



**ST EDMUND'S
SCHOOL**
CANTERBURY

CANDIDATE PACK

**NURSERY & PRE-PREP
TEACHING ASSISTANT
NOVEMBER 2023**

www.stedmunds.org.uk



THE SCHOOL

OVERVIEW

We are a 2-18 independent co-educational day and boarding school with over 600 pupils. We foster a family atmosphere, values the individual and offers a wide range of opportunities to pupils, whatever their interests or strengths. In an historic setting overlooking the City of Canterbury, the school is proud to educate the Choristers of Canterbury Cathedral and of the diversity that day and boarding pupils bring. Both academic rigour and co-curricular involvement are encouraged. Pupils are respectful of each other and work together to create a cohesive, inclusive and happy community. The School is located on the top of St Thomas Hill, commanding impressive views over the City of Canterbury. The Pre-Prep, Junior and Senior Schools share the same site, while the Choristers live within the Precincts of Canterbury Cathedral.



OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking.

A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'.

Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to excel.

Every pupil here is known and understood.

The fact that we educate children from the age of 2 to 18 underpins the strong family atmosphere and sense of community that pervade the school.

St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future.

Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom.

Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking.

Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.

DETAILS ABOUT THE POST

TITLE	Nursery & Prep-Prep Teaching Assistant
TYPE OF POST	Maternity Cover - Full-Time (including Holiday Club)
SALARY	£22,265 FTE
START DATE	November 2023 -
END DATE	August 2024
BENEFITS	Employee Assistance Programme, Salary Sacrifice Schemes, Retail discounts, subsidised gym membership, free parking, free lunch during term time.

POST & DEPARTMENT

Introduction

St Edmund's Pre-Prep is a happy, creative and inspiring place to learn and work consists of 5 classes across the 2-7 year age range. Butterflies and Ladybirds are in our Woodland Nursery and we have Honey Bees, (Reception class) Crickets (Year 1) and Dragonflies. (Year2) We currently have 72 pupils. It is our hope and expectation that all Pre-Prep pupils progress through to the Junior School for Year 3.

We have a wonderful team of committed and caring teachers and teaching assistants who always put the children first, give time to parents and support each other. There is a family atmosphere in the Pre-Prep where children, parents and visitors feel very welcome. Being part of a wider school community affords extraordinary opportunities for the Pre-Prep in terms of resources as (in addition to our own secure facilities) we can use the astro pitch, sports hall, theatre and music department and outdoor learning sites. We also receive support from subject specialists from the Junior and Senior school who share their time and resources with us.

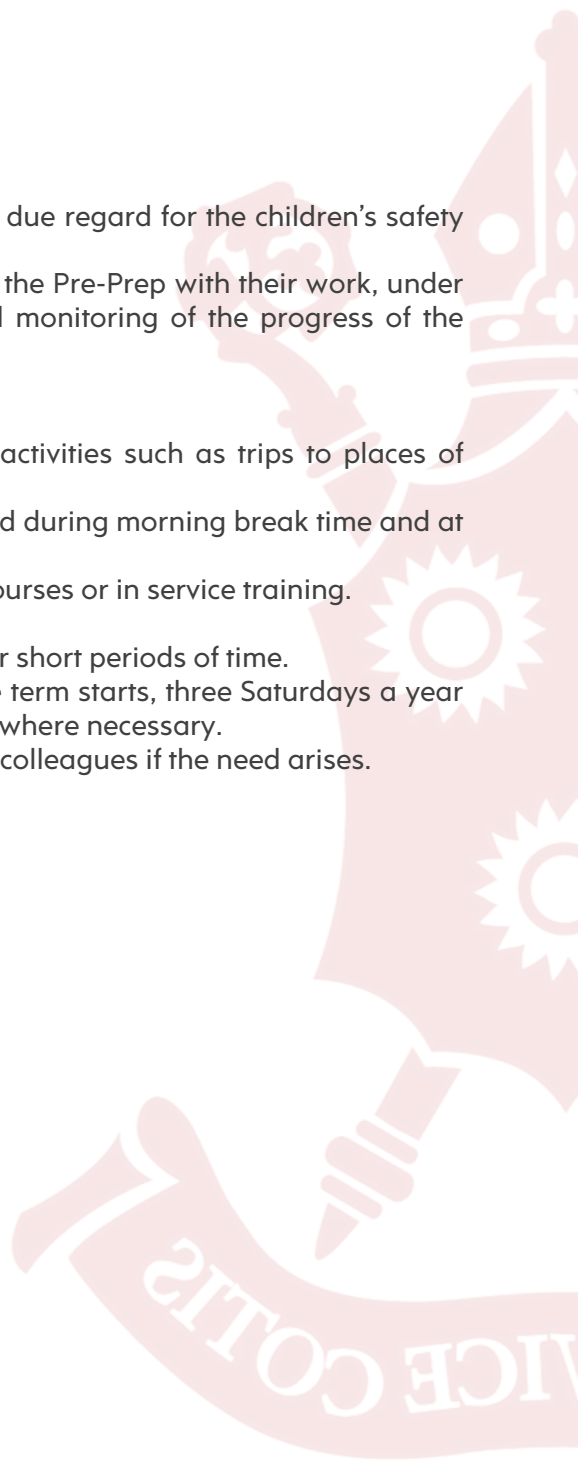
Responsible to the Nursery Manager in first instance and ultimately Head of Pre-Prep. The post holder will deliver a high standard of educational support and care for Pre-Prep children all year round.

