

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 573 pupils between the ages of 2 ½+ and 18. The Junior School, The Ladies' College, Melrose, (179 pupils) occupies a separate building with its own staff and includes our Pre-Preparatory Department. The Ladies' College, Senior School and Sixth Form (394 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. We have a rolling programme of refurbishment which has included an additional laboratory being created and the upgrading of two other laboratories, with further refurbishment planned for this summer.

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. We are adding a second class to Junior Remove (Year 3) in September 2020. 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 our girls' well-being and happiness as we do about their academic progress.

Candidate Criteria

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.

Role and Responsibilities

Duties include:

- Work in accordance with up to date EYFS policies and procedures.
- Ensuring the health and safety of the children and other staff is maintained during all activities, both inside and outside the Pre-Preparatory Department.
- Maintaining a safe and stimulating play environment and to assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play.
- Ensuring that the programme of activities delivered is interesting, valuable and appropriate to the children by providing a variety of play and learning opportunities and identifying and accommodating changing needs.
- Motivating and stimulating the children's learning through play based learning.
- Promoting and developing growth mindset with in the Pre-Preparatory Department.
- Promoting the prime areas of development and enabling the development of the specific areas through continuous observation.
- Responsibility for observations and the promotion of growth mindset and independence of Key children.
- Interacting with and supporting the children, providing them with a secure environment in which to learn.
- Assisting with serving the girls' mid-morning snacks; and lunches.
- Sharing observations with other Pre-Preparatory Department Practitioners.
- Helping set up the Department for the day and tidy away at the end of the sessions, ensuring that all toys and equipment are clean and safe at all times.
- Ensuring that parents, carers and other visitors are made to feel welcome on visiting the Pre-Prep and that they receive appropriate information and advice.
- Advising the Head of Pre-Preparatory and Wraparound Care of any concerns e.g. over children, child protection, parents/carers or the safety of equipment, preserving confidentiality as necessary.
- Maintaining confidentiality with regard to any information relating to the children, their families or other colleagues.
- Keeping up-to-date with current good practice and in conjunction with The Ladies' College policies.
- Assisting with the welfare and pastoral care of all girls in Pre-Preparatory under the direction of the Head of Pre-Preparatory and Wraparound Care.
- Assisting with administering First Aid should the need arise (appropriate training will be given, if necessary).

- Helping to maintain a calm environment and set high expectations of behaviour and politeness from the girls.
- 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.

Hours

10:30-14:30 Monday-Friday (20 hours per week).

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

Line Management

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

Remuneration

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, which currently equates to between £14.0206 and £22.5244/hour, depending on experience and qualification.

Pension

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. This is fully transferable into and out of the DfEE Teachers' Superannuation Scheme. 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.