



Recruitment Information Pack

Pre-Prep Teaching Assistant – Nursery (P/T)

Location - Holt, North Norfolk, UK

Required for: January 2020 or sooner

Gresham's School 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.

Message from Douglas Robb, Senior School Headmaster

I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Nursery and Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 2 years to 18 years. We currently employ almost 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application, and we in turn, will give your application serious consideration, should you decide to apply.

If you would like to visit the School before sending in your application, please do not hesitate to contact our HR department (01263 714623) who will make the necessary arrangements.

With best wishes,

A handwritten signature in black ink, reading 'Douglas Robb', with a long horizontal line extending to the right.

Message from Sarah Hollingsworth, Head of Pre-Prep School

Thank you for your interest in Gresham's Nursery and Pre-Prep School. We are a thriving community of learners and warmly invite you to find out a little more about our wonderful School in the hope that you will be keen to apply for this position. Please do not hesitate to contact the School if you wish to learn more; we would love to speak to you or invite you to visit us.

We welcome pupils from the age of 2 to 7 years old into our vibrant Nursery and Pre-Prep, based in Old School House, in the centre of Holt. Our children transfer to our nearby purpose built Prep School site in Year 3, where they remain until Year 8.

The Nursery and Pre-Prep School has its own curriculum, following schemes of work which have been written by our staff to incorporate the best aspects of the National Curriculum, and our own bespoke enrichment programme.

Our wonderful environment and excellent facilities allow children the freedom and opportunities to thrive and achieve their full potential. We share the use of many excellent facilities at the Prep School and the Senior School including the Auden Theatre, the Britten Music Building, the Chapel and wonderful sporting facilities including a 25-metre swimming pool, two full size astro turf hockey pitches, squash courts, a large sports hall and a shooting range. Our brand new Outdoor Education Centre in the school woods provides fantastic opportunities for practical learning about the environment as well as fun and adventure.

Of course, our greatest asset is our talented, dedicated and inspirational staff who provide outstanding teaching and pastoral care. The key message in our Gresham's Code is to be kind and this is central to all that we do.

With Best Wishes,

Sarah Hollingsworth



The Pre-Prep School

Good relationships, good humour and commitment to the progress and welfare of all our pupils lie at the heart of all we do at Gresham's Pre-Prep School. Working here requires great commitment but is very rewarding.

You may find the following information useful.

School hours

The body of the school day runs from 8:25am to 4:00pm on Mondays, Tuesdays, Thursdays and Fridays, with an early finish for all classes on Wednesdays at 3:30pm. Wrap around care is provided at our Breakfast Club which starts at 8:00am, and an After School Club which runs between 4:00pm and 5:30pm (5:00 pm on Wednesdays). Teaching staff and Teaching Assistants are expected to cover these and all outside play and lunch duties on a weekly rota.

Class Teaching and Class Sizes

Classes at the Pre-Prep School are taught by dedicated class teachers who have responsibility of the majority of the Primary and EYFS curriculum. Some areas of the curriculum such as Sport, Music and Languages are delivered by specialist teachers from either/or Gresham's Senior or Prep Schools. The pastoral care and academic progress is the responsibility of the class teacher and is supported by an EYFS Coordinator in Reception and Nursery and by the Pre-Prep Deputy in Years 1 and 2. Class sizes are small and range between 10 and 16 depending in the age of the children.

After School Hobbies

We offer a variety of hobbies which run from 4:00 pm to 4:45 pm on four evenings a week. All teachers are expected to offer at least one hobby (some hobbies are organised and run by visiting sports coaches).

Safeguarding

Gresham's School takes its responsibility to ensure that all children are safe and protected from harm extremely seriously. All staff are required to be committed to protecting the well-being of every child. The school has comprehensive safeguarding procedures with which all staff must be familiar.

INSET and Career Development

All members of staff take part in an annual professional review. Regular meetings with the Head of Pre-Prep and senior leaders allow staff to develop personally and professionally through dialogue, self-review and continual professional training opportunities. The school is committed to supporting staff development both personally and professionally.

