

# Qualified Teaching Assistant

## Job description and person specification

Required from January 2022 or earlier

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### Summary

We have some full and part-time vacancies from January 2022 (or earlier as one position is available immediately) for caring, enthusiastic and happy Qualified Teaching Assistants, preferably with at least NVQ2, to be deployed in our Early Years department or possibly in Key Stage 1.

The positions offer exciting opportunities for qualified practitioners who are passionate about working at the cutting edge of Early Childhood Education and Development in a highly friendly and supportive team environment in which everyone strives for excellence.

### School background

Herne Hill School is a well-established independent Pre-Preparatory and Pre-School in South London. It is the largest stand-alone independent school in the country focusing exclusively for two-year-olds through to Year 2. Its provision aspires to be at the cutting edge of Early Childhood Education and Development.

Since its foundation, it has had only one purpose: providing young children with the best possible start for a successful and balanced academic life. There are about 300 pupils on roll, split into the Kindergarten at our new, dedicated and state-of-the art site at 99 Herne Hill, which then feeds into Pre-Reception, Reception, Year 1 and ultimately Year 2 classes at our main site at 127 Herne Hill.

There are approximately 65 staff members (about 25 teachers and peripatetic instructors, 35 teaching assistants and five support staff), who are overseen by the Headteacher, Ngaire Telford, and the Director/Proprietor, Dominik Magyar, as well as, for staff at the Kindergarten at 99 Herne Hill, by the Head of Kindergarten, Natalie Sweilam. Everyone works towards fulfilling our common purpose:

“At Herne Hill School, we prepare young children for life ...  
by providing the finest individual education ...  
... based on a bedrock of love and care.”

The school's ethos of *Love · Care · Excellence* encapsulates our commitment to excellence and our belief that love and care are prerequisites for a top-quality education. The school's atmosphere lives this philosophy. It is a caring, friendly, fun, supportive and well-resourced environment conducive to optimal learning and development.

Our website and the recent ISI inspection report, which can also be found there, provide a good overview of our values, approach to teaching and learning and *modus operandi*.

Please note that our website is currently somewhat out-of-date, due for re-launch at the end of November 2021. Candidates who would like to see more up-to-date and detailed information on the school's provision and daily life can email our Registrar Tilly Martin at enquiries@hernehillschool.co.uk to request access to the password protected Prospective Parent Area on our website.

## **Job description**

We have several full or part-time positions with a one year probationary period for caring, enthusiastic and happy qualified teaching assistants who will be deployed in our Early Years classes or possibly in Key Stage 1.

The main duties and responsibilities include:

- Supporting the teacher(s) by:
  - Helping with the preparation and maintenance of an effective and safe learning environment
  - Contributing to the preparation of learning activities, supporting their delivery and monitoring their success and pupils' response, feeding back information as appropriate
  - Contributing to the maintenance of pupil and classroom records and the teacher's effective communication with parents
  
- Supporting children and their learning by:
  - Establishing fair, respectful, trusting, supportive and constructive relationships with children
  - Having high academic and behavioural expectations of all children and a commitment to help them achieve their full potential, giving them constructive feedback as appropriate
  - Motivating and encouraging pupils to develop their own ideas and creativity and promoting their creativity
  - Promoting pupils' self-esteem, independence, positive values, behaviours and attitudes
  - Monitoring and assessing the progress of children and taking appropriate action

Additional duties and responsibilities we expect all of our employees to meet include:

- Understanding and living out the HHS ethos of "love, care and an excellent education" and its implications for day-to-day interactions with children and adults
- Getting along well with others on the team and demonstrating strong commitment to team culture, always placing overall team success above self
- Taking an active role in developing your own professional skills and expertise and helping the development of others
- Participating in appraisal reviews of yourself and others
- Participating in meetings and school events
- Contributing to the development, image and well-being of the whole school

## **Person specification**

While we can imagine a range of applicant profiles, our ideal candidates will:

- Hold a Level 2 or Level 3 Early Years qualification or at least be willing to work towards such a qualification
- Have some knowledge of the EYFS and preferably some hands-on experience in working within this age range, including as a key person
- Share our commitment to excellence, high standards and expectations as well as our belief that love and care are prerequisites for a top quality education
- Love young children and be able to find ways to engage their imagination and enthusiasm for learning
- Have drive, energy and enthusiasm
- Be flexible, adaptive, innovative and creative
- Command a strong presence and have a happy personality with a good sense of humour
- Be a constructive team player who will successfully work with fellow staff members
- Have excellent interpersonal skills with adults and children
- Be organised and efficient

Herne Hill School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Any offer of employment is conditional upon the school receiving an Enhanced Disclosure from the DBS which the school considers to be satisfactory.

## **How to apply**

Please download the application form from our website or other recruiting websites and open it using Adobe to avoid potential file saving issues. Once completed, email it to [enquiries@hernehillschool.co.uk](mailto:enquiries@hernehillschool.co.uk).

The closing date is end of day Sunday 28 November 2021 but early applications are highly encouraged and will be processed immediately.

**We are looking forward to hearing from you!**