duties in line with the Intimate Care Procedure and Guidance and assist with domestic or other duties as specified by the Head of Early Years, teachers and Pre-School Room Leaders.
- To have a working knowledge of The King's School Safeguarding Policy, Procedure and Guidance and up to date guidance in Keeping Children Safe in Education.
- To support school outings and school events.
- To carry out general administrative tasks.
- To undertake other various tasks as appropriate to the needs of the children and the wider organisation directed by the Principal of the Infant and Junior Division, the Vice-Principal (Academic and Operations) and Vice-Principal (Pastoral) in the Infant and Junior Division, or the Head of Foundation.

### **General**

- To read, understand and comply with the school's policies.
- To always behave in a manner consistent with The King's School's ethos.

### **Health and Safety**

- Read and be familiar with the school's Health & Safety procedures.
- Carry out the above responsibilities in a manner that ensures the safety and wellbeing of the post holder and other staff.

## Experience and Qualifications

- Minimum of three years' experience of working with children aged 3-5 years in a Nursery/Private Day Care/School setting as a practitioner.
- A full and relevant early years/childcare qualification of Level 2 or above.
- Strong knowledge of the EYFS (Early Years Foundation Stage) and experience of planning, assessment and measuring pupil progress.
- An excellent understanding of safeguarding/knowledge of child protection procedures.
- Good communication skills.
- Approachability, confidence, and a caring disposition with a passion for working with Early Years children.
- Excellent team player and someone who understands the importance of positive relationships with colleagues.

## PERSON SPECIFICATION

Essential	Desirable
<p><b>Skills, aptitude, knowledge and experience</b></p> <ul style="list-style-type: none"> <li>• Proven experience of working with children in an early learning environment.</li> <li>• Ability to plan effective learning and care programmes, either under appropriate supervision/guidance or in collaboration.</li> <li>• Ability to work independently using own initiative.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>• Ability to relate well to children and adults, including other professionals, carers and parents.</li> <li>• Ability to demonstrate and promote good practice in line with the ethos of the school both indoors and outdoors.</li> <li>• Ability to manage multiple tasks, whilst ensuring children, colleagues, parents, and carers are respected and listened to.</li> <li>• Fluent English speaker.</li> <li>• Effectively communicate with adults and children.</li> <li>• Good written, verbal and non-verbal communication.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in Early Years in a school environment.</li> <li>• Ability to interact with children and support their involvement in physical activities and outdoor play.</li> <li>• Consistent approach with children and parents.</li> <li>• Experience of having kept written records of children's achievements including observations.</li> <li>• Ability to promote and market the service to the wider community.</li> </ul>
<p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Proactive and positive team player, able to work constructively as part of a team to understand Pre-School</li> </ul>	<ul style="list-style-type: none"> <li>• Reflective approach and commitment to personal development.</li> </ul>

<p>roles/responsibilities and own position within these.</p> <ul style="list-style-type: none"> <li>• Enthusiasm for learning and working with children.</li> <li>• Caring, friendly, approachable, open, inclusive, welcoming, and personable.</li> <li>• Able to maintain confidentiality at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to provide consistently high levels of quality care and education opportunities to all children, in pressured and sometimes challenging environments.</li> </ul>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Willingness to participate in other development and training opportunities.</li> <li>• Minimum Level 2 qualification recognised as full and relevant on the DfE Qualification Requirements list 2024.</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 qualification or above recognised as full and relevant on the DfE Qualification Requirements list 2024.</li> <li>• Safeguarding Awareness.</li> <li>• Requirement to participate in training/development as and when identified by Head of Early Years as essential for performance of the post.</li> <li>• Health &amp; Safety certificate.</li> <li>• Paediatric First Aid certificate.</li> </ul>

## SALARY AND CONDITIONS

The position is full- or part-time and term-time, working between the hours of 8.30 am and 4.30 pm. The successful candidate will be expected to work term-time plus an additional 15 days (three weeks) outside of term; this period is reserved for colleagues to attend up to two open events over the course of the academic year as well as mutually agreed assessment mornings, set-up, planning and preparation time. The salary will depend upon the qualifications and experience of the appointed candidate and will be discussed at interview. There will also be an opportunity for applicants to earn more by joining the Holiday Club provision offered to our Infant and Junior pupils, should this be of interest. This would be organised in a flexible way, providing support not just to our pupils, but also to our staff. Candidates should note that all appointments are subject to a routine check with the Disclosure and Barring Service.

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 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.

Potential applicants are urged to read our 'Staff Benefits Booklet', which details further employee benefits and seeks to explain why King's is such a wonderful place to work. It can be found [here](#).

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 telephone Mrs Rachel Cookson, the Principal of the Infant & Junior Division, at the school on 01625 262000.

Your completed Application Form should be sent to Human Resources ([staffvacancies@kingsmac.co.uk](mailto:staffvacancies@kingsmac.co.uk)) as soon as possible, so that we receive it no later than **9.00 am on Monday 11th March 2024**. The school prefers the form to be completed electronically. It is available from the school's website: [www.kingsmac.co.uk](http://www.kingsmac.co.uk).

We hope to interview for this post during week commencing **Monday 18th March 2024**. Further particulars of the school and the selection process will be sent to short-listed candidates.

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**  
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**[www.kingsmac.co.uk](http://www.kingsmac.co.uk)**