



Windlesham
House School

- Est. 1837 -



Candidate information for

Pre-prep teaching assistant

September 2024

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A message from Ben



We are proud of our rich heritage and tradition (as the oldest prep school in the country) whilst embracing innovation and change to ensure that we are preparing our pupils to be successful, high achieving and accomplished young people.

Our magnificent country setting within the South Downs national park and state of the art facilities enable us to provide an exciting and innovative curriculum in a safe, nurturing and inspiring environment. The opportunities are varied and inclusive allowing children to be involved, to follow their interests, take risks and build lifelong passions. Our community is built on the values of respect, creativity and courage with all children feeling secure, happy and able to flourish.

Academic rigour and challenge are important; we want all pupils to achieve their potential within a supportive environment where learning is creative, engaging and accessible. Our unique ACE Habits for Learning – Active learner, Critical thinker and Explorer are embedded in all aspects of teaching and learning allowing children to develop essential skills and become independent learners.

One thing I always notice about the school is the tangible sense of excitement, purpose and energy everywhere I go. All academic subjects, creative arts, sports and co-curricular are taught in well-equipped specialist areas by teachers with passion for their subjects as well as love for their topics. Children are inspired and motivated every day within a caring community. It is a joy to hear children excitedly talking to their parents about what they are learning, how their match went or what they did at breaktime.

I am aware that job descriptions and person specifications can appear rather daunting when one reads the full list of requirements and responsibilities. Please be reassured! We are looking for candidates who are keen to become part of the Windlesham House community, who can bring great personality, experience, innovation and commitment to the role and who have clear enthusiasm for education. Attitude and approach are just as important as qualifications and experience. If you have any questions, please do not hesitate to ask but in the meantime, thank you again for your interest in the position.

Good luck!

A handwritten signature in black ink, appearing to read 'Ben Evans'.

Ben Evans
Headmaster



The role

We are looking to appoint an outstanding and dynamic teaching assistant for our successful pre-prep department. The successful candidate would need to be a good team player and have excellent interpersonal skills with both colleagues and parents.

It is desirable that candidates have knowledge and experience of how children develop through the Early Years Foundation Stage and into Key Stage 1.

Our school mission is to provide a stimulating, nurturing and safe environment where pupils are happy and develop into confident, independent learners who embrace a challenge, gain a lifelong love of learning, are prepared to take risks and have kind and generous hearts.

Windlesham House teachers provide educational excellence through the provision of effective and inspiring teaching, encourage enthusiasm for learning and enable each pupil to achieve their potential. They will encourage pupils to be self confident, self motivated and self disciplined within a safe, nurturing and caring community ensuring they progress to their chosen senior schools as successful individuals.

If you feel you are the right person for this role and can contribute to our values and aims as well as being part of a vibrant community, we would love to hear from you.

**A distinctive school where tradition meets innovation,
providing opportunities for children to be
creative, courageous and successful.**





Experience and responsibilities

- The person appointed will be energetic, flexible and enthusiastic and committed to good practice
- He/ she will have the insight and initiative to work both independently and under supervision of the class teacher
- He/she will help to provide a supportive, friendly, safe and stimulating learning environment which will nurture the potential of all children, both indoors and outside
- We will be looking for a suitable qualification alongside a warm and caring personality

Key responsibilities

Care of pupils

- To support pupils to engage in learning and stay on task during the lesson or activity both on the carpet area, table area and outdoor areas
- Support the emotional and social development of pupils, reporting any issues as necessary

Curriculum

- To support learning activities, following direction by the class teacher to work with individual pupils and or groups.
- Contribute to the observation and assessment process.
- Keep up to date with current legislation and developments in all curriculum areas across Pre-Prep age groups, adapting practice where necessary.
- Be aware of the requirements and recommendations of Ofsted and the Independent Schools' Inspectorate.
- Help to supervise the children and support the teacher in specialist lessons such as music, drama, gymnastics, dance, and swimming and be willing to participate in the lessons.

