



Elstree School

Woolhampton, Reading, Berkshire.
RG7 5TD

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Candidate brief for the position of
Teaching Support
To Commence September 2022



Elstree School



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Elstree School

Welcome

Thank you for your interest in working at Elstree. We hope the following information is useful for you:

Set in 150 acres of stunning parkland in rural West Berkshire, only one hour by car from West London, Elstree welcomes boys and girls aged 3-13 years. It is a happy, secure and purposeful environment – an idyllic place for children to be nurtured and inspired.

At Elstree we are academically ambitious and provide a first class all-round education. Our pupils go on to the top senior schools and we are immensely proud of the strong Common Entrance and Scholarship record. The emphasis is on building confidence, developing talent and maximising potential.

Christian values underpin everything we do. Pupils are encouraged to respect one another and to gain a strong sense of personal worth. We pride ourselves on their openness and positive spirit, their good manners and, above all, their ability to contribute fully to the school and make lifelong friends.

It is so easy to complicate education. Whilst it is vital to embrace the challenges of the 21st Century, at Elstree we understand the importance of giving children a proper childhood. Creativity, teamwork and tolerance go hand in hand with a hunger and curiosity to learn and a strong will to succeed.

Whilst Elstree's facilities and approach have modernised hugely in recent years, the aim is still to embed the important values of hard work, kindness to others and making the most of opportunities. Academic achievement coupled with the chance to be involved in sport, music, art and drama, ensure that Elstree remains a preparatory school in the broadest sense of the word.

I would be delighted to welcome you to Elstree to give you the opportunity to see it for yourself.

I look forward to meeting you.

Sid Inglis
Headmaster

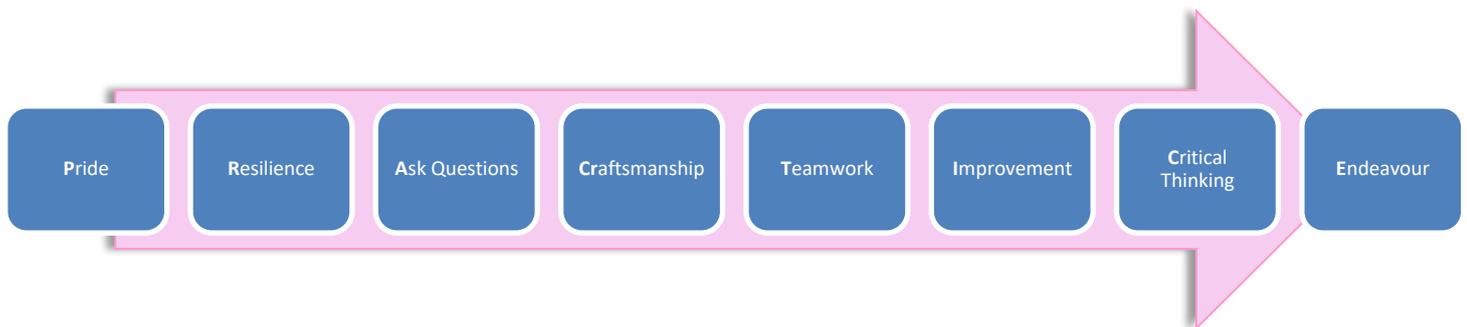




Elstree School

The School

At Elstree, we aim to find, nurture and develop talent and prepare children for senior school education and life beyond. We support them in their academic journey towards being self-regulated, independent learners. This is reinforced in our Elstree Learner profile: “Working together to create happy, self-regulated learners with life worthy learning skills”



Every child is encouraged to have a go at a very broad range of activities and all of their achievements are celebrated, whatever the field. Thus, they grow up within a happy and productive environment where their teachers aim to ensure that each pupil is given the opportunity to shine in an area of school life which builds confidence and high self-esteem.

Year 3 forms the main point of entry for the new intake of pupils from other schools to join boys and girls from our Pre-Prep Department. Years 3 and 4 are based in the Cooper Classrooms with their changing rooms nearby. They have a Class Teacher who teaches their English, Maths, Science, Geography, History and RS Lessons. The pupils start to become more independent in their movement around the school by going to PE, DT, Art, Music, French and ICT which are taught by specialist teachers.

In Year 4 Elstree children become involved in drama (LAMDA) and music and develop all-round strengths. We also offer a myriad of sporting opportunities, shooting, den building, raft building, musical groups such as choirs and orchestras, as well as art and design technology, fencing, horse riding, drama productions and dance. Year 4 also brings the introduction of Saturday School which gives us the opportunity to give more variety and breadth to both the academic and extracurricular programmes and the possibility of flexi-boarding for 1 or 2 nights a week.