JOB DESCRIPTION AND PERSON SPECIFICATION

The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills, and will be used in the shortlisting process and to form the basis for questions asked at interview.

JOB DESCRIPTION: Teaching Assistant Nursery (P/T) – Pre-Prep school

REPORTING TO: Head of Pre-Prep School

The Role: Teaching Assistant - Nursery (part-time - 4 days a week)

We are seeking to appoint an inspiring and enthusiastic individual to join our team. The Pre-Prep School has beautiful, spacious grounds, where our children flourish in a happy and caring environment. Our community is built on respect, kindness, integrity and hard work, with a jolly good sprinkling of fun and laughter!

This role offers an exciting opportunity to join our well-resourced and thriving Nursery and Pre-Prep School. We are seeking to appoint an inspiring, creative, dynamic and enthusiastic individual to support our Nursery.

The successful applicant will need to be enthusiastic, inspirational and keen to continue the standards of excellence to which Gresham's School is known. Initially you will be supporting Nursery.

Specific tasks and duties

- Preparing the classroom ready for lessons
- listening to children read, reading to them and telling them stories
- Assisting children who need extra support to complete tasks
- Supporting the class teacher to plan learning activities and complete records
- Supporting teachers in managing class behaviour
- Supervising group activities
- First aid duties
- Clearing away materials and equipment after lessons
- Taking an active part in school outings and sports events
- Undergoing training as and when required
- Accurately completing administrative tasks
- Assisting with the school's breakfast and after school activities
- Ensure all working practices meet the ISI standards and requirements

Wider expectations

- To attend staff briefings, INSET and staff meetings.
- To take an active role in your own professional development, attending courses as required and sharing information with colleagues as appropriate to encourage development of other members of staff.
- To make good use of the School information management system (SIMS) and School email, replying to colleagues, pupils and parents appropriately and in a timely manner when required.
- To contribute significantly to the co-curricular life of the School as appropriate.
- To contribute positively with the team.

PERSON SPECIFICATION

Qualifications	Essential	Desirable
NVQ Level 3 qualification or equivalent	✓	
Paediatric First Aid Qualification		✓
Professional Experience	Essential	Desirable
Experience of supporting children in relevant age group	✓	
Experience of Independent preparatory education		✓
Personal Competencies and Skills	Essential	Desirable
Passionate about working with children	✓	
Enjoys the company of children	✓	
Committed to promoting and safeguarding the welfare of children	✓	
Have a warm and encouraging personality	✓	
Excellent verbal communication skills	✓	
Professional appearance and manner	✓	
Ability to inspire pupils	✓	
Patient	✓	
Sense of humour	✓	
Team player	✓	
Ability to maintain confidentiality	✓	
Awareness of health and safety requirements	✓	
An ability to communicate effectively with pupils, parents and staff	✓	
Physically, emotionally, resilient and grounded	✓	
Demonstrate good organisation skills	✓	
Good ICT skills	✓	

DAYS/HOURS OF WORK

Hours of work are 32 per week across 4 days, as set out below. Weeks of work would be 35 (term time +2 for inset and training days) plus 5.08 weeks of paid holiday.

Monday	08:15 – 17:00
Tuesday	08:15- 17:30
Thursday	08:00 – 16:00
Friday	08:00 – 16:00

REMUNERATION AND OTHER BENEFITS

The salary band for this position is based on our Gresham's Support Staff Pay Structure, which will be discussed at interview.

- Gresham's Pension Scheme
- Private Health Scheme
- Free school lunch during term-time (tea is also provided for those who are running evening activities)
- Free hot drinks, fruit and biscuits available in the staff room
- Free car parking on site

PERSONAL DETAILS

Eligibility to work

For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working for us. When you apply for positions it is important that you are aware of your eligibility status as government restrictions apply to the employment of migrant workers. If an applicant selected to be appointed requires permission to work in the UK, Gresham's may issue a conditional offer of employment subject to the School being able to sponsor the applicant.

