

An aerial photograph of a large school campus. The main building is a long, multi-story brick structure with many windows. It is surrounded by lush green trees and lawns. In the background, there are more buildings and a view of a town in the distance.

For September 2024 or January 2025

CANDIDATE INFORMATION

# Key Stage Two Teaching Assistant (Part Time)





Our mission is to develop happy, confident and successful pupils who are well prepared for their future.

Westbrook Hay is a thriving co-educational independent day school. Pupils enjoy a broad curriculum, achieve excellent results and have the all-important confidence to succeed.

The school roll is currently at a record high of around 380 pupils and in September 2023 announced that it is growing its senior section of the school from Year 8 to Year 11 and will begin offering GCSEs.

Our ethos is to be a welcoming, inclusive family community that provides the best for, and expects the best from us all.

The school is well known locally for its warm and welcoming atmosphere. This is something we cherish and, even though we are potentially going to grow slightly in size, we do not want to lose this ethos.

We believe our ethos separates us from larger competitor schools in our locality. This ethos is generated by the staff and their relationships with the pupils and parents. It has been regularly described as 'friendly and professional'.

**We are seeking a new Key Stage Two Teaching Assistant (Part Time) who can help us with achieving our mission and thrive under this ethos, supporting our pupils to reach their full potential as they move through the school.**







# Our History

Westbrook Hay School, founded in 1892 by Augustus Orlebar in Bedford, has evolved over 130 years, relocating and renaming itself multiple times. Originally a small establishment with just two pupils, it grew under successive leaderships and moved to its current location at Westbrook Hay in 1963. It transitioned from a boarding school for boys to accepting day pupils and girls in the late 1970s.

Located between Berkhamsted and Hemel Hempstead in Hertfordshire, the school's beautiful location boasts 26 acres of parkland overlooking the Bourne Valley. For example, the school has a purpose-built Pre-Prep and is planning a new specialist STEAM building for Seniors. The Performing Arts Centre was added in 2016 and boasts impressive facilities for dance, drama and music. Specialist facilities also include a Science Laboratory, DT Workshop, Sports Hall, Swimming Pool, an ICT Suite and an Art Studio.

Under various heads the school has expanded and modernised, while continuing to prepare students for prestigious senior schools such as Bedford, Berkhamsted, Haileybury, Millfield, Stowe and St Albans. The school now moves into a new phase of development becoming an all-through school to 16.





A photograph of five students in red school uniforms walking up a wooden staircase. The students are smiling and looking towards the camera. The staircase has a dark wood handrail and balustrade. On the wall to the left, there are four framed artworks: a sailboat, a tree, a colorful abstract design, and a landscape. A green 'fire exit' sign is visible on the wall above the staircase.

# Long Term School Strategy

In September 2023, Westbrook Hay announced that it is growing its senior school from Year 8 to Year 11 and will begin offering GCSEs.

The decision was made in reaction to the changing local market, from a position of financial strength and due to demand from current and prospective parents.

This growth is scheduled to begin with our current Year 7 cohort who will become our first Year 9s in September 2025.

The announcement has been met with great positivity from all parties.



# School Structure

The school is growing to form three main sections



**Pre-Prep:** for pupils from Nursery to Year 2, this section of the school is two form entry and consists of approximately 140 boys and girls



**Prep:** for pupils from Year 3 to Year 6, this section of the school is two or three form entry and consists of approximately 190 boys and girls

**Senior:** currently just Lower Seniors, Years 7 and 8, this section of the school consists of approximately 40 boys and girls. Under our long term school strategy we will be adding Upper Seniors with the aim of having similar numbers in each year group.





# Prep at Westbrook Hay

At Westbrook Hay we are dedicated to nurturing each pupil's uniqueness. This spans from their formative years and continues into their GCSE years where we take pride in providing an environment where well rounded individuals can flourish and succeed.

