



PRINCE'S MEAD

EYFS Teaching Assistant

Part-time

from January 2025

at Prince's Mead School
Winchester

Prince's Mead School, Worthy Park House, Kings Worthy, Winchester, Hampshire SO21 1AN
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PRINCE'S MEAD

A word from Adam King, the Headmaster:

Thank you so much for your interest in this role at Prince's Mead.

Prince's Mead is an ambitious, vibrant and exciting school with a tremendous spirit where, above all, happiness reigns.

Situated on the outskirts of Winchester, the school is ideally placed to benefit from the cultural heritage of a historical city as well as enjoy the scenic countryside of the beautiful Itchen Valley.

I am now into my third year of headship at Prince's Mead and still firmly believe that it is a truly special place with a caring and supportive community. The Crown Values are the bedrock of the school and the purpose and aims of the school provide strong direction. Together, the Governors work closely with myself, the Bursar and the Senior Leadership Team (SLT) to provide a strategy and implementation plan to make the school the best it can be.

Most recently, we have rolled out one-to-one devices (together with a new VLE), expanded our provision of Forest School and extended the teaching of Drama throughout the school. The Pre-Senior Baccalaureate (PSB) framework is embedded throughout the school and has, without doubt, raised the attainment of every pupil.

I hope you enjoy reading this information pack, browsing our website and looking at our social media posts. It's a very exciting time to be joining the team at Prince's Mead and I look forward to receiving your application.

Kind regards,

Adam King
Headmaster



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BACKGROUND TO THE SCHOOL

Founded in 1949 in Winchester, Prince's Mead is a co-educational day preparatory school for children aged 3 to 11. These characteristics allow it to stand out from other independent schools in the area and place it in a unique position to enable children to move on to a wide variety of secondary schools and particularly the very good 11+ day schools in Hampshire and beyond. Senior school destinations are never prescriptive, however, and the school works closely with parents to prepare children for the full range of possible choices.

Prince's Mead is located in a glorious setting, occupying Worthy Park House; a large former Georgian residence dating back to 1820. With wonderful views across the Itchen Valley, the twelve acres of grounds complement the house and provide a perfect setting for delivering education as well as an impressive sport offering and other co-curricular activities. Enhancements have included a multipurpose sports hall, music practice rooms and the latest development of four new classrooms and a modern kitchen and dining hall (completed in 2019). This latter work has also allowed for the redevelopment of the Coach House in order to provide an Early Years facility, which is proving highly popular. Focusing on our teaching provision we are pleased to be rolling out the Pre-Senior Baccaulaureate (PSB) model and our exciting investment in a Virtual Learning Platform and personal devices.

Prince's Mead is very strong academically and offers a fantastic breadth in its curriculum. There are dedicated classrooms for Science, ICT, DT and Art. Music is important both in the classroom and through peripatetic music teachers. The school is known for its outdoor education and has its own Forest School in Gray's Wood. Children experience several day trips throughout the year and by the end of their time here will have climbed two mountain peaks in the UK. Prince's Mead is the only prep school in the country to climb two mountains! Many more details about the curriculum and extra-curricular offerings are available on the school's website at princesmeadschool.org.uk.

The school is the only independent school in the area to operate a free minibus service in the mornings and afternoons. The red minibuses have become iconic in the local community to



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assist with travel. The school currently has over 290 children on roll and there are exciting plans to develop the buildings and facilities further.

The school met all standards of regulatory compliance when it was inspected by the Independent Schools Inspectorate (ISI) in May 2023 and was found to be excellent in all areas of the Integrated Inspection.



GENERAL OVERVIEW

We are looking for a part-time teaching assistant to join our EYFS Reception team for two full days a week (Thursdays and Fridays). The outdoor areas available for our Early Years are exceptional: we have our own free-flow Early Years Garden; Gray's Wood for our Forest School learning; an outdoor classroom and extensive acres. Specialist teachers lead Music, MFL, PE, Art and D&T.



