



1:1 Teaching Assistant **£20,151.45 per annum actual**

Clifton College Pre-Preparatory School is seeking to appoint a 1:1 Teaching Assistant for September 2023, on a full-time, fixed term basis (to 10 February 2024).

The ideal candidate will need to be passionate about working with young children and have an in-depth knowledge of supporting EYFS children with SEN. We are looking for an enthusiastic, kind and considerate individual who demonstrates the characteristics that are required when offering 1:1 support. In supporting a child's learning, both inside and outside of the classroom, the role will be varied, enjoyable and demand flexibility.

The successful candidate will work on a 1:1 basis with three children across the Reception classes, providing support with transitions, emotional regulation and receptive and expressive language, as well as supporting with attending to group and class work. The role will be actively contributing to the children's learning within their classes, while also joining them in the pool, at the Forest, and supporting them across the Pre-Prep site.

About Us

Clifton College is a leading independent day and boarding school educating over 1,200 pupils aged 3 months to 18. Founded in 1862, the College provides an all-round education, a rich heritage with modern state-of-the-art facilities. Located in the beautiful suburb of Clifton, we lead the way as one of the best independent schools in the country.

What you'll be doing (objectives)

- Assist with a child in class under the direction of the teacher, working primarily in a one-to-one capacity to support with designated tasks in both class lessons and play, and outside of the classroom i.e. in the pool and at forest school.
- Under the direction of the class teacher support learning activities and work with the individual, assisting in the implementation, and monitoring of progress, of individual education programmes.
- Assist with monitoring of progress, pupil observations, and if needed, to liaise with parents under the direction of the class teacher.
- Support teachers in photocopying and other tasks in preparation and support of teaching.
- Assist with preparation of the learning environment and with general duties in classrooms, e.g. preparing equipment, clearing away apparatus, displaying work, as necessary.



- Undertake general duties around the school site, e.g. tidying bookshelves, musical instruments etc. as necessary.
- Be proactive in matters relating to health and safety, monitoring and dealing with such things as trip hazards by ensuring equipment is tidied away, and that storage and the learning environments are used appropriately.
- Subject to appropriate training and certification, administer basic first aid to pupils wherever required during the working day, dealing with any basic accidents, reporting incidents and liaising with school Health Centre staff when needed.
- React and deal appropriately, in a way that is consistent with the teacher's directions, to the emotional or social behaviours of pupils.
- Attend relevant in-service training and occasional staff meetings.
- At all times set a good example to students in terms of dress, punctuality, attendance and calm, polite behaviours.
- Any other reasonable duties as required by the Head Teacher.

Other Responsibilities

- To proactively support the child in environments outside of the classroom. This would mean going in the pool with the children and supporting when at forest school.
- As well as leading some small group activities, Teaching Assistants may potentially lead lessons under the supervision of a qualified teacher.
- Share responsibility with all staff in keeping the staff common room and staff kitchen areas clean and tidy.
- Be responsible for own professional development requirements and to keep up-to-date with best practice
- To attend regular safeguarding training and understand safeguarding responsibilities in line with the current updated statutory guidance set out in Keeping Children Safe in Education (KCSIE).

Required Qualifications & experience

- **Essential** - A strong basic secondary education (equivalent to at least 5 GCSEs including Maths and English at grade C or above).
- **Desirable** - No formal teaching assistant qualification is required but a relevant qualification will be an advantage. (Relevant qualification being NVQ Level 2 or 3 for teaching assistants, or Higher-Level Teaching Assistant (HLTA) status, or qualified teaching status). Understanding/experience of working with children with additional needs.



Required Skills, Knowledge and Experience

- Skills, supported by demonstrable experience, in supervision and care of children.
- Proven basic administrative skills.
- Strong IT literacy.
- Prior experience or induction training in a similar role, particularly covering Child Protection and Health and Safety training.
- Specialist knowledge in a relevant subject specialism (curriculum topic, extra-curricular activity or special educational needs) that can be passed on to students to enhance their learning experience.
- Calm, professional behaviour at all times, including patience and appropriate reactions to negative behaviour by a child.

How we Recruit and our commitment to Safeguarding

Clifton College is committed to Safeguarding and Keeping Children Safe in Education (KCSIE). That's why we apply stringent selection principles to our recruitment. If you're invited to interview, you'll be asked to complete an application form (but it's OK if you want to send us your CV too). Although not all the roles at Clifton College are pupil-facing, we treat all roles as regulated activity. This means we can be safe in the knowledge that we have applied the most stringent recruitment checks to safeguard our pupils.

If you join us, we'll expect you to maintain an up-to-date knowledge of Safeguarding legislation, and our safeguarding policies and procedures. We'll also ask you to maintain an up-to-date knowledge of Equality and Diversity legislation and associated policies, as well as Health & Safety legislation. But don't worry because we'll provide training to do this!

What's in it for you

£x salary • 26 days annual leave plus bank holidays • Free Holiday Club • Free lunch • Onsite gym membership with swimming pool • Pension scheme & Life Assurance • Cycle to work scheme • Confidential counselling • Employee Assistance • Opportunities for career development Pop Up Bicycle Servicing • Wellbeing Week



How to apply

To apply, please submit a CV, or complete the application form found on this page and return it to myfuture@cliftoncollege.com by midday on 29th August 2023. Early applications are encouraged, and the College reserves the right to interview and possibly appoint candidates before the closing date.

Clifton College are committed to safeguarding and promoting the welfare of children and young people, all staff and volunteers are required to share this commitment. Due to the nature of the role, you will need to complete an enhanced criminal record disclosure (DBS check) and undergo our pre-employment screening. As a regulated sector we are required to ask for references prior to interview. By applying for this role you are consenting for us to contact your referees. This role is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be asked to disclose all previous convictions not exempt under amendments to the Exceptions Order 1975,2013 and 2020.

Equal Opportunities & Safeguarding

Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability. We particularly encourage applications from under-represented groups. Clifton College is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

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