Academic life at Westbrook Hay encourages effective, life-long learning habits, through a broad and engaging curriculum. Key to our academic success is the fact that every pupil is well-known in our close-knit community. Classes are small and our teachers ensure that they do all they can to support pupils with learning on an individual basis.

## Curriculum

In Years 3-4, pupils are predominantly taught by their Class Teacher. Largely following the National Curriculum, these lessons include: English, Maths, Science, Computing, Geography, History, PSHE and Religious Studies. Pupils enjoy specialist teaching in Art, Design Technology, Drama, French, Games, Music and Physical Education (PE).

In Year 5-6, pupils are taught entirely by subject specialists. Academic progress is carefully monitored

through regular assessments and Pupil Progress Meetings ensure that all children fulfil their potential. Some discreet academic setting is used within Prep, but this is flexible and centred around the needs of each cohort.

All prep pupils enjoy a large programme of weekly sport. Alongside weekly sessions in PE, where pupils also have the opportunity to swim in the outdoor pool, pupils spend three afternoons a week playing sport. Our core sports of Cricket, Football, Netball and Rugby are the focus of Games sessions, which include fixtures against other schools.

## Enrichment

The prep pupils enjoy a wide variety of enrichment activities. Pupils go on regular trips to enhance their learning in a variety of subjects, recent visits include Harry Potter Studios, Hazard Alley and Hertfordshire Zoo. We also offer an exciting residential trips programme that will develop pupils' courage, independence and togetherness, these become progressively more adventurous as they move through the school. Year 3 start with 'Cosy Camping'

under canvas on the school site and Year 6 finish with four nights away on a cultural trip to France.

We encourage pupils to build their confidence through performance. All pupils in Years 3-4 take part in a dramatic performance and pupils in Years 5-6 have the opportunity to audition for roles in the annual production. Many pupils choose to join one of our choirs or musical ensembles and take part in the 'Performance Pathway', from playing to their peers to performing in an end of term concert. The Westbrook+ after school programme offers clubs such as athletics, ballet, fencing, LAMDA, robotics, street dance and taekwondo. By giving our pupils plenty of choice, we know that we are providing them with opportunities to try something new, find their niche and to thrive.



# Overview of the Role

We are seeking a candidate to join the Prep Department as a Key Stage Two Teaching Assistant (Part Time), Monday to Friday from 08:00 to 13:00. An outstanding and inspiring practitioner, the successful candidate will have expert curriculum knowledge and an insatiable appetite for learning. We are looking for someone who is able to build our pupils' confidence and curiosity, enjoying the opportunity to develop practice in this ambitious and successful school.

## Prep Department

The Head of Prep leads the Prep Department, which is three-form entry from Years 3-6, and consists of Years 3-4 Class Teachers, Year 5-6 Form Tutors and Subject Specialists. The Head of Prep is assisted in leading this section of the school by the Head of Years 3-4 and Head of Years 5-6, as well as working closely with the Academic & Pastoral Leadership Teams and Executive Group. The ideal candidate will demonstrate a desire to work independently and as a part of the Prep team, it is vital that they will fit in well with the hardworking nature of the existing staff.

## Learning Support Department

Our flourishing Learning Support Department puts in place support for pupils who have an identified learning difficulty or specific need. Through the department, pupils will gain on-going and practical support, this will vary and change as they grow through their time at the school. The Head of Learning Support monitors the progress of pupils, ensuring that lessons are appropriately differentiated and that the pupils' needs are met within the classroom. A continuous cycle of observation and feedback means that pupils with a range of learning needs are fully supported, making excellent progress.

## Teaching Assistant

The Key Stage Two Teaching Assistant (Part Time) will work closely with Prep Staff, supporting individuals and groups in lessons, particularly in the core subjects of English and Maths. Teaching Assistants will also be expected to deliver small group intervention, as directed by the Head of Learning Support, undertake some administrative tasks, work with pupils helping meet their access needs in assessments and provide cover for absent colleagues.





