



Lingfield  
COLLEGE

Nursery | Prep | Senior | Sixth Form

Lingfield College Recruitment Pack

Teaching Assistant

[www.lingfieldcollege.co.uk](http://www.lingfieldcollege.co.uk)

# Welcome

*Thank you for your interest in working at Lingfield College Nursery & Prep.*

*As the Head of Prep, I am delighted to introduce you to our fabulous school, made special by the wonderful children, supportive parents and hard-working staff.*

*I am incredibly proud of the work that we do here daily. We have a huge responsibility to ensure our children get a rich and diverse education. Our school is one where children are nurtured in a family atmosphere, where they are given every opportunity to flourish, learn, create and grow as individuals.*

*We are a very happy school. The relationship between staff and students is exceptional; although very busy, it is a pleasure to work and study in such a friendly environment. Expectations of teachers and pupils are high, but this serves both to stimulate achievement and provide reward.*

*I hope you find everything you are looking for on our website to help you decide if Lingfield College is the environment you would like to work in. If you have any questions, our HR department will be happy to answer them for you.*

**We look forward to welcoming you.**

*Jacky Shackel*

Mrs Jacky Shackel, Head of Lingfield Prep



# Our School

Lingfield College is a vibrant and successful all-through independent co-educational school for over 940 pupils aged 2–18 years. The school has a strong academic ethos. Results in recent years have been outstanding, and the curriculum is broad, relevant and innovative. There are a wealth of extra-curricular activities available, and students are encouraged to make full use of them to develop their own individual strengths and personalities. We work alongside the pupils and their families as a connected and diverse community dedicated to a mutual goal of creating a happy learning environment for our pupils.

## Our Aims

- To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.
- To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.
- To instil and nurture a strong sense of social responsibility, moral justice and environmental awareness so our pupils can positively contribute to a sustainable and just society.
- To guide each child in the discovery, delight and development of their unique gifts, talents and character.
- To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.
- To prioritise physical and emotional wellbeing across every facet of our school community.

## Lingfield, Surrey

Lingfield College is set within a beautiful 40-acre campus located on the outskirts of Lingfield Village in Surrey and close to the borders of Sussex and Kent. It is a delightful place to live in, with the countryside on your doorstep but with vibrant towns and the coast all within reach.

It is also a convenient distance from both London and Brighton with easy transport links. The standard of living in the area is deemed attractive and sought after. Students and staff travel to the school from a wide area, from both rural and urban settings.





*Throughout Nursery & Reception, children make **EXCELLENT** progress in writing and are able to read sentences by the ages of 3 and 4*

ISI Inspection 2017



## Our Educational Vision

A Lingfield education goes beyond the academic and that is something we pride ourselves on. Our innovative academic curriculum is underpinned by the development of skills, attributes and mind-sets that will help students find success in an increasingly unpredictable future, and support them in becoming effective learners. This approach is complemented and reinforced by our wide-ranging co-curricular and pastoral programmes, and aims to prepare students to flourish in a rapidly changing world. The skills, attributes and mind-sets have been carefully chosen and given formal Lingfield College definitions so that all staff, students and parents can share in the collective vision.



INTEGRITY



COMPASSION



SELF DIRECTION



RESILIENCE



PHILOSOPHICAL THINKING



CRITICAL THINKING



INTELLECTUAL CURIOSITY



PROBLEM SOLVING



CREATIVITY



COMMUNICATION



COLLABORATION



DIGITAL LITERACY



# What is it like to work here



## Staff Benefits

- Pension contribution
- Induction, support & personal development
- Fee remission
- Complimentary lunches & refreshments.
- Free car parking facilities
- Cycle to work scheme
- Staff rewards scheme with discounts on hospitality & retail.
- Access to a 24/7 Employee assistance programme that offers lifestyle advice & wellbeing services
- Free access to our extensive sports facilities, including our gym.
- A range of wellbeing activities including fitness classes, massage and beauty treatments.
- Friendly staff common room and active programme of social activities.
- Access to borrow books from our library



*I joined Lingfield College Prep in January 2021 as a Year 1 Teacher. Due to a second lockdown, my first few weeks teaching were online. I was very well-supported by colleagues and couldn't wait to meet my class in person. Since returning to class, I have really enjoyed teaching in this dynamic, fun school where the children thrive.*



Staff member, 2021

# Job Description

The Role:	Teaching Assistant
Hours of work:	Full-time or part-time, term time only
Start Date:	September 2022
Salary:	Competitive salary discussed at interview

## Job Purpose

The Teaching Assistant will work under the guidance of the class teacher to assist in the smooth running of the classroom and to provide support for children in Years 1 to 6 in a welcoming, caring and safe environment.