For more information, visit the Home Office website at <http://www.bia.homeoffice.gov.uk/workingintheuk/>

Equal Opportunities Monitoring Form

In order that we can continue to develop our commitment to equal opportunities you are asked to complete the Monitoring Form. This will be detached from your application on receipt and kept securely within the HR Department. It is used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

Retention of Records

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months. (The Data Protection policy is available on our website: www.greshams.com.)

Disclosure and Barring Service: Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diverse range of candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Interview Process

If you are invited to attend an interview you will be required to provide evidence of identity, from the following examples:

- **passport and/or UK driving licence (including a photo-card);**
- **a UK birth certificate;**
- **UK firearms licence;**
- **EU photo identity card;**
- **a utility bill or bank/building society statement showing your name and home address (less than three months old);**
- **documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);**
- **original documents confirming any educational and professional qualifications referred to in your application form.**

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration) you will be required to provide documentary evidence of the change.

In advance of your interview you will be asked to complete an application form for an enhanced Disclosure which you should bring with you, along with your identity documents. In the event that you are unsuccessful please be assured that your DBS application form and photocopies of documents taken will be destroyed immediately.

For Teaching Posts: You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

Support Posts: As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- receipt of a minimum of two satisfactory references;
- verification of identity and qualifications;
- a satisfactory DBS (Disclosure and Barring Service) disclosure;
- verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances;
- completion of Educare Child Protection Training.

Safeguarding

All adults working at Gresham's have a responsibility to safeguard and promote the welfare, both physical and emotional, of every pupil, both inside and outside the school. This involves ensuring that pupils are protected from significant harm and having a positive commitment to ensure the satisfactory development and growth of the individual.

Everyone working in the School must be aware of, understand, and follow the School's Safeguarding and Child Protection Policy, which follows Norfolk Safeguarding Children's Partnership (NSCP) practice and procedures, and Keeping Children Safe In Education 2019 statutory guidance. All staff are required to be trained in Safeguarding and Child Protection as part of their terms and conditions of employment, and this is carried out before employment commences.

Warning

Where a candidate is found to be on the DBS Children's Barred List or the Protection of Children Act List, or the DBS disclosure shows he/she has been disqualified from working with children by a court; or found to have provided false information in, or in support of, his/her application; or the subject of serious expressions of concerns as to his/her suitability to work with children, the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

Queries

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email hr@greshams.com.

HOW TO APPLY

Teaching Assistant - Nursery (P/T) – Pre-Prep School

If you would like to apply for the position of part-time Teaching Assistant at the Pre-Prep School Nursey, you will need to complete an application form. Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

Completing your application form

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format. Please include a CV if you wish, however this must not be submitted in place of the application form;
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

Guidance for the completion of the section 'Statement of Qualities/Attributes'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff it is important that you use this section of the application form to outline how you will contribute to extra-curricular activities at Gresham's.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

- Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.
- Shortlisted applicants for support posts are advised that references **may be taken up prior to interview**.

Please note, unless you ask us not to we will assume it is acceptable to contact your referees at any time.

Submission of applications - All application forms should be returned to, applications@greshams.com or by post to:

HR Department
Gresham's School
Old School House
Church Street
NR25 6BB

Please submit your application by **12 noon on the closing date Tuesday 29th October 2019**. If your application is submitted after this time, we will not be able to accept it. Interviews will be held on 5th November 2019.

Please note: we reserve the right to appoint to the role up to and including 5th November 2019

Start Date: January 2020 or sooner

Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.



*THE GRESHAM'S ETHOS IS THAT RESPECT SHOULD BE SHOWN TO ALL:
TEACHER TO PUPIL, PUPIL TO TEACHER, AS WELL AS PUPIL TO PUPIL AND TO THE WIDER COMMUNITY.*



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