# Job Description



## Key Responsibilities

The purpose of this job description is to outline the main responsibilities of a Key Stage Two Teaching Assistant. It is not restrictive and includes any other reasonable requests that may arise.

The safety and well-being of the children in School is paramount at all times. A Key Stage Two Teaching Assistant is responsible for promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact. A Key Stage Two Teaching Assistant will adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out their duties, a Key Stage Two Teaching Assistant becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school's Designated Senior Lead for Child Protection or the Head.

A Key Stage Two Teaching Assistant will be line-managed by the Head of Learning Support.



## English and Maths

- Work with Prep and Learning Support Departments to support pupils' learning in English and Maths on a daily basis
- Demonstrate excellent curriculum knowledge and set high expectations which inspire, motivate and challenge the pupils
- Provide appropriate support for examinations and scheduled tests, scribing and reading as required in order to support the individual needs of the pupils in accordance with the examination guidelines

## Learning Support and Interventions

- Assist the Head of Learning Support in leading the provision for SEND within school, liaising with the Staff, parents and external professionals as required, providing information about pupils as appropriate
- Plan, prepare and deliver learning to individuals and small groups in areas such as handwriting, mathematics, phonics, reading, spelling and study skills, or additional sessions as required by the Head of Learning Support
- Assess, record and report on development, progress and attainment through interventions

## Pupil and Staff Support

- Provide administrative support, such as: displaying work, filing, photocopying, tidying after lessons or activities, typing and other reasonable tasks for Prep and Learning Support Department Staff
- Support pupils in undertaking any tasks as directed by the member of staff leading the lesson or activity
- Support the wellbeing of pupils, reporting problems to relevant staff as appropriate
- Provide cover for absent colleagues and be willing to teach lessons independently, as required by the Senior Deputy Head

## Other Responsibilities

- Participate in co-curricular school activities including clubs, day and residential trips;
- Potentially combine the role with other responsibilities from different tiers of the school's leadership and management structure





# Person Specification



## Personal Qualities

The successful candidate will have the personal qualities to gain the respect of pupils, parents and colleagues. Most important perhaps is the ability to work, not just independently, but also as a team member.

Those applying should prove that they have a passion for Key Stage Two, have a track record of success which would enhance Westbrook Hay's academic culture and have excellent pastoral skills that ensure the happiness of our pupils. The position would suit teaching assistants who are able to support pupils of all abilities to reach their full potential and help them to thrive.

The new Key Stage Two Teaching Assistant (Part Time) will join a school where staff development is important and ambition is encouraged. Applicants will be expected to show that they have relevant educational experience as per the person specification. A good understanding of and a commitment to the ethos of a co-educational independent school will be important but it is not essential to have worked in an independent school in the past.



# Skills, Experience, Qualifications, Knowledge and Personal Attributes

All staff at Westbrook Hay are expected to embrace and demonstrate in their professional lives the School’s values of courage, independence, integrity, reflective learner, responsibility and togetherness.

## Qualifications and Knowledge

GCSE Grades 9 to 4 (A* to C) including English and Maths	Essential
NVQ Level 3 Teaching Assistant Qualification or equivalent	Essential
NVQ Level 4 or Higher Level Teaching Assistant Qualification or equivalent	Desirable
Knowledge of current best practice in Key Stage Two learning and teaching	Essential
Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice	Essential
Evidence of ongoing professional development	Essential
Knowledge of safeguarding requirements within a school	Essential

## Skills and Experience

Experience of working in an educational setting	Essential
Experience of working with pupils with SEND provision	Essential
Experience of providing cover for absent colleagues and being willing to teach lessons independently	Essential
Ability and enthusiasm to teach both boys and girls	Essential
Ability to make accurate and productive use of assessment	Essential
Ability to nurture and develop an ethos of high standards, personal fulfilment and academic success	Essential
Ability to plan time effectively and meet deadlines	Essential
Ability to problem solve and offer solutions	Essential
Ability to take responsibility and show initiative	Essential
Ability to work within a dedicated and hardworking team	Essential
Effective management of pupil behaviour	Essential
Excellent administrative and organisational skills	Essential
Excellent communication skills to a range of audiences	Essential
Experience of planning and leading teaching & learning activities	Essential
Experience of working in an ‘all-through’ school	Desirable
Experience of working in the independent sector	Desirable
Experience, or being willing, to coach sport	Desirable