JOB DESCRIPTION

Teaching Assistants report to Form Teachers and the Head of Pre-Prep. Responsibilities include:

SUPPORTING THE PUPIL

To help all children learn as effectively as possible by, for example:

- Clarifying and explaining instructions.
- Ensuring the child is able to use equipment and materials provided.
- Motivating and encouraging the children as required.
- Assisting in weaker areas (e.g. language, behaviour, reading, spelling, handwriting/presentation etc.).
- Helping pupils to concentrate on and finish work set.
- Meeting physical needs as required whilst encouraging independence.
- Developing appropriate resources to support the child/ren.
- Liaising with class teacher about Individual Education Plans (IEPs).
- Delivering groups such as Phonics, Fine Motor Skills and Mathematics.



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- To establish a supportive relationship with the child/ren concerned.
- To develop methods of promoting/reinforcing the child's self-esteem.
- To encourage inclusion of children with learning differences.

SUPPORTING THE TEACHER

- Assist with teaching groups of children as directed by the class teacher.
- To cover the class in the absence or illness of the class teacher.
- To assist, with the class teacher (and other professionals as appropriate), in the development of a suitable programme of support (IEPs) for child/ren who need learning support as well as extending the more able.
- To provide regular feedback about the child/ren to the teacher.
- Assist with displays, filing, tidying, photocopying and the maintenance of resources.
- Please note, supporting the teacher also includes specialist teachers, for example: PE, Games, Music and MFL staff.

SUPPORTING THE SCHOOL

- To attend weekly year group and/or Pre-Prep meetings as requested.
- To attend staff meetings as requested and relevant in-service training.
- To support the preparation of classrooms before a new term or academic year at Inset.
- Assist in the implementation of the school's policies towards discipline, safe guarding and health and safety.
- To be aware of confidential issues linked to home/pupil/teacher/school and to keep confidences appropriately.
- Assist with other classes as and when necessary.
- Take a turn in the play duty rota and other wrap around care duties such as Tea Time Club.
- Assist in the organisation of lunches for the year group.
- Escort children on the school's minibuses as and when required.
- Participate in and help with any outings or visits the year group might undertake.
- Attend whole school assembly on Friday.
- To be aware of all necessary health and safety procedures, such as fire evacuation, asthma/EpiPen policies etc.



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PERSONAL SPECIFICATION ESSENTIAL

- Minimum 2 years recent experience within an educational setting.
- Minimum of Level 2 Literacy and Numeracy qualifications.
- Ability to work independently as well as be a team player.
- Display a flexible, adaptable and positive attitude to staff and pupils.
- Strong communication skills to promote and develop effective relationships with pupils and colleagues.
- An understanding and knowledge of child protection and safeguarding.

DESIRABLE

- NVQ Level3 or equivalent (e.g. NNEB) is preferred
- Secure ICT skills
- Willingness to play a role in the wider life of the school.



REMUNERATION

Salary is dependent upon qualifications and experience. There are further benefits including: pension, free lunch and tea and onsite parking.



APPLICATION PROCESS

1. The closing date for applications is **4pm on Thursday 28th November 2024.**
2. Applicants are asked to complete the school's application form provided (it's important to include two named referees), as well as a covering letter (no more than one side of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate.
3. Prince's Mead is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the DBS.



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4. At the short list interview, to be held on either **Thursday 5th December or Friday 6th December**, applicants will be interviewed by the Headmaster, as well as other members of the Senior Leadership Team.
5. Please email your completed application form and covering letter to: recruitment@princesmeadschool.org.uk
6. We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.



SAFEGUARDING STATEMENT

Prince's Mead puts at the centre of its operation the safeguarding of the pupils of the school. There is a commitment to keep safeguarding at the forefront of every employee and volunteer's mind. We encourage a culture of challenge, not just to act when there is a need, but also in the way we think to ensure the risks of harm to the pupils' individual welfare are minimised.

This post is exempt from the Rehabilitation of Offenders Act 1974. Job applicants will undergo appropriate child protection screening and pre-employment checks will be carried out; references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Successful applicants must complete mandatory pre-employment training in safeguarding and other key areas before the commencement of employment.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If shortlisted, you are required to 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, and employers cannot take these offences into account.



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EQUAL OPPORTUNITIES STATEMENT

As an equal opportunities employer, Prince's Mead is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Prince's Mead.