

## **Job Description for a Pre-Preparatory Department Practitioner (part-time)**

### **The Ladies' College**

The Ladies' College was founded in 1872. It operates as a direct grant school within the Bailiwick of Guernsey and the Principal is a member of the Girls' School Association (GSA). There are approximately 585 pupils between the ages of 2 ½+ and 18. The Junior School, The Ladies' College, Melrose, (175 pupils) occupies a separate building with its own staff and includes our Pre-Preparatory Department. The Ladies' College, Senior School and Sixth Form (410 students) occupies purpose-built premises opened in 1964 and has recently been both refurbished and extended. "The Wessex Wing", which includes dedicated teaching spaces for Mathematics, English, Music, and a modern Library and Refectory was opened in September 2016.

In our Pre-Preparatory Department our girls follow the early years curriculum in small groups, the maximum at any one time being 28. In Melrose we are a one form entry school, with a maximum of 20 girls in the Preparatory Department and 24 in the Junior Department. In the Senior School we have a three-form entry at Year 7 and most classes comprise 18 to 24 girls. Our students take ten (I)GCSEs, 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).

In our last ISI Inspection, the College was judged as excellent in all categories, most notably: in the quality of the students' achievement and their learning, attitudes and skills; their spiritual, moral, social and cultural development; curricular, co-curricular and community links and arrangements for welfare, health and safety.

We believe that a young person will achieve their best if they are happy and inspired to do well by experienced and enthusiastic adults who care about them as individuals. We care as much about a student's well-being and happiness as we do about their academic progress.

### **Candidate Criteria**

The Pre-Preparatory Department 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.

### **Role and Responsibilities**

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.

**Responsibilities also include the role of Lunchtime Supervisor at Melrose, duties as below:**

- 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.

### **Line Manager**

The holder of this post is responsible to the Head of Pre-Preparatory and Wraparound Care, and the Head Teacher of Melrose.

## Hours

### **Pre-Preparatory Department Practitioner:**

This position is term time only (180 days), plus 1 Inset Day (in Michaelmas term) with the required hours as below:

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

### **Lunchtime Supervisor at Melrose:**

This position is term time only (180 days) with the required hours as below:

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

## Remuneration

**Pre-Preparatory Department Practitioner:** The remuneration for this responsibility is on the Level 1 Learning Support Assistant scale (LSA Level 1) and will be between Points 1 and 7, depending on experience and qualification.

**Lunchtime Supervisor at Melrose:** The remuneration for this responsibility is on the Level 1 Learning Support Assistant scale (LSA Level 1) and is set at Point 1, which currently equates to £13.6920/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

All colleagues employed on permanent contracts 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 Short-Term Employment Permit (STEP), duration up to 1 year, 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.

### **Equal Opportunities**

*The Ladies' College is an equal opportunities employer and does not discriminate against applicants on any grounds. The criteria for selection relate purely to the suitability of an applicant for the job for which they are applying.*

### **Safeguarding**

*The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening including an enhanced criminal records bureau check and be able to prioritise the well-being of young people in our care.*

*As part of the recruitment process, and once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise. There is also a requirement for all employees to seek permission for and disclose details of additional employment, and to disclose details of personal business interests (or those of a member of their immediate family or some other close personal connection) which may conflict with their role at the College. All requests and disclosures should be made in writing to the Principal in a timely manner, with permission being sought prior to any additional employment being taken up.*

### **Data Protection**

*This data has been requested by The Ladies' College exclusively for the purpose of recruitment. The Ladies' College will ensure that this is processed in compliance with its Privacy/Data/General Data Protection (GDPR) policy and Data Protection (Bailiwick of Guernsey) Law, 2017, and will ensure that any information disclosed within this form is not passed to anyone who is not authorised to have this information.*