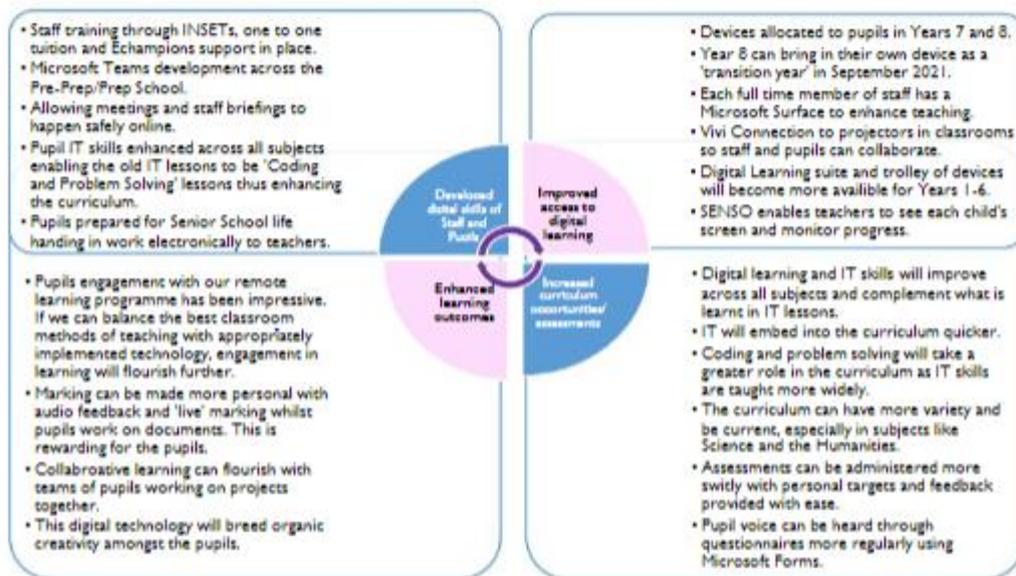
In Years 5 and 6, pupils move to a “Tutor” system and are taught by individual subject specialists for all of their subjects and begin to work independently in supervised prep time which is structured within the school day. Their Tutor supports and helps pupils to adjust to organising themselves – being in the right place at the right time, with the right things, having completed any work set.

Years 7 and 8 begin to have a greater focus on the examinations ahead of them and their target school. Tutors consider how best to guide individuals towards their own goals and how to encourage them to get the best out of themselves. Our strong record of Common Entrance results and Scholarship Awards bears testimony to the success of our approach and our Year 8s leave us as confident young people, without arrogance but with enthusiasm and a readiness to tackle all that lies ahead.

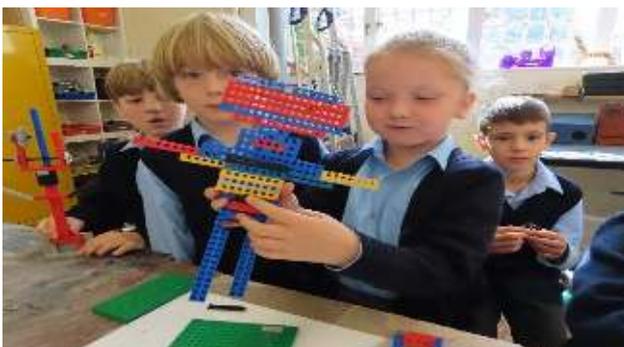


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All of our Year 7 and 8 pupils have a Microsoft Surface electronic device in class. We believe that this empowers our learners to help them accelerate their academic progress and meet more learning outcomes. At Elstree we believe in an inquiry approach to learning and this balance of technology with tried and tested traditional teaching methods will prepare our pupils in a well-balanced manner for their future lives. A focus on how technology can enhance learning outcomes in each lesson will be at the forefront of our minds. Our IT suite, laptops and trolley of devices is available for the younger years to enable a more digital learning delivery further across the school.



(Andrew Pilkington –Digital Learning and Teaching Overview January 2021)





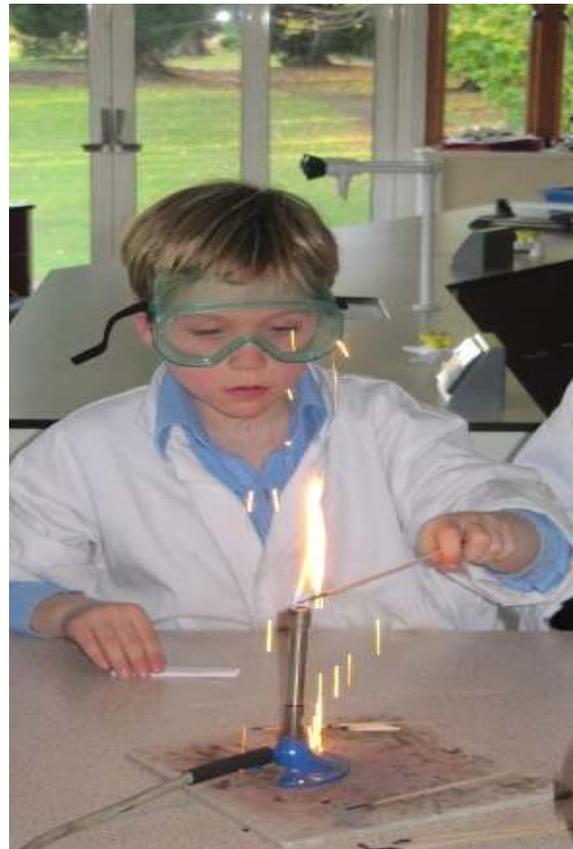
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Teaching Support from September 2022 – August 2023

