



# Teaching Assistant for Pre Prep (Maternity Cover)

NEEDED FOR JANUARY 2025

**INFORMATION FOR CANDIDATES**

**CLOSING DATE: Open**

**INTERVIEWS: TBC**



## About Glendower

Glendower Preparatory School, is an all-girls school, situated in superb surroundings in the heart of South Kensington, close to neighbouring Museums and historic landmarks.

As a charitable trust, Glendower is run independently and all profits are directed back into the school, making it a richly resourced educational environment and highly rewarding school to work in.

The school educates over 280 girls from Nursery to Year 6, with each year group running a two form entry.

## Record of Success

Academic results are excellent, due to the focus on highly specialist and individualised teaching and our girls go on to obtain places in the top academic day and boarding schools.

Places at Glendower Prep are gained following an entry assessment held each January; there are waiting lists operating in all age groups across the school as places are oversubscribed.

## The Glendower Approach

Founded in 1895, Glendower is a traditional, yet forward-thinking school with a strong community ethos. Glendower has a rich history

of success and is very proud of its reputation as one of the leading Prep schools in the country. Due to its incomparable location in the heart of South Kensington, Glendower has access to some of the best facilities in the UK, where Drama, PE and Extra-curricular clubs take place. These facilities enable every girl to flourish and unleash their talents in all aspects of school life

## Equal Opportunities

We are committed to treating all employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, transgender status, pregnancy, age, sexual orientation, religion or belief. We therefore welcome applications from all segments of the community.

Glendower seeks to appoint a visionary individual who will bring a creative element to the role and will embrace the forward thinking and innovative environment that we are creating.

If you believe you have what it takes to further develop your career in a leading Prep School in the heart of West London, we would be excited to hear from you



## What we offer

- Competitive salary
- Generous Pension Scheme
- CPD and career progression opportunities
- Healthy school lunch provided
- Supportive Glendower Community, including colleagues, SLT, governors and parents
- An appointed Staff Liaison
- Golden Ticket Day – an additional day off during term time
- Lively school socials
- Provision of a 1:1 Mindset Coach available to all staff
- Small class sizes

## The Vacancy

We are seeking an inspirational, dynamic, committed, and caring Pre Prep Teaching Assistant to join our thriving school. We require the candidate to start with us in January 2025. This is a full-time maternity cover position for one year.

Regretfully, due to the school supporting other members of staff through PGCE and ECT years, this role is not suitable for anyone looking to complete ECT or PGCEs.

## Key Responsibilities

The Teaching Assistant will be responsible for supporting the class teachers and specialist teachers as they deliver the curriculum to our pupils. As our pupils are assessed on entry, the work is delivered at an accelerated pace and to a high level, but still within a warm and nurturing environment. The successful applicants will be enthusiastic and capable practitioners with excellent skills and the ability to support the girls further in their learning. S/He will foster positive relationships with the whole school community and be able to work cooperatively with the class teachers and specialist teachers.

- To support deliver the teaching of a Year One or Year Two class.
- To maintain and manage a caring, supportive, purposeful, and stimulating environment which is conducive to children's learning.
- To promote learning and celebrate children's achievements through

bright, varied and up to date class displays.

- To assist the class teacher in planning, preparing and occasionally delivering high quality, differentiated lessons across the curriculum.
- Prepare classroom materials, equipment, and any necessary resources to support a stimulating learning environment.
- To enable pupils to develop and maintain positive attitudes towards learning.
- To assist the class teacher in monitoring the progress of individual
- To support pupils of all abilities, including those with SEND and EAL in the classroom and on an individual or small group basis, helping to reinforce learning concepts presented by teachers.
- To promote high standards of behaviour and discipline among the pupils, safeguarding their health and safety.
- To support and provide a cover in other year groups when necessary.
- To attend and participate in staff



meetings, planning meetings, INSET days and to share in a range of supervisory duties throughout the day and during extra-curricular activities when required.

