

# Pilgrims Pre-Preparatory School

Reception Higher Level Teaching Assistant Job Share



## About our setting

At Pilgrims Pre-Preparatory School our ethos is simple. Little people start learning from birth, and we take every opportunity to nurture that inherent curiosity and creativity to provide the best possible educational start for each and every child in our care. From the superb design of our buildings to the inspiring way we teach, our attention is centered on letting children be children while helping them to flourish.

Pilgrims School provides a safe and happy environment full of rich and challenging opportunities. We motivate each child to discover their full potential whilst recognising and supporting individual needs. We aim to stimulate the children's curiosity, imagination and creativity encouraging them to be confident and independent thinkers.

As well as nurturing our children's interests and developing their ideas, we inspire them to open their minds to new opportunities and challenges.

## Reception



Children joining Reception attend full-time from the beginning of the Autumn Term. During the year, children continue to build upon the basic skills already established in our Pre School. At this stage, particular emphasis is placed on developing independence – each child is expected to take increasing responsibility for their own belongings, demonstrate care for themselves and for others and begin to understand that there are consequences to actions. The class teacher carefully plans exciting termly topics linked to sessions in literacy, numeracy and knowledge of the world to enhance the children's learning. The timetable in Reception also includes visits to the IT suite, library and Hall for gymnastics. Specialist teachers provide weekly sessions in French, swimming, games and music.

## Year 1



With foundations securely in place, the children in Year 1 are now ready to become more independent in their learning. Whilst still following a creative curriculum, subjects are more formally timetabled. Topic titles are used to teach key skills in contexts which are familiar and interesting to the children. On their travels to “the pond and beyond” the children will explore the plant life and creatures living in the environment. Back in the classroom, they will develop their literacy skills by writing a report about what they have found, whilst in science they will investigate and analyse the samples taken from the pond. Confidence and independence continues to be promoted and expectations remain high as the children head towards Year 2.

## Year 2



In Year 2 the children are guided and encouraged to further develop their academic and personal qualities. As role models to the younger children, additional responsibilities and challenges are introduced. By assisting with various roles around the school, the children are able to demonstrate a clear understanding of the school values. At some point during this school year, there is an expectation that all our children will attend a two night residential trip, focussing on team building and leadership skills. This trip is key in highlighting the children's hidden talents and interests which may not be easily identified within the classroom environment. Creativity and imagination continues to be developed through many concerts, plays and performances to the school and the wider community. By the end of Year 2 the children are well prepared both academically and socially for the excitement and challenges of their move to their next school.

## Our values

### Kindness

We treat everybody in a kind, compassionate, caring and supportive way so that everybody feels happy and safe.

### Curiosity

We celebrate and encourage curiosity and the desire to wonder and ponder, instilling in everyone a life-long love for learning and the skills to explore the world around us.

### Respect

We acknowledge the feelings, interests and beliefs of others within an environment that reflects understanding, honesty and integrity

## The role

**Permanent contract, Term time only**

**8.30am to 4.00pm, Two days a week (to be confirmed)**

This is an exciting opportunity for someone with passion and drive to join our Reception team, sharing in our vision for the future. The successful applicant will have experience of working alongside the teacher in Reception and have knowledge of its curriculum. It is essential to have NVQ Level 3 qualification (or equivalent). Our three small classes provide an outstanding level of care and education for our children and the successful applicant must be able to demonstrate the ability to inspire, support, motivate and engage the class to provide outstanding care and education.

## Benefits

Pilgrims has high expectations of its staff and therefore looks to reward them with the generous benefits, including a competitive salary, beneficial conditions of service, four dedicated training days and further opportunities for training and personal development.

A private health care scheme with cash back benefits, including alternative therapies and private hospital surgical treatment are available to support staff wellbeing. All staff enjoy free on-site parking, as well as free lunch and refreshments. We offer an Employee Assistance Scheme which includes support with legal issues, financial advice and wellbeing support and counselling. We offer 3 emergency days per year. All employees are covered under the generous life assurance scheme from the first day of employment.

## General Information

Pilgrims is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.