Classroom organisation

- Support the class teacher in preparation of the learning environment and ensure there are well organised resources for children to access.
- To support pupils across a range of abilities and where necessary following targets set by IEPS
- To undertake duties as directed by the class teacher such as preparing resources for a lesson
- Anticipate the organisational needs of the class and act upon them

Administration

- Carry out administrative duties and prepare classroom resources as deemed appropriate
- Contribute to the development and review of policies and ensure they are upheld in practice

Communication

- Contribute to welcoming new families to the school, being professional at all times
- Ensure a confidential and professional approach to the children, parents and staff of the school at all times

Professional development

- Professional development is considered important and teaching assistants are encouraged to attend relevant courses and in-service training.

Information technology

- Gain knowledge of and proficiency in the ICT programs used by pre-prep
- Support the integration of technology in the curriculum





General

- Provide support outside of your normal classes and across the school, such as covering other TA absences, going on school trips and duties
- Support extra-curricular activities and wrap around care
- Participate in staff appraisals and be committed to ongoing personal development and training
- Attend whole school and pre-prep staff meetings, in-service training days and courses as appropriate
- Share supervision and duties on a pro-rata basis and acknowledge that all staff have a responsibility for the care, education and well-being of all children in the school
- Play a part in the wider life of the school attending family and charity events
- Contribute to the marketing of Windlesham House Pre-Prep particularly with open days which may be held on Saturdays
- To do duties at break times and lunch times
- Undertake other specific duties appropriate to the post which may from time to time be reasonably assigned by the Headmaster, Head of Pre-Prep or the class teachers

Standards and quality assurance

- Supporting the Windlesham Way
- Support the aims and ethos of the school
- Set an example of professional conduct and personal commitment to the education and welfare of the children in the school which can be followed by colleagues and appreciated by parents
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in presentations for parents and pupil performances/productions
- Uphold the school's code of conduct and dress code
- Attend team and staff meetings, parents' evenings, speech day, sports day, inset sessions and similar important functions both in and out of normal school hours and participate in open days for current and prospective parents and pupils

This job description may be altered to meet changing needs and will be reviewed with the post holder and is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time.

The working day

- The working day is from 8.00am – 5.30pm
- There is an expectation that teaching assistants support in our wrap around till 6.15pm once a week
- Staff eat with the children during lunchtime
- Break duties and lunch duties will be shared equally among the teachers and the teaching assistants over the course of the week

What we offer

- The teaching assistant appointed will be paid according to the Windlesham House School pay scales
- Access to the pension scheme with Scottish Widows
- Life assurance cover which provides death in service cover
- Free school lunch and refreshments during term time whilst the kitchen is operating
- Parking on site although all vehicles are parked at the driver's risk
- Access to an employee assistance programme
- School fee discount for staff whose children are Windlesham House pupils subject to the school's normal admissions procedures

Terms and conditions

All appointments are subject to an enhanced check with the Disclosure and Barring Service and at least two references from past employers including any school employment during your career.

- All staff comply with the school's Child Protection and Safeguarding Policy
- All staff set an example to pupils and dress appropriately at all times
- The school operates a no smoking and no vaping policy
- The school takes its obligations under the Health & Safety at Work Act very seriously and the post holder requires all staff to comply with all aspects of the school's Health & Safety Policy, particularly in relation to safe working practices
- All staff keep up to date with the school's current policies which are posted on the staff shared drives



How to apply

Completed applications should be emailed to hr@windlesham.com at latest by the closing date of 12 noon on Tuesday 30 April. Interview dates to be confirmed. To apply, please complete the application form which is available on our website.

Important instructions for applicants

- Your application should include a covering letter summarising your suitability for the role with close reference to the role you are applying for.
- The application form should be used to detail all relevant qualifications and provide a full, dated career history with explanations of any gaps in employment.
- If you have spent three months or more living or working outside the UK, you should tell us the country/ies and the dates of your stay
- Space is provided in the application form to include a supporting statement. You should use this statement to set out clearly why you consider you are suitable and how you meet the criteria listed in the person specification for the post
- The application form asks you to declare all criminal offences, including those that are spent, and any relationship you have to other employees at Windlesham House.