JOB DESCRIPTION

KEY DUTIES:

Key responsibilities

- To apply professional standards of childcare at all times with due regard for the children's safety and needs, both physical and emotional.
- Helping individuals and groups of children from all classes in the Pre-Prep with their work, under instruction from the class teacher including observation and monitoring of the progress of the children.
- Assisting with the display of children's work.
- Taking part, where appropriate, in curriculum planning.
- Accompanying teachers on educational journeys or off-site activities such as trips to places of interest or swimming lessons.
- Supervising children in Early and Late Stay and the playground during morning break time and at lunch time on a rota basis.
- To attend first aid, safeguarding training and other relevant courses or in service training.
- Keep up to date with and follow school policies.
- Cover the class if the teacher is away or in a school meeting for short periods of time.
- Attending staff meetings where possible, training days before term starts, three Saturdays a year for open days or activity mornings and some school functions where necessary.
- To be an active member of the Pre-Prep team and to cover for colleagues if the need arises.
- Complete any other activities commensurate with this role.



PERSON SPECIFICATIONS

	ESSENTIAL	DESIRABLE
QUALIFICATION	<ul style="list-style-type: none">• Level 3 Childcare qualification• Paediatric First Aid Certificate	
SKILLS & EXPERIENCE	<ul style="list-style-type: none">• Experience of working with young children• Clear written and spoken English• Appropriate numeracy skills to teach young children• Ability to relate well to adults and children	<ul style="list-style-type: none">• Knowledge and understanding of relevant policies, codes of practice and legislation
PERSONAL QUALITIES	<ul style="list-style-type: none">• Committed to children• Recognises when to seek advice and support and is prepared to do so• Reflective, creative and innovative• Has professional integrity - displays a constructive and optimistic attitude that has a positive effect on others• Committed to all aspects of school – willing and able to be flexible• Is approachable and caring• A generosity of spirit towards the demands of a busy school• Professional in their relationships with children, staff and parents and has a good sense of humour!	

CONDITIONS OF SERVICE

BENEFITS

Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme. Parking is free for all staff on the school site and lunch is offered free of charge for all staff.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

Support of visa sponsorship is in place for international candidates.

SAFER RECRUITMENT

St Edmund's School Canterbury 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 (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do.

APPLICATIONS

Applications should be emailed to recruitment@stedmunds.org.uk no later than 09.00am, Monday 16th October 2023.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

ST EDMUND'S VALUES



We value....

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We value....

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We value....

EXCELLENCE

Commit to being the best we can be

We value....

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning and seek to foster creative, critical & lateral learning



We value....

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

