

(HMC & IAPS, CSA, Co-educational, Boarding & Day)
(Church of England Foundation)

Appointment of Pre-Prep and Holiday Club Teaching Assistant (Full time or Part time)

THE APPOINTMENT

Job Specification

Responsible to the Nursery Manager in first instance and ultimately Head of Pre-Prep. The post holder will deliver a high standard of educational support and care for Pre-Prep children all year round.

Main responsibilities

Part-time and full time hours available, but must be able to work both term-time and during School holidays.

Key Duties and Responsibilities:

- To apply professional standards of childcare at all times with due regard for the children's safety and needs, both physical and emotional.
- Helping individuals and groups of children from all classes in the Pre-Prep with their work, under instruction from the class teacher including observation and monitoring of the progress of the children.
- Assisting with the display of children's work.
- Taking part, where appropriate, in curriculum planning.
- Accompanying teachers on educational journeys or off-site activities such as trips to places of interest or swimming lessons.

- Supervising children in Early and Late Stay and the playground during morning break time and at lunch time on a rota basis.
- To attend first aid, safeguarding training and other relevant courses or in service training.
- Keep up to date with and follow school policies.
- Cover the class if the teacher is away or in a school meeting for short periods of time.
- Attending staff meetings where possible, training days before term starts, three Saturdays a year for open days or activity mornings and some school functions where necessary.
- To be an active member of the Pre-Prep team and to cover for colleagues if the need arises.
- Complete any other activities commensurate with this role

THE DEPARTMENT

St Edmund's Nursery & Pre-Prep staff work closely with parents to create a secure and happy family atmosphere where young children aged 3-7 can develop, flourish and enjoy their education.

The girls and boys in our care are valued as individuals and are provided with exciting academic and extra-curricular opportunities to work collaboratively and independently. We help children to build the skills and confidence to attempt new challenges which are an essential part of their growth in the early years.

Essential Criteria

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Level 3 Childcare qualification
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with young children
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Paediatric First Aid Certificate • Clear written and spoken English • Appropriate numeracy skills to teach young children • Ability to relate well to adults and children
KNOWLEDGE (Desirable)	<ul style="list-style-type: none"> • Child development • EYFS and KS1 Curriculum • Knowledge and understanding of relevant policies, codes of practice and legislation
BEHAVIOURS	<ul style="list-style-type: none"> • Dress appropriately • Speak to parents and children in a professional manner • Ability to work constructively as part of a team

THE SCHOOL

St Edmund's School is a co-educational day and boarding school with c. 570 pupils from the ages of 3 to 18. The Pre-Prep, Junior, and Senior Schools are on the same site and are closely integrated, using the same Chapel, music and art facilities, dining hall, science laboratories and sports hall. The school prides itself on its friendly, family environment where every pupil is known and valued.

The school is officially designated "a school of religious character". The Choristers of Canterbury Cathedral, who are full members of the Junior School, were incorporated into St Edmund's in 1972 and the Archbishop of Canterbury is Patron of the school. The Head is a member of the Headmasters' and Headmistresses' Conference (HMC) and the Master of the Junior School is a member of the Incorporated Association of Preparatory Schools (IAPS) and of the Choir Schools' Association (CSA).

Although the majority of children are day pupils, one quarter of the school's pupils are boarders, from a wide range of backgrounds. The school operates a five-day teaching week, but also runs a Saturday morning activities programme which is optional for Senior School day pupils. All boarders participate in both Saturday and Sunday activities programmes.

The school adjoins the University of Kent and is able to make use of many of the University's facilities: the Templeman Library, the Gulbenkian theatre and the public lectures amongst others. London's West End is within easy reach. Further information about St Edmund's may be found on the school's website: www.stedmunds.org.uk.

CONDITIONS OF SERVICE

Lunch is offered free-of-charge for all staff whose working hours encompass the time of school lunch and who accept the necessary supervisory role of staff and pupils during this period. Free parking for all staff on-site.

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Personal information provided by candidates will be kept on a secure file in the school in line with GDPR legislation and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do.



APPLICATIONS

Applications must take the form of a completed Application Form, and a concise covering letter outlining the candidate's suitability for the post. The names and contact details (including emails) of two referees are required.

The deadline for receipt of applications is **9.00am Tuesday 15th June 2021.**

Applications should be emailed to:

email: slh@stedmunds.org.uk

Sarah Hudson
HR Manager
St Edmund's School Canterbury
St Thomas Hill
Canterbury
CT2 8HU

Pre-Prep | Junior | Senior | Sixth Form

www.stedmunds.org.uk | preprepschool@stedmunds.org.uk | juniorschool@stedmunds.org.uk | seniorschool@stedmunds.org.uk | 01227 475600

St Edmund's School Canterbury, St Thomas Hill, Canterbury, Kent CT2 8HU

The school is owned by St Edmund's School Canterbury, a charitable company limited by guarantee registered in England and Wales, number 3201223.
Registered charity number 1056382. Registered office: St Edmund's School Canterbury, St Thomas Hill, Canterbury, Kent CT2 8HU.