The Role

This is an exciting opportunity for a talented, well-qualified and inspiring colleague to join the Common Room at Elstree on a fixed term contract for one academic year. The current teaching syllabus leads towards Common Entrance papers and scholarships in many subjects and Elstree is proud of its academic reputation and family values. Our Teaching Support placements provide a platform for various career progression paths. At the end of the academic year, you will have achieved positive results both personally and professionally and you will have developed cross-curricular skills and experience of considerable value – particularly if you decide to continue your career in teaching.

You must be willing to immerse themselves in all aspects of school life. The ability and willingness to become involved in the sporting, extra-curricular and pastoral life of this busy co-educational boarding school will be expected.





Elstree School

Responsibilities

As Teaching Support

Specific tasks and duties:

- Preparing the classroom and resources ready for lessons
- Listening to children read, reading to them and telling them stories
- Assisting children who need extra support or extensions to complete tasks
- Supporting the class and specialist teachers to plan learning activities and next steps
- Observing children and collecting evidence within the school to complete records
- Supporting teachers in managing class behaviour
- Escorting the class, taking them to and from specialist lessons
- Supervising group activities
- Completing First Aid duties
- Clearing away materials and equipment after lessons
- Taking an active part in school outings and sports events
- Undergoing training as and when required
- Accurately completing administrative tasks
- Assisting with the early morning, break time and after school activities, on a rotational basis
- Sitting with a group of children at lunch, encouraging a healthy diet and good table manners
- Ensuring all working practices meet the ISI standards and requirements

Wider expectations:

- To attend staff briefings, INSET and staff meetings
- To take an active role in your own professional development, attending courses as required and sharing information with colleagues as appropriate to encourage development of other members of staff
- To contribute positively with the team
- To support other children and teachers, other than the class you are directly associated with, when appropriate
- Assist in the implementation of the aims of the School, which are based upon developing each pupil's natural ability to the full, and to support the Christian ethos of the School
- Play as full a part as possible in the life of a busy boarding school, such as undertaking a contribution to the extra-curricular life of the school (as reasonably required by the Headmaster) and a fair share of the supervisory duties in the school as appropriate
- Participating in administrative and organisational tasks related to such duties as are above, including the management or supervision of persons providing support or the in the school and the ordering and allocation of equipment and material

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by their line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.



Elstree School

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Child Protection and Safeguarding

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Elstree's Child Protection and Safeguarding Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.



Elstree School

The Person



Desirable skills, aptitudes, knowledge and experience

Qualifications	Essential	Desirable
Good basic education to GCSE level in literacy and numeracy, or the equivalent	*	
NVQ Level 3 qualification or equivalent		*
Paediatric First Aid qualification		*
Professional Experience	Essential	Desirable
Passionate about working with children	*	
Enjoys the company of children	*	
Experience of Independent Preparatory education		*
Personal Competencies and Skills	*	
Committed to promoting and safeguarding the welfare of children	*	
Support the school's pastoral system, within the year group, class and with individual pupils.	*	
Have a warm and encouraging personality	*	
Excellent verbal communication skills	*	
Professional appearance and manner	*	
Ability to inspire pupils	*	
Patience	*	
Sense of humour	*	
Team player	*	
Ability to maintain confidentiality	*	
Awareness of health and safety requirements	*	
An ability to communicate effectively with pupils, parents and staff	*	
Physically, emotionally, resilient and grounded	*	
Demonstrate good organisation skills	*	
Good ICT skills	*	



Elstree School

Remuneration

The successful candidate will receive an attractive salary package according to experience and expertise.

How to Apply

If you are interested in applying for this post, please download an application pack from our website ([Recruitment - Elstree School](#)) We would like to see your curriculum vitae but this will not be accepted in place of your completed application form. Your application may be submitted by email to apply@elstreeschool.org.uk or by post to the following address:-

Rachel Pither
Head of HR
Elstree School
Woolhampton
Reading
RG7 5TD

You are encouraged to include a short hand-written letter, addressed to the Headmaster, to develop and expand upon your suitability for the post. Short-listed candidates will be asked to attend an interview at the School. If you have any questions please do not hesitate to contact us.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.