



Glendower Preparatory School



# LOWER SCHOOL TEACHING ASSISTANT

## INFORMATION FOR CANDIDATES

REQUIRED FOR SEPTEMBER 2021  
CLOSING DATE: WEDNESDAY 5TH MAY 2021  
INTERVIEWS : MONDAY 10TH MAY 2021



## About Glendower

*Glendower is a leading London prep school for 250 girls aged between 4 and 11. Glendower has a reputation for excellence and attracts, develops and inspires some of the country's best teaching talent.*

The school comprises of two sections; the Lower School (Reception - Year Two) and the Upper School (Year Three - Year Six). Glendower is a London day school, and offers an excellent 'all-round' education comprised of specialised teaching, a rigorous sporting calendar and an abundance of extra-curricular opportunities for girls of all ages.

## Record of Success

Glendower has been rated 'excellent' in every area following our ISI Inspection (March 2020); which included the quality of teaching, pupils' achievements, opportunities in sport, music, Performing Arts and extra-curricular activities, as well as the provision and quality of pastoral care.

Glendower has an outstanding track record in preparing its pupils for the top senior schools in the country. Schools frequently attended by our students consist of:

- St Paul's Girls' School
- City of London
- Latymer Upper School
- Godolphin and Latymer
- Wycombe Abbey
- St Mary's Ascot





## The Glendower Approach

*Founded in 1895, Glendower is a traditional, yet forward-thinking school with a strong community ethos.*

Glendower has a rich history of success and is very proud of its reputation as one of the leading prep schools in the country. Due to its incomparable location in the heart of South Kensington, Glendower has access to some of the best facilities in the UK, where daily Drama, PE and extra curricular clubs take place. These facilities enable every girl to flourish and unleash their talents in all aspects of school life.

## The Vacancy

An exciting opportunity has arisen to join the school as a Lower School Teaching Assistant starting in September 2021.

We are looking for an enthusiastic, inspirational and dynamic candidate who can demonstrate outstanding practice in a similar role and school, and be a good team player, having good interpersonal skills with pupils, colleagues and parents.



## Areas of Responsibility

*The successful candidate will be responsible for supporting a Lower School teacher in the day-to-day teaching of the pupils.*

*This is a full-time post that will run from 08.00-16.15, although it may be extended (by arrangement) in order to supervise clubs.*

*The successful applicant will be an enthusiastic and capable practitioner with excellent interpersonal skills and the ability to support and extend the girls further in their learning.*

*She/he will foster positive relationships with the whole school community and be able to work cooperatively with the teachers, teaching assistants and specialist teachers.*

- Hearing readers and changing reading books.
- Working with small groups or one-to-one as directed by the teacher and SENCO.
- Running Booster/intervention groups.
- Accompanying and supervising pupils on the coaches to and from the PE sessions.
- Setting up and clearing the hall for Gym lessons.
- Mounting and displaying pupils' work.
- Photocopying.
- Helping with the preparation of practical lessons such as Art, Science and DT.
- Filing and laminating work.
- Supervision at playtimes and before/after school.
- School lunchtime supervision in the dining hall and playground.
- Attending INSET courses as an individual and as a whole school.





- Be involved in staff appraisal procedures.
- Completing other tasks as directed by the Headteacher, Deputy Heads or Head of Lower School.

## Skills and Personal Attributes

- GCSE Maths and English at grade C or above.
- ICT literate and capable of using the Microsoft Office suite.
- A good level of spoken and written English.
- Commitment to the vision and ethos of the school.
- Ability to communicate effectively in writing and orally.
- Ability to prioritise, plan and organise yourself and others.
- Ability to build and maintain effective relationships with pupils and parents.
- Commitment to safeguarding and promoting the welfare of children.
- Ability to work under the direction of the class teacher and as part of a team.
- Ability to use initiative to support learning and behaviour.
- Willingness to participate in training and development.
- Able to demonstrate a willingness to contribute to the wider life of the school.
- Opportunities for occasional provision of class cover.
- Able to work in a fast-paced environment and often with minimum supervision.
- Be a committed, professional person.
- Have an excellent attendance record.
- Understand the importance of a high level of pastoral care.
- Be able to meet deadlines.
- Be a team player.
- Be able to take initiative.
- Be flexible and adaptable.
- Have a good sense of humour.
- Be positive in outlook.
- Be reliable.
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## School Aims

*Since 1895, Glendower has been laying the foundations for its pupils' futures. Children have one opportunity for an education which will form the basis of their lives and, at the same time, one childhood; Glendower aims to keep a happy balance between the two. During their time with us, we instil the 'Six R's' in every student, resulting in confident, happy, engaging, mature, considerate and thoughtful young adults who are outward looking global citizens.*



- *Responsibility*

Students are responsible for their words and actions, and any consequences these may have.

- *Resilience*

Students learn from their mistakes and persevere when they find tasks difficult.

- *Relationships*

Students are flexible and prepared to work and play with others. They can recognise when others are upset and make them feel better.

- *Readiness*

Students take ownership of their learning, from belongings and homework, to listening and responding to instructions

- *Resourcefulness*

Students can use their imagination and think creatively.

- *Reflection*

Students respond to teacher's comments to help learn and improve, whilst providing thoughtful feedback to others .





## The Application Process

*Applications should be marked for the attention of the Headmistress and include a covering letter outlining why candidates should be considered for the post.*

Please ensure you complete a Glendower application form. CVs alone will not be accepted.

Glendower Preparatory School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and DBS vetting. Glendower is an equal opportunities employer.

If you have any queries regarding the post or application process, please contact Mrs Laura Pennick, Head's PA, via [pennickl@glendowerprep.org](mailto:pennickl@glendowerprep.org) / 020 7370 1927.





Glendower Preparatory School  
86/87 Queens Gate  
London  
SW7 5JX

020 7370 1927

[office@glendowerprep.org](mailto:office@glendowerprep.org)

[www.glendowerprep.org](http://www.glendowerprep.org)

