



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL



Prep Classroom Assistant
Information for Candidates



About Ibstock Place School

Ibstock Place School is an independent co-educational day school for pupils aged 4 to 18. The school occupies a ten-acre site on the edge of Richmond Park in South-West London.

An urban location with a beautiful botanical feel, Ibstock is the perfect home for scholarly exploration and adventure. Championing co-education since our founding in 1894, we have created a diverse environment that reflects real-world communities and workplaces.

Our school is oversubscribed, with assessed entry at the age of four for Kindergarten (Reception). There is a competitive entry examination at the age of eleven and most pupils in the Prep School proceed on into the Senior School.

Head's welcome

This is an opportunity to play an integral part in a school with a rich history, at the vanguard of change. Educational.



Ibstock is both forward looking and rooted, dynamic and yet caring. Through our rigorous and imaginative curriculum, we engender in our pupils the courage and ambition which they will need to succeed.

At the same time, our fierce commitment to outstanding pastoral care means that our pupils are generous and self-aware, ready to make a positive contribution to the societies of tomorrow. We hope that you will be inspired by all that you read, and we thank you for your interest in Ibstock.

Mr Chris Wolsey
Headmaster



About the role

Prep Classroom Assistant

We are seeking to appoint two Classroom Assistants who will be responsible to the Head of the Prep School through the Class Teacher.

Classroom Assistants work under the direction of the class teacher and play a valuable role, supporting and caring for the children. It is important for assistants to be sensitive to the needs of the class teacher, to react with initiative as appropriate, and to support those with difficulties in the classroom.

All members of staff in the Prep Schools consider themselves as members of a team and help and support each other.

This is a term-time only role, starting 31 August 2024, Monday to Friday, 7.45am to 5.30pm, with a six months probationary period.

We are looking to recruit a person who

- Is an effective communicator
- Displays a commitment to the protection and safeguarding of children and young people
- Is able to plan time effectively and be well organised
- Is flexible and resilient and able to adapt quickly to new environments and challenges
- Has good inter-personal skills and can establish positive relationships with multiple stakeholders
- Is reliable and trustworthy, and able to work effectively with limited supervision
- Sets an example of personal integrity and professionalism
- Adheres to the ethos of the school
- Promotes the vision and aims of the school



Job Description

Responsibilities

- To promote and safeguard the welfare of children for whom you are responsible and with whom you come into contact
- To help the Classroom Teacher in all aspects of running the class as directed by the Teacher; at all times the Classroom Teacher will take overall responsibility for planning the curriculum
- To help plan, devise and prepare for specified activities as directed by the Classroom Teacher, following discussions with him/her
- To prepare materials etc. for use with groups of children, under the direction of the Classroom Teacher
- To take an active part in supervising children in the classroom and being alert and responsive to situations as they arise, e.g. disciplinary or safety matters
- To supervise break time and/or lunchtime daily in line with the staff rota
- To participate in any other duty rotas as required and help to supervise children during periods of inclement weather
- To supervise the Homework Club, as required
- To participate fully in School life and activities in the widest possible sense

Classroom assistants should be trained sufficiently for the work they are required to do, especially in the area of phonics and reading.



Job Description

The key quality of a Classroom Assistant is flexibility.

Assistants are attached to a class or a year group but deployed at the discretion of the Head of the Prep School.

In lessons, Classroom Assistants are expected to:

- Encourage children to concentrate
- Help to extend the children’s learning
- Reinforce learning
- Interact with the teacher, as directed, to make lessons lively
- Take children out for reading
- Lead a guided reading session
- Support children who struggle with Mathematics to build their confidence skills
- Assist the teacher in Science and Art to ensure safety, learning and enjoyment

- Participate in arrangements made by the School for appraisal
- Maintain good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere

Classroom Assistants should:

- Assemble and prepare materials (e.g. cutting and sticking)
- Put up classroom displays as directed
- Photocopy (which should be done only when not required to work with children)
- Take children to and from lessons in other buildings, ensuring they behave in an orderly manner
- Undertake duties before school, at break, during lunchtime and after school
- File paperwork, as requested



The application process

How to apply

To apply for the role, please complete our application form and submit it, by email: recruitment@ibstockplaceschool.co.uk

Shortlisted applicants will be invited to attend interview. The school reserves the right to make an appointment before the closing date.

Note that all offers of appointment are conditional until the satisfactory completion of mandatory pre-employment checks.

Ibstock is committed to safeguarding and promoting the welfare of children. For further information on our Child Protection policies, please see [here](#).

Safeguarding checks with the Disclosure and Barring Service will be undertaken. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the ROA 1974 (Exceptions Order 1975, amended 2013 and 2020). For details see [here](#)

Note that, in accordance with Keeping Children Safe in Education 2023, shortlisted candidates are required to declare any past convictions. Online searches will also be conducted on shortlisted applicants as part of our due diligence process.

At Ibstock, we embrace and celebrate difference. We are proud to be an equal opportunity employer and do not discriminate against any employee or applicant based on their age, disability, gender, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

To ensure this, all positions are subject to blind shortlisting.



Working at Ibstock

Our aims and ethos

At the heart of our educational philosophy are five core values, which guide every aspect of our School community.

These serve as the bedrock of our culture, shaping the attitudes, behaviours and aspirations of pupils, staff and parents alike.

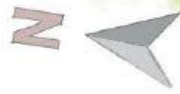
- A joyful, nurturing culture
- Ambition to achieve
- Rooted in kindness
- An inspiring place to flourish
- Feet on the ground, eyes on the future

Visit our website to find out more:
www.ibstockplaceschool.co.uk

Staff benefits include:

- Cycle to work scheme
- Childcare Voucher scheme
- Free breakfast and lunch (in termtime)
- Defined Pension Scheme for teaching staff and a pension scheme for support staff
- Commitment to training/development
- 25 days annual leave + bank holidays for support staff
- Access to BUPA Employee Assistance Programme, including counselling services
- Staff Yoga and use of the swimming pool (at designated times)
- Access to the School's BUPA health cover scheme (this is deducted monthly via payroll)

Ibstock Place School



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL

An inspiring
place to
flourish

- 1 Dance Studio
- 2 Macleod House
- 3 Priory Wing
- 4 Theatre
- 5 Wellbeing Centre
- 6 Drama Studio
- 7 Armadillos
- 8 Clarence Wing
- 9 Bicycle park
- 10 Orchard
- 11 Priestman House
- 12 Roberts House
- 13 Swimming Pool
- 14 Hardcourt
- 15 Rose Garden
- 16 The Innovation Centre
- 17 The Refectory
- 18 Terrace
- 19 Main House
- 20 Footbridge
- 21 Sports Hall
- 22 Climbing Wall
- 23 School of Art & Design
- 24 Multi Use Games Area
- 25 Forest School
- 26 School of Music
- 27 Sports Pitches

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www.ibstockplaceschool.co.uk



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