



**RANBY HOUSE**

**Kindergarten/Teaching Assistant  
(Children aged 2+)**

Job Description & Personal Specification

Starting September 2020

# Kindergarten Assistant

An exciting opportunity to join this new department at Ranby House Nursery and Prep. School.

## The Role

We are looking for an outstanding candidate to provide the highest quality care and learning environment for our children aged 2 and above.

The Kindergarten Assistant will be responsible for supporting our 'Age 2 Provision' at our school and is expected to inspire, excite and to nurture through this crucial stage of their development.

This Job Description covers the main duties and responsibilities of the role. The role holder may be asked to carry out other activities commensurate with this Job Description from time to time.

### ALL STAFF RESPONSIBILITIES:

Maintain and promote the mission, vision, values and ethos of the school.

**Our Motto:** 'Semper ad Coelestia' (Always to the Heavens).

**Our Vision:** 'We support, encourage and challenge, creating exceptional people who leave our Christian community with confidence, resilience and humility.

**Our Values:** 'Bold & Ambitious', 'Inquisitive & Thoughtful', 'Supportive, yet Challenging'.

**Our Learners:** 'Independent, Adaptable, Resilient'.

**Ranby House Core Values:**

- Show Respect
- Be Honest
- Listen
- Forgive
- Be Kind and Helpful
- Always Do Your Best

To attend staff meetings, departmental meetings and other training and developmental sessions, and to take part in joint decision making about educational issues.

To undertake any other reasonable and relevant duties in accordance with the changing needs of the school as directed by your line manager, 'Head of Pre-Prep'.

To supervise children during the school day, including in the playground and dinner hall on a rota basis.

To lead an after school club/provision as part of the school's extra-curricular/crèche programme.

### LIAISON WITH PARENTS:

To take reasonable steps to maintain cordial relations with members of the parent body, responding to requests for information and assistance.

To attend parent/teacher consultations as organised by the school.

### **PROFESSIONAL DEVELOPMENT:**

To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training and maintain a good level of IT skills

To take part in the school arrangements for staff performance review, to complete the required documentation and seek to fulfil individual targets agreed as part of the appraisal and performance management system.

### **KEY RESPONSIBILITIES:**

To provide the highest levels of pastoral care, supporting children with medical or sanitary needs (with appropriate training)

To implement a child centered, safe and welcoming, 'Homely Environment' for two year-olds.

To implement a safe, stimulating and varied programme of play and learning opportunities, ensuring the planning meets the needs of individual children.

To make appropriate educational provision for children with SEND and those who may have EAL needs, with support from the Head of Learning Support.

To assess children's progress, maintain records and provide written reports to parents/carers in accordance with school policies and schedules.

To carry out administrative duties related to the delivery of all aspects of outstanding teaching, including the use of technology to assist in lesson preparation, teaching and reporting.

To be responsible for the organisation of the inside and outside provision, ensuring resources and equipment available are compliant and appropriate to meet the needs of the children.

To work closely and professionally with colleagues to ensure the daily care, supervision and programmes are efficient and safe.

### **LEADERSHIP RESPONSIBILITIES:**

To take responsibility for implementing an appropriate programme for children aged 2 involving stimulating and relevant activities to develop individual's physical and mental, thinking and motor skills.

## **Person Specification**

### **ESSENTIAL SKILLS AND ABILITIES:**

The desire to be an ambassador for the school in everything they achieve.

A confident and effective communicator who will support the team and embrace change.

A good understanding of child development, learning processes and factors that affect how pupils learn.

Ability to resolve problems effectively by being 'solution focused'.

Excellent levels of organisation and time management.

Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

The ability to relate well with children, their parents and colleagues and to build positive working relationships.

### **PERSONAL CHARACTERISTICS:**

Shows initiative alongside clear and balanced thinking and planning.

Shows respect to all members of the school community.

Is honest with a strong moral integrity.

Demonstrates kindness and support to children, parents and staff.

Always strives to do their best.

Displays calmness and empathy, especially at times of pressure.

Maintains and respects confidentiality.

Is flexible in the role and enthusiastic about the role.

Has a clear sense of humour.

