



PLAYGROUND ASSISTANT Maternity Cover

NEEDED FOR JANUARY 2023

INFORMATION FOR CANDIDATES

CLOSING DATE: OPEN

INTERVIEWS: AS REQUIRED



About Glendower

Glendower Preparatory School, is an all-girls school, situated in superb surroundings in the heart of South Kensington, close to neighbouring Museums and historic landmarks. As a charitable trust, Glendower is run independently and all profits are directed back into the school, making it a richly resourced educational environment and highly rewarding school to work in. The school educates over 250 girls from Nursery to Year 6, with each year group running a two-form entry.

Record of Success

Academic results are excellent, due to the focus on highly specialist and individualised teaching and our girls go on to obtain places in the top academic day and boarding schools. Places at Glendower Prep are gained following an entry assessment held each January; there are waiting lists operating in all age groups across the school as places are oversubscribed.

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 seeking an enthusiastic, energetic, and committed Playground Assistant to take an active role in children's social and emotional development, whilst taking responsibility for their welfare and safety on the playground. We require the candidate to start with us in January 2023 . This role will be a Maternity Cover on a part-time basis and the working day usually extends from 10.15am - 2.15pm. The hourly rate is £12.50.



Main Purpose

- To secure positive behaviour management strategies, taking responsibility for the welfare and safety of all the children
- To take an active role in children's social and emotional development
- To contribute to the ethos and vision for the school
- To work as part of a team, ensuring the safety and welfare of children during the mid-morning and midday break. This will involve effective supervision of children in and around the premises of the school.

Specific Responsibilities

- Establishing good relationships with children, acting as a role model and being aware of and responding appropriately to individual needs.
- Being fully aware of safeguarding and child protection issues and to report to the class teacher or senior management ANY concerns about a child's welfare.
- Supervision at playtimes, ensuring that no uninvited adults enter the playground and that no girls leave

the playground unsupervised or without permission.

- To promote inclusion and acceptance of all children.
- Ensuring that pupils follow the school rules and that any incidents dealt with are done so in line with the School's Behaviour Policy.
- Recording incidents, accidents and important information on the playground incident forms and passing on information to line managers.
- Maintaining a safe environment in the school playground throughout playtime
- Supervising safe and sensible use of all playground equipment
- Ensuring that the girls are happy and involved throughout playtime/ lunchtime
- Undergoing full First Aid Training so that the Health and Safety of the girls and other staff is looked after when appropriate
- Judging when it is appropriate for girls to be sent down to the office to receive medical attention or whether to deal with this in situ
- Ensuring, that at no time do adults outside the school take unsolicited photographs of the girls/communicate with girls in the playground
- Supervising the girls within their

- classrooms in the event of a wet lunch or play being called (girls should be seated, calm and involved in quiet pursuits)
- Completing other tasks as reasonably directed by the Headmistress or SLT
- Being involved in staff appraisal procedures
- Attending INSET courses (both individual and as a whole school

Person Specification

Essential Skills and Abilities

- A commitment that children are at the centre of everything we do
- Good communication, organisational and interpersonal skills.
- Highly motivated and have a positive attitude towards working with children.
- Be flexible and punctual

initiative

- Be reliable and be able to follow instructions
- Speak English fluently

Equal Opportunities and Commitment

Commitment to equality of opportunities for all, regardless of gender, disability, religion, and ethnic origin

- Demonstrate a commitment to, and awareness of, issues relating to:
 - safeguarding and child protection
 - equalities
 - promoting the school's vision, values and ethos
 - high quality, stimulating learning environment
 - relating positively to, and showing respect for, all members of the school and wider community
 - ongoing relevant professional self-development



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. This role is open with no application deadline.

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

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

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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