# Responsibilities

- Adhere to lesson plans and Schemes of work as formulated by the Class Teacher in line with the Document Policies.
- Assist the children with the planned activities (e.g. helping to set up and clear away in the classroom in the morning and afternoon, gathering equipment for specific lessons as instructed by teaching staff, hearing reading on a regular basis etc).
- Support small groups of children specifically with Maths and English, including guided reading.
- Be prepared to discuss with the teacher the learning intentions for each lesson (e.g. adapting work sheets/work to pupils' needs under the teacher's direction; explaining tasks further to individual pupils).
- Develop a special relationship of trust and respect with the members of the class, always ready to respond, advise, support and encourage.
- Help on class outings and visits, and also escorting children to and from assemblies, specialist lessons, after school club or Senior School as needed.
- Supervise children at set times during the week, according to the Duty Rota.
- Undertake general admin duties, such as filing, sticking work in books, photocopying, laminating resources, assisting with display boards, mounting work etc.
- Oversee management of reading books and checking reading diaries daily.
- Work with children with SEND in helping them achieve their specific IEP targets and regularly liaise with the Class Teacher about the child's progress.
- In agreement with the Class Teacher, assist with routine and straightforward marking (e.g. spelling tests, tables tests, mental maths).
- Show a commitment to the PDR process and self-development.
- Attend the Teaching Assistants' staff meeting held with the Head of Prep School (every half term during term time).
- Share in the teamwork and life of the whole School.
- Listen to children read on a regular basis.
- Take photographs, upload, save and print, for display or assessment purposes.
- Attend First Aid training, where relevant.
- Demonstrate a commitment to the School.

In addition to the above general responsibilities, the following is applicable to each year group:

## **Year 1**

- Changing books/book bags as agreed with Year 1 schedule.
- Mounting and filing work into cross curricular folders.

## **Year 2**

- Changing books/book bags as agreed with Year 2 schedule.

## **Years 3 & 4**

- As per general responsibilities.

## Year 5

- Take a small group of children for reading comprehension activity during Guided Reading.
- Where possible, be part of the adult team supervising the children during the residential trip and staying overnight if required.

## Year 6

- Where possible, be part of the adult team supervising the children during the residential trip and staying overnight if required.

# Person Specification

## **The ideal candidate will:**

- Ideally have a Level 3 qualification in supporting teaching and learning/teaching assistant.
- Have a good general standard of education, including Maths and English at GCSE level or equivalent.
- Have knowledge of the Key Stage 1 and 2 curriculum.
- Have previous experience in a similar environment.
- Have special needs experience or willing to take part in training if required.
- Have an enthusiasm for working with young children.
- Have an interest in the care, learning and development of young children.
- Have good time keeping and punctuality.
- Have a positive attitude to change and to the importance of creating a good team atmosphere.
- Be able to demonstrate good IT skills and how this can be applied to the role.
- Be able to work on own initiative.
- Be enthusiastic and hardworking.
- Be friendly yet authoritative with the children.
- Be positive, enthusiastic, motivated and provide a fun and stimulating environment for the children to develop in.

## **Personal Qualities:**

- Excellent organisational and record keeping skills.
- Excellent communication skills, with children, colleagues and parents/carers.
- Patience, reliability and trustworthiness.
- Positive approach to inclusive practice, with children and colleagues.
- Flexibility – occasionally working hours might be amended.
- Able to work as part of a team.
- A positive approach to learning and gaining new skills through teamwork and training opportunities.

The job description sets out the duties of the post at the time it was drawn up. The post holder may be required to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level or responsibility entailed.

# The Process

To apply for this position please complete an application form to and return it to the HR Manager, Lingfield College, St Piers Lane, Lingfield, Surrey, RH7 6PN or email [hr@lingfieldcollege.co.uk](mailto:hr@lingfieldcollege.co.uk)



[hr@lingfieldcollege.co.uk](mailto:hr@lingfieldcollege.co.uk)

By email



HR Manager,  
Lingfield College, St Piers Lane,  
Lingfield, Surrey. RH7 6PN

By post

## Closing date:

Applications should arrive no later than 9.00 am on Monday 6th June 2022. Interviews are planned for week commencing 13th June 2022.

*Lingfield College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check via the Disclosure and Barring Service. At Lingfield College we uphold fundamental British values and expect all employees to do the same. Lingfield College is an Equal Opportunities Employer.*