



LOWER SCHOOL TEACHING ASSISTANT (Year 2)

INFORMATION FOR CANDIDATES

CLOSING DATE: OPEN

INTERVIEWS: ONGOING



About Glendower

Glendower Preparatory School is a leading London independent day school for girls aged 4 – 11. A thriving, happy and successful school, Glendower is renowned for both its high academic achievement and for educating girls to be resilient, confident adults, fully aware of their responsibilities to the wider community.

Glendower has been educating girls for over 120 years, and during this time has deservedly become a centre of excellence, where children flourish. Independent learning is facilitated through high-quality teaching.

The girls are given every encouragement to expand their knowledge and experience through a huge variety of opportunities offered both inside and outside the classroom by a committed and talented staff.

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

We are looking for an outstanding and dynamic Teaching Assistant, for immediate start, to join our Lower School team in support of a delightful young girl with specific learning needs in and around her classroom.

Speech and language therapy and occupational therapy will be provided by specialists, and the successful candidate will need to make sure the skills taught are carried through into the classroom.

An interest in child development is essential. The successful candidate would need to be a good team player and have good interpersonal skills with both colleagues and parents and be willing to assist across the classroom in group work when appropriate.

The position is in a Year 2 classroom. The successful candidate will have a good working knowledge of a school setting.

The position is for an immediate start and initially until July 2021. Specific terms of contract will be discussed at interview.

Specific Responsibilities

Teaching and Learning

- To support the effective inclusion of an able Year 2 pupil on both a 1:1 basis in the classroom, as well as in group sessions
- To implement the strategies recommended in the Educational Psychologist's report in the pupil's daily lessons
- To work closely with class teacher, SENDCo and therapists to enable the pupil to meet her educational needs
- To work closely with any subject specialist teachers to support the learning process
- To support the class teacher and other teaching assistants in implementing an individual education plan and helping the pupil to attain her targets
- To support the pupil and others in her group to meet their educational needs when working in small groups, under the supervision and direction of the class teacher
- To encourage pupils to interact with each other in an appropriate and acceptable manner
- To deal promptly with conflicts and incidents in line with established policy and encourage all children

to take responsibility for their own behaviour

- To promote positive pupil behaviour in line with school policies with praise and encouragement
- To undertake other reasonable adhoc duties and take part and supervise children in activities and outings, from time to time, as necessary
- To feedback any concerns about children or teachers to the appropriate line manager
- To feedback relevant information to teachers and parents on a regular basis
- To provide targeted support, both inside and outside the classroom, as identified in the child's pupil profile
- Working on differentiated activities in a group scenario and where necessary on a 1:1 basis
- Liaising with the child's Speech and Language Therapist, Occupational Therapist and Physiotherapist, and integrating their specialist input and strategies into the lessons
- To use initiative to adapt concepts and apparatus for lessons accordingly

Administrative Duties

- To work under the direction of the teacher and/or therapists to

prepare activities or work to support the learning of the pupil in the classroom

- To carry out duties in line with the normal expectations of a school environment (for example: playground duties and lunch duties)
- Photocopying and other administrative tasks to support the teaching
- To undertake professional courses where appropriate to enhance classroom practice
- Undertake other reasonable adhoc duties from time to time as necessary.

Standards and Quality Assurance

- To support the aims and ethos of the School.
- To attend staff and school meetings and INSET days.
- To set a good example in terms of dress, punctuality and attendance.
- To undertake professional duties that may be reasonably assigned by the Class Teacher/Head of Lower School/ Headmistress
- To be proactive in matters relating to health and safety.
- To act responsibly under the guidance of the School's Child Protection Policy in terms of the

welfare and protection of the children.

- To maintain confidentiality in line with good working practice

Other

- By separate agreement with the parents, working with the pupil at home outside of school hours for an agreed number of hours where appropriate

Person Specification

Skills and Abilities

- Ability to assist with helping a pupil to continue to develop with the very positive progress she has made
- Willingness to follow instructions or work on own initiative as necessary
- Ability to communicate effectively with parents and other professionals
- Ability to work within the policies of the school
- Desire to work effectively as part of a team
- Desire to establish positive relationships with pupils and empathise with their needs
- Willingness to encourage pupils to interact with each other in an appropriate and acceptable manner

- Ability to use language and other communication skills that children can understand and relate to
- Ability to undertake observations of individual pupil and complete lesson records under the direction of the teacher

Personal Qualities

- A commitment to giving children and families the opportunity to reach their full potential
- A commitment to Equal Opportunities
- Willingness to participate in further training and developmental opportunities offered by the school, to further knowledge
- A commitment to continuing professional development

Desirable Criteria

- Experience of working with children in a primary school setting
- A relevant qualification in supporting children with special educational needs,
- Have a calm, positive, patient and observant disposition
- Be a responsible, enthusiastic and trustworthy member of the staff team

Lower School Teaching Assistant

- Able to sustain a collaborative approach to teaching and learning within the classroom
- Supportive of a positive approach to managing behaviour
- Be flexible and innovative to explain or present concepts in a variety of ways
- Basic knowledge of Information Technology
- Basic knowledge of Paediatric First Aid

Essential Criteria

- Respect and maintain confidentiality and adhere to the school's safeguarding practices
- Legal right to work in the UK
- A good command of the English language



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

Please complete a Glendower Application Form and return it alongside a covering letter addressed to the Headmistress.

Applications should be emailed to pennickl@glendowerprep.org. Applications are welcome to be submitted at any time.

Successful candidates will be contacted to attend an interview on an ongoing basis.

If you would like to discuss the role in more detail, or have any specific questions, please email the above email address.

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment. We follow safe recruitment and equal opportunities practices, and all successful applicants will be subject to an enhanced DBS check.



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