



JOB DESCRIPTION

Kindergarten Teaching Assistant NVQ Level 3 or Equivalent

Safeguarding

Moor Park is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced DBS and other appropriate checks. Moor Park School is an equal opportunities employer.

Background

Moor Park is an IAPS, co-educational, boarding and day school of Catholic foundation accepting pupils from 3 months to 13 years of age. Children from 3 months to rising three are catered for in our Tick Tock nursery/child care setting which runs for 50 weeks in the year. Thereafter, children enter Pre-prep until the end of Year 2. The Prep School completes a Moor Park education before the children leave to the full range of senior schools both locally and nationally. Being a boarding school for the 8- to 13-year-olds, the school operates on a 24/7 basis during term-time.

The school is built around a magnificent 18th century country mansion in approximately 85 acres of stunning grounds which include playing fields, woodland and a lake. It is situated just outside the market town of Ludlow in the beautiful Shropshire countryside.

Moor Park is renowned for its happiness, atmosphere and pastoral care. Relations between pupils and staff are relatively informal, but mutually respectful; children are encouraged to voice their views and opinions. Recent years have seen more than average numbers of leavers gaining scholarships to a variety of senior schools. The diversity of awards gained, which include academic, music, sport, art and all-round, testifies to the breadth of education on offer. Emphasis is on the individual, finding and encouraging aptitude and talent.

Purpose

The role of Kindergarten Teaching Assistant is to support the Class Teacher and Head of Early Years in providing children with a satisfying and comprehensive care, play and learning environment, meeting individual needs of all children (3 to 5 years) in your care.

Please note this Kindergarten role is term time only.

Duties

Outlined below in no order of priority are the responsibilities of you, the Teaching Assistant. From time to time to accommodate sufficient manpower you may be required to change rooms. You may also request to change to another room to accommodate a learning/development opportunity. You must liaise with the Manager to discuss your specific requirements.

- In conjunction with your Class Teacher, help plan sessions on approximately a weekly basis.
- You should have a practical understanding of the needs and behaviour of children and be able to create a warm, caring and relaxed atmosphere. Ensure the safety and well-being of all children in your care, never leaving them unattended.
- Be prepared to attend any such training as is required to meet the demands of the setting.
- You should encourage and motivate other members of your team and support volunteers and students, in their development at all times.
- You should support the Early Years Manager and Teacher in preparation for ISI inspections and social services visits.
- You should attend staff meetings, where possible, (which will be unpaid) appraisals, attend an open day once a year, and other fund-raising events.
- In the event of an injury to a child or member of staff ensure that the event is recorded on an accident form; treatment is carried out as needed by a First Aider. Ensure that the parent is informed of the accident and the form signed by the parent/guardian.
- You are to keep in close contact with parent/guardian of the children in the setting ensuring you know how to contact parents/guardians in the event of an emergency, although this would normally be done through the Early Years Manager/Class Teacher whom you should inform of the facts. You must ensure you know who is to collect the child from Kindergarten. You must ensure you sign the children in and out of the setting.
- You are to be fully conversant with the Moor Park fire procedures and ensure the safe and timely evacuation of children in the event of a fire etc.
- You are to be fully conversant with any special needs of children in the setting e.g., food allergies. You are to observe strict hygiene procedures during food preparation, and nappy changing time, as detailed in the policy documents.
- You should be aware of confidentiality regarding children's needs, or incidents, which occur within the setting and follow all policies of the setting.
- You are to ensure the completion of all jobs required of you before the end of each session.
- From time to time, you may be required to carry out duties that may not be outlined in this job description.

This job description will be subject to periodic amendments. The list of duties is not intended to be exhaustive, and you may, at any time, be required to undertake additional or other duties as are reasonably necessary to meet the needs of the school. It is understood that you will not be required to perform duties which are not reasonably within your capabilities.

PERSONAL REQUIREMENTS

Essential Skills & Qualities

NVQ Level 3 or equivalent.

Ability to commute or willingness to relocate to Ludlow SY8 or surrounding area.

- Be able to work as part of a professional Childcare team
- Have an understanding of equal opportunities

- Understand the need to provide a stimulating, caring and consistent environment for young children
- An understanding of children's needs and behaviour
- Ability to communicate confidently with a wide range of people
- Good organisational skills
- To be able to feedback information in the form of written reports
- Demonstrate creative ability
- To be able to understand and meet the needs of individual children and families
- Encourage children to respect others
- Have a professional approach
- A clear understanding of the importance of confidentiality
- The ability to set appropriate limits for children
- To help children respect people of different race, ability, gender, religion and culture
- Willing to develop imaginative ideas
- To be flexible with regards to working hours
- To be motivated and able to motivate children and staff
- To engender trust in the children and colleagues
- The ability to form caring and trusting relationships with the children and their families
- The ability to behave consistently in a caring and relaxed manner with the children
- Knowledge of EYFS.

Desirable Skills & Qualities

- Paediatric First Aid qualification
- Experience of dealing with children aged 3-5years

How to Apply

Applications can only be accepted on the School's Application Form - <https://www.moorpark.org.uk/contact/employment/>

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TERMS

Start date: September 2025

Hours:	Likely to be 31 hours per week, as follows:
Mondays	8am to 6pm
Wednesdays	12.30pm to 6pm
Thursdays	8am to 6pm
Fridays	12.30pm to 6pm

Annual salary:	Between £14,500 & £16,000 based on final hours agreed and an hourly rate of £12.67 per hour
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Discounted or free food

On-site parking