



RECRUITMENT INFORMATION PACK

EYFS TEACHING
ASSISTANT

NURSERY & PRE-PREP SCHOOL
FULL TIME
(part-time may be considered)

Location: Holt, North Norfolk, UK
Required for: September 2024

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.



GRESHAM'S
ESTD 1555



**A MESSAGE FROM
DOUGLAS ROBB,
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.

For those of you who may not be familiar with the outstanding beauty of the North Norfolk Coast, I have a link below which I hope you will find useful:

visitnorthnorfolk.com

With best wishes,

A handwritten signature in black ink that reads "Douglas Robb". The signature is written in a cursive style and is positioned above a horizontal line.

Douglas Robb



**A 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 NURSERY & 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.

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 4:30 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.



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J O B D E S C R I P T I O N A N D P E R S O N S P E C I F I C A T I O N

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.

J O B D E S C R I P T I O N :

E Y F S T E A C H I N G A S S I S T A N T

F u l l T i m e

(p a r t - t i m e m a y b e c o n s i d e r e d)

Reporting to: Headmistress of Nursery and Pre-Prep School

The Role: EYFS Teaching Assistant

Gresham's Nursery and Pre-Prep School is a happy and ambitious learning community which, although closely linked to the Prep School, has its own identity and character.

The Nursery and 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 where we are seeking to appoint a caring, inspiring, creative and enthusiastic individual to support our children.

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



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KEY RESPONSIBILITIES :

- 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
- Ensuring 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.
- To contribute significantly to the co-curricular life of the School as appropriate.
- To contribute positively with the team.

The position involves extensive work with young children in a support role at Gresham's which includes supervising 2-7 year-olds and providing personal care when necessary, and is a regulated activity.

The role therefore requires:

- Having read and understood current KCSIE guidance and the School's Safeguarding and Child Protection policy, and a commitment to implementing these.
- Attending all Safeguarding training.
- A commitment to ensuring Gresham's is a safe environment through a sensitive and vigilant approach to working with young people, and to reporting all concerns.

P E R S O N S P E C I F I C A T I O N

Q U A L I F I C A T I O N S	E S S E N T I A L	D E S I R A B L E
NVQ Level 3 qualification or equivalent relevant to the role	✓	
Paediatric First Aid Qualification		✓
P R O F E S S I O N A L E X P E R I E N C E	E S S E N T I A L	D E S I R A B L E
Experience of supporting children in relevant age group (EYFS)	✓	
Experience of Independent preparatory education		✓
W O R K E X P E R I E N C E , P E R S O N A L C O M P E T E N C I E S A N D S K I L L S	E S S E N T I A L	D E S I R A B L E
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 and emotionally resilient and grounded	✓	
Demonstrate good organisation skills	✓	
Good ICT skills	✓	
Passionate about working with children	✓	

REMUNERATION AND OTHER BENEFITS

WORKING HOURS

40 Hours a week – Monday – Friday

Full-time (part-time may be considered for the right candidate)

SALARY

Up to £17,434.56

Salary is based NMW/NLW and calculated on 34 Working weeks (which includes INSET) plus statutory paid holiday

- School's Contributory Pension Scheme (after completion of three months' service)
- Private Medical Scheme
- Free school lunch during term-time
- Car parking on site
- Life Assurance

P E R S O N A L D E T A I L S

E L I G I B I L I T Y T O W O R K

When you apply for any of our school vacancies, it is important that you are aware of your eligibility status and can meet the criteria set, for you to legally work in the UK. Appointment will be subject to verification of the appointee's valid Right to Work (RTW) in the UK documentation.

For more information, visit the <https://www.gov.uk/legal-right-work-uk>

E Q U A L O P P O R T U N I T I E S M O N I T O R I N G F O R M

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.

R E T E N T I O N O F R E C O R D S

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. (Privacy Policy is available on our website: www.greshams.com.)

D I S C L O S U R E A N D B A R R I N G S E R V I C E

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.

I N T E R V I E W P R O C E S S

If you are invited to attend an interview you will be required to complete a *Suitability to Work With Children Declaration Form* prior to interview and provide evidence of your identity on the day of your interview, from the following examples:

- a UK Birth certificate
- passport and/or UK driving licence (including a photo-card);
- UK firearms licence;

- Evidence of your Right to Work status
- 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 of 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.

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.

Please note: Should you be successful following interview, you will be asked to provide documentation to assist in the processing of an Enhanced Disclosure (DBS).

Details of Online Profile: Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. All candidates are therefore required to provide the following information as part of your application:

- the social media platforms on which you have accounts;
- the account names/handles for all of your social media accounts, including any under a nickname or pseudonym;
- any websites you are involved with, in or featured on or named on; and
- any other publicly available online information about you of which the School should be made aware.

If you are shortlisted for the role, we may carry out an online search based on the information you provide within the application form. If we carry out a search, we will also search more widely for any other online information about you.

You are **not** required to provide account passwords or to grant the School access to private social media accounts.

If you are not shortlisted for the role, online searches will not be carried out on you.

CONDITIONAL OFFER OF APPOINTMENT

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

- Valid Right to Work documentation in place;
- 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 Online Safeguarding Training via Educare

S A F E G U A R D I N G

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 2022 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 online before employment commences.

W a r n i n g

Where the below information on a candidate is found;

- to be on the DBS Children's Barred List,
- to be on the Protection of Children Act List
- their DBS disclosure shows they have been disqualified from working with children by a court
- they have been found to have provided false information in their application or in support of their application or are the subject of serious expressions of concerns as to their suitability to work with children

The facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

Q U E R I E S

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623/714589 or email hr@greshams.com.

HOW TO APPLY: EYFS TEACHING ASSISTANT

If you would like to apply for the position of EYFS Teaching Assistant, 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.**

Please note: Shortlisted applicants for all posts (academic and support) are advised that references will 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:

Gresham's School
HR Department
Cromer Road
Holt, Norfolk
NR25 6EA

Please submit your application by **the closing date of 16th June 2024**. If your application is submitted after this time, we will not be able to accept it. Interview date to be confirmed.

Required for: September 2024

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

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.



Gresham's School, Cromer Road, Holt, Norfolk, NR25 6EA

01263 714500

www.greshams.com

Registered Charity No: 1105500