

Job Description for a Pre-Preparatory Department Practitioner (part-time) and Lunchtime Supervisor at Melrose

The Ladies' College

The Ladies' College was founded in 1872. It is a member of the Girls' School Association (GSA) and operates as a direct grant school within the Bailiwick of Guernsey. There are approximately 550 pupils between the ages of 2 ½+ and 18. The Junior School, Melrose, (140 pupils) occupies a separate building with its own staff and includes our Pre-Preparatory Department, where we currently have 27 full or part-time pupils. The Senior School (400 students) occupies purpose built premises opened in 1964 and has recently been both refurbished and extended. Our latest development "The Wessex Wing" for Mathematics, English, Music and a new refectory was opened in September 2016. The school is academically selective from the Preparatory Department upwards.

We have a three-form entry at 11+ and most classes comprise 18 to 24 girls. Our students take ten (IGCSEs, on average, and the vast majority proceed on to the Sixth Form. The College operates a Sixth Form (100 students) partnership with Elizabeth College (HMC boys' direct grant school). There are 27 individual subjects available at A-level and we aim for a maximum class size of 16. From September 2017, A-levels are delivered as two-year linear courses to maximise teaching time. Many subjects are offered at both Colleges which provides a large degree of flexibility and means that students usually take their chosen combination of A-levels. Many Sixth Form classes are co-educational. We also offer a Sixth Form Diploma and Extended Project Qualification (EPQ). Most students progress to university on leaving The Ladies' College.

Candidate Criteria for a Pre-Preparatory Department Practitioner (part-time)

The Pre-Preparatory Practitioner has responsibility for providing high standards of care and education for the children in the Pre-Preparatory Department. Preference will be given to candidates who hold a Child Care NVQ Level 3 qualification, or equivalent.

Line Manager

The holder of this post is responsible to the Pre-Preparatory Department Leader, Mrs Liz Reynolds and the Head Teacher of Melrose Mrs Elaine Ozanne.

Duties

The position's duties include:

- Ensuring the health and safety of the children and other staff is maintained during all activities, both inside and outside the Pre-Preparatory Department;
- Motivating and stimulating the children's learning abilities, using play and their activities;
- Interacting with and supporting the children, providing them with a secure environment in which to learn;
- Assisting with the development of the children's basic skills, including physical co-ordination, speech and communication;
- Encouraging the children's mathematical and creative development through stories, songs, games, drawing and imaginative play;
- Developing the children's curiosity and knowledge;
- Assisting with serving the girls' mid-morning snacks; and lunches;
- Other duties as shall be required for the smooth running of the Pre-Preparatory Department and welfare of the girls on a day to day basis;
- Sharing observations with other Pre-Preparatory Department Practitioners.

Hours and Remuneration

This position is term time only, plus 1 Inset Day (in Michaelmas term) with the required hours as below:

08:15-11:45 and 13:00-13:30 Monday – Friday.

Term time only (180 days), plus 1 Inset Day (in Michaelmas Term).

The remuneration for this role is on the Learning Support Assistant scale and will be commensurate with experience and qualification.

Lunchtime Supervisor at Melrose

Line Manager

The holder of this post is responsible to Mrs Alison Reynolds, Lunchtime Supervisor.

Duties

Lunchtime Supervisors will:

- Assist girls with cutting up food and pouring drinks (where necessary)
- Monitor girls and encourage healthy attitudes to food
- Assist girls in clearing plates
- Clear up any spills of food or drink
- Wipe and disinfect tables
- Supervising girls crossing to and from the refectory
- Supervise girls in the playground

- During wet weather, supervise indoor play activities such as colouring or puzzles and ensure classrooms are left tidy at the end of lunchtime
- Use Kidscape Forms to record any unwanted behaviour and report any incidents to class teachers
- Develop an awareness of any ongoing pastoral issues and report concerns to the Senior Lunchtime Supervisor and Class Teacher
- Deal with any minor injuries which do not require a qualified first aider
- Complete accident forms for any head injuries and report the incident to the Senior Lunchtime Supervisor and child's class teacher.

Hours and Remuneration

This position is term time only with the required hours as below:

11:45-13:00 Monday – Friday, term time only (180 days)

The remuneration for this role is to be Point 1 of the Learning Support Assistant scale, Level 1 (LSA 1:1), which currently equates to £13.0997/hour.

All colleagues employed on permanent contracts are automatically enrolled in the States of Guernsey Public Servants' Pension scheme, a contributory defined benefit pension scheme on a Career Average Revalued Earnings (CARE) basis. The current employer contribution rate is 14.1% of salary at the time of writing. The current employee contribution rate is 7.5% of salary at the time of writing.

Other benefits

Staff are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction (pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

Living and working in Guernsey

Residence in Guernsey is controlled by the Committee for Home Affairs who have political responsibility for "The Population Management (Guernsey) Law, 2016". The College is required to apply for either a Medium-Term Employment Permit (MTEP), duration up to 5 years, or a Long-Term Employment Permit (LTEP), duration up to 8 years on behalf of employees who are not locally qualified residents.

Please note that there is no Employment Permit associated with this role and therefore applicants must have, and be able to provide evidence of, permission to reside and work in Guernsey.

The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues to share this commitment. Applicants must be willing to undergo child protection screening including an enhanced Disclosure and Barring Service (DBS) check and be able to prioritise the well-being of young people in our care.

Once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise.