ROWAN PREPARATORY SCHOOL 1936

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Recruitment Information Pack

Early Years Teaching Assistant

Closing Date: Sunday 29 November
Interviews: Wednesday 2 December

(promising applicants may be interviewed earlier)



OUR SCHOOL



When our founding headmistress opened the doors to Rowan in 1936 her aims were to instil in the girls a lifelong love of learning, develop a strong sense of self and to ensure that the friendships they made, endured as they grew and developed. Against the backdrop of a rapidly changing world, our methods have moved on but our vision and ethos at Rowan remain the same.

Rowan Preparatory School is a school with traditional values and a forward-thinking approach to education. We offer a broad and adventurous curriculum full of exciting opportunities. A vibrant, friendly and nurturing community, our girls are encouraged to be themselves. We value the achievements of each individual as they develop personal strengths and talents, and exceed expectations. The girls acquire life skills and knowledge that will prepare them for their time at one of a wide range of top senior schools and beyond.

As a member of United Learning, Rowan shares its objective of encouraging 'the best in everyone'. A personalised approach to learning and outstanding pastoral care in our happy environment, ensures that every girl develops a genuine love of learning. Rowan is a school where girls excel but, above all, it is a school where girls are happy.

Rowan Brae (for girls aged 2-7) is on the site on which the school was originally founded in 1936 and Rowan Hill (for girls aged 7-11) is a short walk away. Both school sites are substantial properties that have been sympathetically extended to provide additional accommodation as the school has grown.

Rowan Brae provides purpose-built facilities for our Early Years pupils, with dedicated outdoor learning areas providing a wide range of play-based educational equipment. There is also a playground with a stage area and climbing frame, along with our much-loved Glen, a multi-sensory area including sand pit, willow den, story circle and a grassed mound. A large general-purpose hall is used for a wide variety of group activities including gymnastics, drama, assemblies and lunch. This is supplemented by a specialist room for music and a library.

Rowan Hill houses years 3 to 6, and is enhanced by specialist, modern, well-appointed rooms for science, computing and music in addition to a library. We have a light and airy art studio and our impressive Engineering & Technology Suite is equipped with 3D printers, laser cutters and a range of tools and equipment to inspire our engineers of the future. The large general-purpose hall buzzes with activities from assemblies to gymnastics, lunch to orchestra and many more. Outside is the legendary Spinney; a wooded and grassed area that fuels imaginative play. We also have a light and airy Garden Room, an outdoor classroom used for a variety of extra-curricular activities and to promote eco-awareness across the curriculum.

Rowan benefits from the exceptional and extensive sports provision situated a short distance from the school. Facilities include netball courts, tennis courts, AstroTurf pitches, traditional grassed pitches, athletics tracks and an indoor pool.

AIMS AND ETHOS



With a solid foundation of family and community and an innovative curriculum, Rowan Preparatory School provides a nurturing and inspiring learning environment that encourages girls to have a strong sense of self, a life-long love of learning and confidence in themselves to reach for the stars. We prepare our girls to face the future as educated, caring, and confident people, able to make a valuable contribution to society.

Our Aims	Our Ethos
Rowan Preparatory school aims to create a happy, friendly and purposeful environment.	Our Star Qualities reflect the school ethos and are embedded in all that we do. Qualities such as resilience, empathy, perseverance and creativity are at the core of Rowan life.
We encourage all pupils to develop their full potential, strive for excellence and celebrate their achievements.	Pupils at Rowan feel physically and emotionally secure within a safe, considerate and caring community.
We help pupils to gain an appreciation of their own and other cultures and become responsible citizens in the wider world.	We endeavour to stimulate pupils' curiosity, enthusiasm and imagination, promoting independent and enquiring minds through questioning and thoughtful discussion.
The School embraces the whole Rowan family: pupils, parents, guardians, staff and governors in it's aims and ethos.	We nurture the positive attitudes, values and beliefs necessary to challenge and extend pupils.

THE ROLE



Job Title: Early Years Teaching Assistant
Responsible to: Head of Early Years
Contract: Permanent, term-time only
Hours: 40 hours per week, Monday to Friday
Salary: £28,904 (£34,749 full time equivalent)

Job Purpose:
The Early Years Teaching Assistant will play a crucial role in supporting pupils' learning and development across the Early Years, enabling them to become independent learners.

Key Responsibilities:

- Work as a team to plan and deliver lessons and activities that promote children's cognitive, social, emotional and physical development in a nurturing environment;
- Follow safeguarding procedures and respect the confidentiality of pupils' records, ensuring children are safe and protected while adhering to the school's health and safety and behaviour policies.

Duties:

- Have a comprehensive knowledge of the EYFS curriculum, helping to plan, prepare and evaluate lessons and activities;
- Assist in the monitoring, assessment and evaluation of pupils' progress, providing feedback on observations undertaken;
- Provide one-to-one or small group support to ensure that each child's learning needs are met, assisting in the implementation and review of Individual Support Plans (ISPs) for specific children;
- Promote positive behaviour as an effective role model, helping children as they continue developing their social skills;
- Provide emotional support, comfort children and help them to build confidence and resilience;
- Support children with personal care while promoting independence;
- Work closely with other members of the team, under the guidance of the Head of Early Years;

Duties (cont.)

- Help to create an imaginative and stimulating learning environment including maintenance of classroom resources and displays;
- Support teaching staff and colleagues with routine administration;
- Develop and maintain positive and professional relationships with colleagues, pupils and parents alike;
- Attend relevant staff meetings and INSET training when requested;
- Carry out duties such as Breakfast Club, Drop & Go and playground supervision.

Additional Opportunity: Holiday Camps

There will be an opportunity to help lead and deliver up to 8 weeks of holiday camps throughout the year, providing the chance to earn additional income whilst engaging children in fun, enriching and exciting experiences outside of the usual school term. Having familiar staff leading our camps also offers families the reassurance of knowing their girls are spending their holidays with trusted adults they already know, helping them feel settled, confident and happy. If this is something that would interest you, we would welcome the opportunity to discuss how you could be involved in supporting our holiday camp programme during the interview.

Person Specification

- A warm, calm and nurturing personality is essential, with a genuine love of working with children;
- Experience of working with children in an Early Years environment;
- NVQ Level 3, NNEB, or other appropriate equivalent early years or childcare qualification;
- GCSE English & Maths (A*- C or equivalent);
- First Aid trained, or willingness to undertake training;
- Willingness to attend training relevant to the job (occasionally outside of working hours);
- Confident user of IT including Office 365.





WORKING AT ROWAN & HOW TO APPLY

Rowan Preparatory School has been an integral part of the Claygate and Esher community for over 85 years, educating local families that continue to return to the school for each generation. Our school motto “Here We Work Happily” applies not only to our girls, but to our staff as well. We understand that our staff are our greatest asset; everyone is supported to reach their full potential and we welcome applicants from across many industry sectors and trades.

At Rowan, we are able to offer competitive salaries, high quality and continuous professional development (CPD) and a generous employee benefits package including:

- Extensive CPD opportunities for career development and progression
- Excellent support and training for trainee teachers
- Apprenticeship positions across many of our support staff roles for those wanting to further develop or start a new career
- Free lunch and refreshments during term-time
- 250+ discounts through Perkbox
- Employee Assistance Programme offering confidential counselling and a 24/7 support helpline
- A discount on fees for salaried staff with children who attend any of the schools within the United Learning Group
- Local high street discounts

How to apply

Please ensure you read the job information pack carefully, as well as the school’s Recruitment and Selection Policy, Safeguarding Policy and Equality Guidelines Policy. United Learning values diversity and inclusion and is committed to creating and sustaining a more diverse workforce. We welcome applications from professionals of minority ethnic origin and from majority ethnic professionals who share our commitment to inclusion and diversity. We always appoint on merit.

Applicants are required to complete the online application form which is presented in a standardised format ensuring that all candidates are treated fairly and equally. As the information contained on the form is used during the selection process, it is essential that you complete all sections as fully as possible. We reserve the right to conduct interviews prior to the closing date. For any queries relating to the role or your application, please email recruitment@rowanprepschool.co.uk, however please note that we are unable to accepts CVs via email or post.

Rowan Preparatory School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service (DBS). References may be taken up at any stage during the recruitment process.