### **EXPERIENCE & QUALIFICATIONS:**

A full and relevant Level 3 qualification (as a minimum) or equivalent	<b>Essential</b>
Knowledge and experience of delivering the Early Years Foundation Stage	<b>Essential</b>
Evidence of being able to motivate, inspire and lead young children.	<b>Essential</b>
Demonstrates experience of appropriate strategies for managing pupils' behaviour and progress.	<b>Essential</b>
At least two years experience of working within a Nursery/Child Care setting	<b>Desirable</b>
An understanding of the accountability and parental expectations placed on staff working in the independent sector.	<b>Desirable</b>
Competent IT skills to support activities and IT based admin tasks	<b>Desirable</b>
Driving Licence including a D1 category	<b>Desirable</b>
Child Protection and Safeguarding Training (will be provided by the school).	<b>Desirable</b>
First Aid Training (will be provided by the school).	<b>Desirable</b>

## **The Vacancy**

<b>Post Title:</b>	Kindergarten Assistant (Age two and above)
<b>Responsible To:</b>	Head of Pre-Prep
<b>Contract Type:</b>	Temporary (10 month contract), potentially leading to Permanent, subject to development of the provision.
<b>Commencement:</b>	Autumn 2020
<b>Hours of work:</b>	Full Time: Monday to Friday (term time)
<b>Salary:</b>	Allowance offered in accordance to school's pay scale, relevant to experience, qualifications & suitability.

### **Working hours:**

Teaching staff are expected to view contract times as core hours only and are expected to commit to as much additional time as needed to complete the role, to meet the needs and expectations of this post. This is a role requiring a commitment to work some evenings as all staff are expected to complete duties, clubs/activities, staff/department meetings, home visits, INSET Training Days, department preparation and planning, as well as special school events e.g. parents evenings/open days etc.

### **Probationary period:**

The appointment is subject to completion of an agreed probationary period.

# The Benefits Package

The school has high expectations of its staff and therefore looks to reward them with an attractive benefits package, which includes:

- Attractive salary.
- Fee concessions of up to 50% for the children of any member of the full-time teaching staff who meet the school's entry requirements.
- Lunch is provided when on duty; the school is known for its high quality catering. Tea and coffee are available throughout the working day.

## Applications:

The School's Application Form can be completed on line: <https://www.wsnl.co.uk/applicationform>

Please submit a letter of application, outlining the reasons why you are interested in the role and any additional information you would like to add. CVs are not accepted on their own.

## Alternatively paper versions can be posted to:

David Thorpe,  
Headmaster, Ranby House,  
Straight Mile, Ranby,  
Nottinghamshire. DN22 8HX

Email applications to: [headmasterprep@wsnl.co.uk](mailto:headmasterprep@wsnl.co.uk)

## What to expect at interview (example interview schedule):

Interviews with the Headmaster & Senior Leadership Team.

Complete an observed lesson within our current EYFS provision.

Presentation to interview panel on your vision and aims if appointed in the role.

## For more information or to arrange a visit please contact:

Headmaster's PA, Jackie Newbold at [headmasterprep@wsnl.co.uk](mailto:headmasterprep@wsnl.co.uk)

Telephone: 01777 703138

## Closing date and selection process:

All applications must be received by Friday 14<sup>th</sup> August 2020

Interviews will be held during the week commencing Monday 17<sup>th</sup> 2020

# Statutory requirements & equal opportunities

## SAFEGUARDING & CHILD PROTECTION

For this post must be willing to undergo child protection screening, including, but not limited to, reference checks with previous employers, prohibition checks and a criminal record check via the Applicants Disclosure and Barring Service (including Barred List Check).

All offers of employment are conditional upon the satisfactory outcome of child protection screening checks.

## **DISCLOSURES**

We will appoint, train, develop and promote on the basis of merit and ability alone. It is a stipulation of the Governors and a statutory requirement that members of staff appointed to Worksop College should be shown not to have any criminal record which might prevent them accepting a post at the College. Accordingly, the College requires permission from all members of staff to make an appropriate investigation. Offers of employment are subject to a satisfactory outcome of this enquiry.

## **EQUAL OPPORTUNITIES**

Worksop College is an equal opportunities employer and is committed to a policy of treating all our employees and job applicants equally. It is our policy to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to age, disability, sex, gender reassignment, pregnancy, maternity, marital or civil partnership status, race (which includes colour, nationality and ethnic or national origins), sexual orientation, trade union membership, religion or belief.