**To apply please visit our website at [www.pilgrims-school.info](http://www.pilgrims-school.info) or telephone Barbara Courtney, HR Co-ordinator, on 01234 369555.**

## Job Description

### Job Description

**Pilgrims Pre-Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Job Title:** HLTA  
**Location:** Pilgrims Pre-Preparatory School  
Brickhill Drive, Bedford MK41  
7QZ  
**Reporting Line:** Class Teacher/Year Group Leader

### Main duties and responsibilities:

Promote and safeguard the welfare of the children for whom you are responsible and with whom you come into contact with.

Be aware of and complying with policies and procedures relating to Safeguarding and child protection, health and safety, security and confidentiality. Report all concerns to an appropriate person

#### 1. Supporting Teaching and Learning

- a) Support and implement the agreed vision and objectives of the school.
- b) Support class teacher to implement activities in or out of the classroom.
- c) Supervise whole class during the short-term absence of a teacher as directed by the EYFS Co-ordinator, Headteacher or Deputy Headteacher.
- d) Support class teacher in providing a full range of stimulating activities for the children as part of their physical, intellectual, emotional and social development.
- e) Establish productive relationships with the children, setting high expectations for behaviour and learning.
- f) Encourage children to interact and work co-operatively with others engaging all children in activities.

- g) Promote independence and using strategies to recognise and reward achievement.
- h) Advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the teacher is not present.
- i) Guiding work of other adults supporting teaching and learning in the classroom.

## **2. Supporting the teacher by:**

- a) Working with the teacher to establish an appropriate learning environment.
- b) Being actively involved with the planning, evaluating and adapting of provisions according to individual needs.
- c) Monitoring and evaluating pupils' responses to learning activities through observations and recording of achievements against learning objectives. Providing feedback to children in relation to their progress and achievement.
- d) Promoting positive values, attitudes and good behaviour; dealing with incidents in accordance with established policies and encouraging children to take responsibility for their own behaviour.

## **3. Looking after the welfare of the children by:**

- a) Attending to their health, welfare and safety at all times, including when in external play areas, toileting and cleaning incontinent or sick children.
- b) Dressing minor wounds, dealing with their health requirements as necessary, subject to training and instruction provided.
- c) Prepare and assist in serving of snacks and drinks. Support appropriate behaviour and eating habits during lunchtimes.

## **4. Supporting the school by:**

- a) Being aware of and complying with policies and procedures relating to the child protection, health, safety and security, and confidentiality and reporting all concerns to an appropriate person.
- b) Assist in the upkeep of different areas within the main school.
- c) Attending consultations evenings, Open Days, etc as requested.

## **5. Other duties**

- a) Undertaking playground duties as required.

b) Accompanying teaching staff and children on visits, trips, and out of school activities as required and taking responsibility for a group under the supervision of the teacher.

c) Supervising Club teas required (3.30pm-4.00pm),

## **6. Training**

a) Undergo regular performance management cycles to identify areas of development and training needs.

b) Attend staff meeting and INSET training as requested.

c) Participating in training and other learning activities as required.

## Person Specification

<b>Person Specification</b> The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	<b>Essential</b>  These are qualities without which the applicant could not be appointed	<b>Desirable</b>  These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of assessment</b>
<b>Qualifications</b>	NVQ Level 3 (or equivalent)	HLTA Status. Other relevant qualification (e.g. Foundation Degree in Education) NVQ in Supporting Teaching and Learning First Aid qualification	Production of applicant's certificates
<b>Attainments and Experience</b>	Experience of working in Reception, planning and teaching individuals and small group sessions.	Previous EY/KS1 experience. Whole class teaching experience	Application form
<b>Skills</b>	Ability to maintain confidentiality  Deliver effective activities for pupils in the absence of the Teacher  Provide relevant and detailed feedback to the teacher on pupils' achievements and progress.  Develop their knowledge through the evaluation of their own learning needs		Interview  Task  Application form  Application form  Interview

	<p>Work well both independently and part of a team</p> <p>Able to adapt to change quickly</p> <p>Good standard of written English and numeracy. Proficient in I.T. skills</p> <p>Excellent relationship with children</p> <p>Effective behaviour management strategies</p> <p>Ability to be organised, well prepared and to work to a timetable.</p>		<p>Application form</p> <p>Task</p> <p>Interview</p> <p>Application form</p> <p>Application form / interview</p>
<p><b>Personal competencies and qualities</b></p>	<p>Excellent interpersonal and communication skills</p> <p>Ability to use initiative and work flexibly.</p> <p>Willingness to attend training</p>	<p>Range of outside interests</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p>