



MALTMAN'S GREEN
SCHOOL



Teaching Assistant

Role profile for applicants



Key Dates



Closing Date

12.00pm, Monday 20 May 2024

Interviews

Monday 20 May 2024

Start Date

September 2024

We reserve the right to interview and appoint at any point during the recruitment process so early applications are encouraged.



An Introduction to Maltman's Green

Welcome to Maltman's Green, an independent prep school for girls aged 2-11. We are a future-ready, forward thinking and aspirational school summed up by our motto "*excellence with a sense of fun*". Our quaint, wisteria clad façade belies the expansive, modern school one finds within, where a traditional approach meets with innovative thinking in an inspirational learning environment.

The School is bursting with facilities, providing ample opportunity for girls to unlock talents and find their passions. An exceptional sports provision is bolstered by an impressive indoor, 6-lane, 25-metre swimming pool, floodlit sports courts and a gym; we have a specialist music suite, science laboratory, art suite, IT suite and a fully equipped performance hall; the bright, spacious classrooms all have digital whiteboards; and the beautiful, extensive grounds open up opportunities for Woodland School, nature watching, pond dipping, gardening and more. There is a full-time matron, two libraries and a dining hall serving breakfast, lunch, dinner and snacks.

Combined with these facilities, is our first-class attitude to learning. For over 100 years, Maltman's Green has been preparing girls for the modern world through a relevant, adaptable and innovative approach, with an understanding that children thrive when they are happy, inspired and motivated. At Maltman's there are no limits to learning, and instead we believe that girls need to face challenges and take risks every day. While not pushing them too far outside of their comfort zone, we also ensure they are not held back and this unique, personalised learning style gives each girl the support and encouragement needed to work towards individual goals. Forming the foundation of the girls' academic achievements are the six Maltman's Mindsets, which we believe are crucial for life beyond school – perseverance, collaboration, empathy, independence, respect and reflection.



The Role: Teaching Assistant

The **Teaching Assistant** will support learning, teaching, curriculum provision and pastoral care at Maltman's Green School.

Key Accountabilities

- Work with teachers to foster warm, caring and friendly environments for the children, which maximises their progress academically, socially and emotionally.
- Work with individual children and small groups to support and enrich learning across the curriculum both in the classroom and beyond.
- Work with other professionals, such as speech and language therapists, as necessary.
- Observe, document and report children's learning outcomes, progress and next steps.
- Encourage parents to be actively involved in their child's development.
- Prepare resources to support learning, taking into account the needs of pupils including those with special educational needs.
- Support the preparation and development of displays to enhance the school learning environment.
- Supervise pupils as required at key points in the day, with due regard for health and safety and statutory requirements.
- Maintain good order and promote high standards of behaviour amongst pupils, with a view to their well-being and safety.
- Use ICT in the classroom to support learning and to document learning outcomes and progress.
- Complete all related administration tasks and duties required by the teaching staff, the school and the role.
- Attend staff inset meetings, further education and training in order to meet the requirements of the role and enhance performance, actively participating in the school's appraisal process.
- Undertake any other tasks and duties deemed appropriate by the Headmistress and the school in order to undertake the role.



Applicant Specification

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Level 3 or equivalent • Minimum GCSE pass or equivalent in English and mathematics. 	<ul style="list-style-type: none"> • Full Paediatric First Aid Certificate. • Evidence of ongoing CPD. • Qualification relating to Early Years
Skills	<ul style="list-style-type: none"> • Demonstrate a high level of initiative. • Well organised, highly motivated. • Team player, suited to a collegiate working environment • Positive 'can do' attitude. • Able to establish a rapport with children and adults alike. • Able to prioritise and manage workloads, commitments and deadlines to secure successful outcomes. • A strong command of spoken and written English. • Strong numeracy skills. 	
Experience	<ul style="list-style-type: none"> • Recent experience of working with children. 	<ul style="list-style-type: none"> • Experience of working across the EYFS and KS1 phases in a primary or pre-school setting.
Other	<ul style="list-style-type: none"> • Willingness to undertake further specialist training as required. • A passion for busy Prep school life. 	



Key Relationships of the Role

Internal: Pupils, staff, parents.

External: Visitors to the School, professionals from outside agencies.

Line Manager: Head of Pre-Prep, Deputy Head (Academic).

Application

To apply, simply download and complete the Application Form, found on our website, and email to HR@maltmansgreen.com. Please include a letter addressed to Mrs Jill Walker, Headmistress, outlining why you should be considered for the post.

All applications will be acknowledged and interview dates are given on page 2. References will be requested for all those invited to interview.

Interview

These will take approximately two hours and will be held at the School.

As part of the process you will be asked to complete a task with the girls, be given a tour of the School and attend a panel interview.

You will also be asked to provide documentation confirming your identity and qualifications.



Safeguarding and Child Protection Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

Maltman's Green School is committed to safeguarding and promoting the welfare of children and young people, along with their protection, and expects all staff and volunteers to share this commitment.

The successful candidate will be expected to commit to the following:
Maltman's Green seeks to provide a safe environment for children. All staff will adhere to and ensure compliance with the School's Safeguarding Policy and Child Protection Statement at all times. If the Head becomes aware of any actual or potential risks to the safety of welfare of children in the School, he or she must immediately report any concerns to the School's Child Protection Officer.

Thank you for your interest in this position.

We very much look forward to hearing from you and, hopefully, to meeting you in person.

Please note that it is the School's policy to employ the most suitable person for each appointment and not to discriminate against any person because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.



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www.maltmansgreen.com

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