

Charlotte House Preparatory School for Girls

A PNEU INDEPENDENT SCHOOL

Application Pack



Charlotte House Preparatory School

Is looking for a

**Teaching Assistant/After School Supervisor**

**Term time :** 12.15pm to 6.15pm

**Charlotte House is looking to appoint a Teaching Assistant/After School Supervisor working with**

**Primary aged children.**

**You will be working part of the day as a teaching assistant with general duties. From 3.30 pm you will be assisting with running our after school club.**

**A full and relevant Level 3 qualification is required.**

**The salary offered will be dependent on experience.**

For more information please contact the office by telephone on 01923 772101or by email

[**office@chpschool.co.uk**](mailto:office@chpschool.co.uk)

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to satisfactory disclosure clearance.

[www.charlottehouseprepschool.co.uk](http://www.charlottehouseprepschool.co.uk/)

May 2018

Dear Candidate

Charlotte House is a Prep School for Girls providing exciting, enjoyable education experiences which lead to outstanding outcomes for our children.

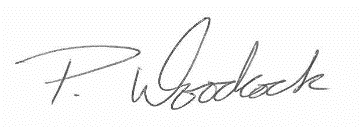
We believe that children benefit from a challenging, innovative and comprehensive curriculum delivered in a supportive and stimulating environment and our school is recognised for its welcoming and friendly atmosphere in which our girls flourish.

If you would like to join our friendly team we have a vacancy for a Teaching Assistant/After School Supervisor.

For more information please contact the office by telephone on 01923 772101or by email [**office@chpschool.co.uk**](mailto:office@chpschool.co.uk)

We look forward to receiving your application.

Yours sincerely



Miss P Woodcock

Head

The Drive, Rickmansworth, Hertfordshire, WD3 4DU Tel 01923 772101 Fax 01923 776268 email

[office@charlottehouseprepschool.co.uk](mailto:office@charlottehouseprepschool.co.uk) [www.charlottehouseprepschool.co.uk](http://www.charlottehouseprepschool.co.uk/)

Registered educational Charitable Trust No: 311075

**Person Specification – Teaching Assistant/After School Supervisor**

|  |  |
| --- | --- |
| Responsible to: | Deputy Head |
| Salary: | Dependent on Experience |
| Hours of Work: | Term time ideally 12.15pm to 6.15pm, Monday to Friday  and pre/post term days |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | Full and relevant Level 3 in Childcare |  |
| **Specific knowledge/skills (technical)** | Able to work accurately and meet deadlines.  Excellent, confident interpersonal communication skills.  Good organisation skills including personal workload organisation.  Good numeracy and literacy skills  Good personal time management  Ability to use ICT to support learning | Current experience in an Early Years setting  Knowledge of Early Years Foundation Stage  Knowledge of one or more languages |
| **Personal attributes** | Enthusiastic.  Professional attitude to colleagues, students, parents and the working environment.  Committed to the ethos of the school.  Calm and adaptable.  Able to work without close supervision and enjoy working on own initiative. |  |
| **Team player/management skills** | Able to work effectively with other colleagues.  Flexible and willing to help with various activities. | Bringing personal interests and enthusiasms to the school |

**Job Description**

**Teaching Assistant/Afterschool Supervisor**

Responsible to: Deputy Head

**Purpose:**

To assist the Teachers in the classroom and to help with the smooth running of the school’s after school club.

In co-operation with, and under the guidance of, the Headmistress to

* Support the vision, ethos and policies of the school
* Support the creation and implementation of the school development plan and to take responsibility for appropriately delegated aspects of it
* Support the evaluation of the effectiveness of school policies and developments and comment on their impact on delegated areas
* Show loyalty to the Headmistress and to Charlotte House Prep School

**Professional Duties and Responsibilities:**

These may involve:

* Support teachers in their day to day work
* Assist with planning of activities
* Assist with general tasks around the school (e.g. tidying, cleaning, moving furniture, putting up display, clerical work, help the catering staff serve lunch etc.
* Assist with the register
* Create a welcoming and supportive environment
* Assist with the management of the behaviour of the girls
* Liaise with parents when necessary
* Support the play and learning opportunities of the children
* Library duties – cataloguing, labelling, checking stock
* Supervising and/or assisting children getting ready for PE lessons, Drama, Movement, etc.
* Garden supervision & lunchtime supervision in Dining Hall
* Taking into account health & safety issues to ensure a safe environment
* Working closely with the teacher to see that the needs of the individual children are met.
* Helping the teacher to maintain equality of opportunity for all children
* Acting in a responsible manner towards the children at all times
* Attending meetings as appropriate
* If qualified, to undertake any First Aid as required and where appropriate
* To carry out some admin/ secretarial duties with or without the use of a computer
* To undertake any other reasonable duties as requested by the teacher, the Deputy Head, or the Headmistress.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed.