- To ensure that school policies are reflected in daily practice, including safeguarding and child protection guidelines.
- To promote strong relationships with parents and carers, communicating with them about all aspects of their daughter's education – academic, social and emotional where applicable.
- Participate in professional development sessions to enhance teaching practices and contribute to the school community.
- Assist with the organisation and implementation of school events and activities.

## Person Specification

### Essential Qualifications and Experience

- Level 3 qualification in Childcare and Education or equivalent
- Experience working with children in a formal educational setting,

preferably within the specified age group (Year 1 or Year 2)

- A good level of spoken and written English
- IT Literate (Microsoft Office and Apple)

### Desirable Qualifications

- A good honours degree
- A relevant childcare degree

### Knowledge

- Strong understanding of the National Curriculum and the specific needs of students in Pre Prep (KS1)
- Excellent communication skills, both written and verbal, and the ability to establish a rapport with pupils, staff, and parents
- Excellent standard of literacy and numeracy skills
- Proficient with the use of ICT in the classroom
- Excellent knowledge of safeguarding

procedures

### Skills and Abilities

- Well prepared and punctual
- Calm under pressure
- Committed to raising standards and monitoring pupil progress
- Caring, supportive and willing to adapt to suit the educational and pastoral needs of the pupils
- Able to work in a fast-paced

environment and often with minimum supervision

- Ability to work under the direction of the class teacher and as part of a team
- A proactive and flexible approach to tasks, demonstrating creativity and initiative in the classroom

### Work Related Personal Qualities

- Act as a good role model to staff and pupils
- Have outstanding professional and



personal qualities

- Be a team player
- Have a good sense of humour
- Commitment to ongoing professional development and a willingness to engage in further training as required.
- Enhanced DBS check (or the ability to obtain one prior to the start date)

## Equal Opportunities and Commitment

Commitment to equality of opportunities for all, regardless of gender, disability, religion, and ethnic origin. Candidates should demonstrate a commitment to, and awareness of,

- safeguarding and child protection
- promoting the school's vision, values and ethos
- high quality, stimulating learning environment
- relating positively to, and showing respect for, all members of the school and wider community
- ongoing relevant professional self-development

## Our Ethos

Since 1895, Glendower has been laying the foundations for its pupils' futures. Children have one opportunity for an education which will form the basis of their lives and, at the same time, one childhood; Glendower aims to keep a happy balance between the two.

During their time with us, we instil the 'Six R's' in every student, resulting in confident, happy, engaging, mature, considerate and thoughtful young adults who are outward looking global citizens.

### Responsibility

Students are responsible for their words and actions, and any consequences these may have.

### Resilience

Students learn from their mistakes and persevere when they find tasks difficult

### Relationships

Students are flexible and prepared to work and play with others. They can recognise when others are upset and make them feel better.

### Readiness

Students take ownership of their learning, from belongings and homework, to listening and responding to instructions.

### Reflection

Students respond to teacher's comments to help learn and improve, whilst providing thoughtful feedback to others.

### Resourcefulness

Students can use their imagination and think creatively.

## Our Aims

To encourage socially-aware, inclusive and responsible citizens.

To inspire our girls to be autonomous and resourceful learners

To promote reflective learning and intellectual curiosity

To develop courage, perseverance, and resilience.

To foster positive and kind relationships

To prioritise an ethos of responsibility for learning and actions.

To offer a broad and intellectually stimulating curriculum including sport, art, music, drama, and STEM

To spark freedom of choice and thought so that our girls go on to become gamechangers





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## The Application Process

Please complete a Glendower Application Form and return it alongside a covering letter addressed to the Headmistress.

Applications should be emailed to [pennickl@glendowerprep.org](mailto:pennickl@glendowerprep.org) and will be considered immediately upon arrival.

Successful candidates will be contacted and interview dates will be shared in due course with those invited to attend, but will take place on a rolling basis.

If you would like to discuss the role in more detail, or have any specific questions, please email the above email address.

Glendower Preparatory School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and DBS vetting. Glendower is an equal opportunities employer.



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