Note that any misrepresentation of or failure to declare information that is material to the appointment may invalidate an application, or lead to summary dismissal if the applicant has started in post.





Recruitment and selection

Windlesham House is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. All applicants undergo child protection screening. This post is exempt from the Rehabilitation of Offenders Act 1974. The school carries out pre-employment checks, seeks references and conducts an Enhanced DBS check and other relevant checks with statutory bodies on the successful candidate.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders as part of our Recruitment, Selection and Disclosures Policy. If you are shortlisted, you will declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers who cannot take these offences into account. Guidance will be provided when you are invited to interview.

Once appointed, the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the school's child protection policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's designated safeguarding lead or to the headmaster.

Windlesham House is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments, please let us know at the application stage if you have any special requirements.

Data Protection

The school collects personal data during the recruitment process which it adds to the successful candidate's employment record. The school retains application information on unsuccessful candidates for six months after the completion of the recruitment process. After this, it will be securely destroyed. For further information on how we use your information and with whom we share it, please refer to our [Data Protection policy](#).

Our school

Windlesham House is a distinctive day and boarding school for girls and boys aged 4-13 where tradition meets innovation, providing opportunities for your children to be creative, courageous and successful.

As the oldest prep school in the country (est 1837) and the first prep school to become co-educational (1967), we have always led the way in embracing the new. We are progressive and innovative in our ethos and approach while embracing our traditions and rich history. Focussing on the wellbeing of every child, each benefits from a first class and distinctive education full of exciting opportunities and experiences in the glorious South Downs; the grounds are alive with children building dens, climbing trees, playing golf and collecting chicken eggs.

Our outstanding programmes, including World Languages and Sports Academies, have earned us recognition across all aspects of the education we offer and provide exciting opportunities for girls and boys aged 4-13. Recently a parent said, "Windlesham House continues to thrive and nurture future generations of exceptional children." We are delighted to be laying the foundations for the future with our Green Plan and innovative leadership Diploma & Futures Programme for Years 7 & 8.

To learn more about the school, please explore our [website](#).

A breath of fresh air

Looking back on your childhood, what memories stand out to you? Hopefully days of exploring nature, playing with friends and learning new skills ... our beautiful 65 acres of grass and woodland, nestled in the foothills of the South Downs allows children to be children, giving space to learn, discover and play. Our long held policy of no school uniform (within reason of course!) helps children feel relaxed in their home away from home. There is plenty of wildlife to spot – including a family of deer, badgers, pheasants and plenty of birds. With over 1000 trees to climb, there's plenty of scope for a treehouse or den to house adventure seekers.





Our values

At Windlesham House, we take great pride in the individual journey our pupils go on whilst here and what sort of child they become at the end of that journey. They are encouraged to be curious, we want them to be creative, celebrate each other's successes, show commitment in everything they do, make a contribution and show that they care.

We aim to

- Providing educational excellence through the provision of effective and inspiring teaching, encouraging enthusiasm for learning and enabling each pupil to achieve their potential
- Sustaining a supportive, kind and happy environment where the individual and spiritual needs of the pupils and staff are recognised and provided for within a community that celebrates diversity
- Encouraging pupils to be self-confident, self-motivating and self-disciplined within a safe, nurturing and caring community ensuring they progress to their chosen senior schools as successful individuals
- Attracting, developing and retaining exceptional staff whose commitment to the children is transformational whilst also continually seeking opportunities to grow and develop through the investment in first class facilities and resources
- Communicating and collaborating closely with parents to understand their expectations and aspirations
- Ensuring a bespoke and modern boarding environment tailored to each pupil's individual needs

“Our teachers really go above and beyond. They are forward thinking, conscientious and do a brilliant job engaging every single learner.”

Ben Evans, Headmaster