**Hours:**

You will work the hours that have been agreed in your contract. These hours can be varied to meet the educational and operational needs of the School. Additional Duties outside these hours include school occasions when attendance will be required, including but not exclusive to:

School Fairs Plays

Open Days Carol Service

Meetings Inset Days

**Background information**

**The School**

Charlotte House School is an independent girls’ preparatory school set in delightful grounds of about three acres surrounded by mature trees and gardens. It is situated in a quiet residential area in Hertfordshire between the towns of Rickmansworth and Chorleywood, about one mile from Junction 18 of the M25 and within easy reach of Rickmansworth Station. Watford, Harrow and St Albans, with their shopping and entertainment facilities, are nearby, as is the delightful Chilterns countryside.

Charlotte House School offers education to girls between the ages of 3 and 11 years. The current roll is 134. Pupils join the Nursery at three or Reception at rising five; the school is largely non-selective and academic standards are high and rising. At the age of 11, girls move very successfully to a wide variety of private and state schools including Berkhamsted, Haberdashers’ Aske’s, Northwood College, Royal Masonic, St Helen’s, Abbot’s Hill, Dr Challoner’s High School and Watford Grammar. Girls are prepared for the 11+ entrance exams and very good links are established with all these schools so that they acknowledge and value the high standards encouraged at Charlotte House. The school has an excellent record in enabling girls to transfer to the secondary school for which they are most suited, whether private or in the maintained sector.

Charlotte House is divided into two main sections; the Pre-Prep which includes the Early Years Department, and Prep. There is one class per year group, each with a dedicated form teacher. Additionally the Pre-Prep forms each have their own classroom assistant. Specialist staff are introduced to girls from Nursery.

Our wide curriculum includes all aspects of the National Curriculum but we successfully augment this and in assessment we consistently see girls achieving above National Curriculum averages. There is a thriving creative atmosphere throughout the school and examples of the children’s work are on display. Music plays an important role as does drama. Drama is much enjoyed from form assemblies and plays through to the Easter Concert and the Form VI leavers’ play, and not only reinforces studies but also increases the children’s confidence and self-expression. PE activities include netball, gymnastics, dance, athletics and swimming. Girls play regular netball matches against many local schools and the swimming squad is very successful in local and national galas and competitions.

**Management**

The school is run by the Head, assisted by the Deputy Head. The Senior Management team consists of the Head, the Deputy, the Director of Studies, the Pre-Prep Co-ordinator and the Bursar. The Head is also supported by a PA/School Secretary and the Registrar.

The school is administered by a Board of Governors. There are nine governors who provide a wide range of professional skills and include former parents. The governors Sub-committees include Health and Safety, Education, Building and Finance, Marketing and Child Protection.

**Staff**

Aside from the Head, there are eleven full-time and five part-time teachers, one learning support assistant, five teaching assistants, and three kitchen staff.

The Admin staff consists of: a Bursar & part-time Assistant, a Registrar and a School Secretary.

**PTA**

The school is fortunate in having a very supportive PTA which organises many social and fund-raising events which are held throughout the year including Christmas and Summer Fairs.

**Application and recruitment procedure**

**Application Form**

* Applications will only be accepted from candidates completing the Application Form in full. CVs will not be accepted in substitution for completed Applications Forms.
* Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children.
* Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared.
* An Enhanced Disclosure from the Disclosure and Barring Service will be obtained for the successful applicant.
* We will seek references on shortlisted candidates and will approach previous employers for information to verify particular experience or qualifications, before interview.
* If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.
* You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children’s Safeguarding Operation Unit.

**Invitation to Interview**

* If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
* All candidates must bring with them the documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
* All candidates invited to interview must also bring with them:
* a current passport or a full birth certificate
* a utility bill or financial statement issued within the last three months showing the candidate’s current name and address
* where appropriate any documentation evidencing a change of name
* your latest DBS Certificate

**Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.**

**Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

* receipt of at least two satisfactory references (if these have not already been received)
* verification of identify and qualifications including, where appropriate, evidence of the right to work in the UK
* a satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS
* a check that the candidate is not subject to a prohibition order issued by the Secretary of State (teaching positions only)
* verification of professional qualifications, where appropriate
* verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999)
* any overseas checks and confirmations as the school may consider appropriate that occurred outside the UK
* satisfactory medical fitness
* signed staff suitability declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009

**Policy on the Recruitment of Ex-Offenders**

* The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School.
* Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with any offences against children.
* All candidates should be aware that provision of false information is an offence and could result in the application being rejected (or summary dismissal if they have been appointed) and a referral to the police and/or DBS and/or the DfES Children’s Safeguarding Operation Unit.

**Data Protection**

We process this data for recruitment purposes only. We will not share it with anyone else.

We would like to keep this data until our vacancy is filled. We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our job offer for the position for which we are considering you. When that period is over, we will either delete your data or inform you that we will keep it in our database for future roles.