Personal Attributes

A teaching assistant with the ability to collaborate with colleagues and contribute positively to the goals and team spirit of the Prep & Learning Support Departments and the wider staff team	Essential
To have an interest in developing knowledge of Education and SEND	Essential
Commitment to equality, diversity and inclusion, and how this applies to the role	Essential
Commitment to inspiring all pupils to develop a life-long passion for learning	Essential
Commitment to ongoing professional development	Essential
Commitment to safeguarding and promoting the welfare of young people	Essential
Commitment to the benefits of coeducation	Essential
Commitment to providing excellent opportunities for all pupils in the school	Essential
Excellent IT skills	Essential
High levels of emotional intelligence and interpersonal skills	Essential
Passionate about the wellbeing of all pupils, inspiring others through their care, enthusiasm and expertise	Essential
Positive role model	Essential





# A Key Stage Two Teaching Assistant (Part Time) is expected to be:

## Personal

- Able to demonstrate high levels of interpersonal skills and emotional intelligence;
- Patient and kind, yet determined;
- Able to demonstrate integrity at all times;
- Loyal to the school and an embodiment of Westbrook Hay's values and mission its vision, mission and ethos;
- A lover of learning who is always willing to learn themselves;
- Empathetic to the plight/work of others and flexible enough to adapt their expectations to support others' needs and challenges whilst delivering the highest quality of education;
- Understanding of the impact of their own behaviours on others, being a personal and professional role model for the community.

## Professional

- Committed to putting our children first;
- A champion of the Westbrook Way Charter;
- A leader and a manager;
- Passionate about their subject, inspiring others through their expertise and enthusiasm;
- An outstanding teacher of their subject who is keen to coach other teachers to reach the highest standards;
- Courteous, professional and respectful to all, at all times;
- Discreet and professionally sensitive;
- Able to be at the forefront of educational thinking in their subject;
- Organised, meticulous and a first-rate administrator who has excellent IT literacy;
- Resilient and able to recover quickly from professional setbacks;
- Proactive and creative when problem solving;
- Able to lead others with a flexible approach;

- Able to meet deadlines;
- Confident, articulate and willing to offer ideas;
- Hard working but able and willing to delegate effectively;
- Able to manage differences of opinion and bring disagreement to an effective, respectful conclusion, being accepting when in the minority;
- Competent in monitoring and evaluating the performance of individual teachers in their subject.

## Leadership

- Committed to making Westbrook Hay a first-choice school;
- Open minded to change, new ideas and shifts in strategy;
- Able to play their part in the completion of a strategic plan;
- Able to motivate and energise others to achieve the school's mission;
- Able to identify operational weaknesses and opportunities and suggest actions for improvement;
- Be able to lead change and develop a culture of reflection, evaluation and improvement.





# Salary and Benefits

This is a part time teaching assistant position, the salary will be competitive and dependent on experience.

## What can we offer you?

- A fantastic team of staff to work with and be a part of
- A school that is rated 'Excellent' by ISI with waiting lists in operation in a number of year groups
- Commitment to continuing professional development
- Free cooked lunches and refreshments throughout the day
- Membership of the Employee Assistance Programme
- Opportunities to attend events organised by the Staff Social Committee
- Receipt of a 'Golden Ticket' for assisting with an overnight event, which enables staff to apply for a half day either in the morning or afternoon
- Small class sizes, a beautiful rural location and excellent facilities
- 50% fee remission is offered for children of school staff, subject to availability of places





# Application and Recruitment Process

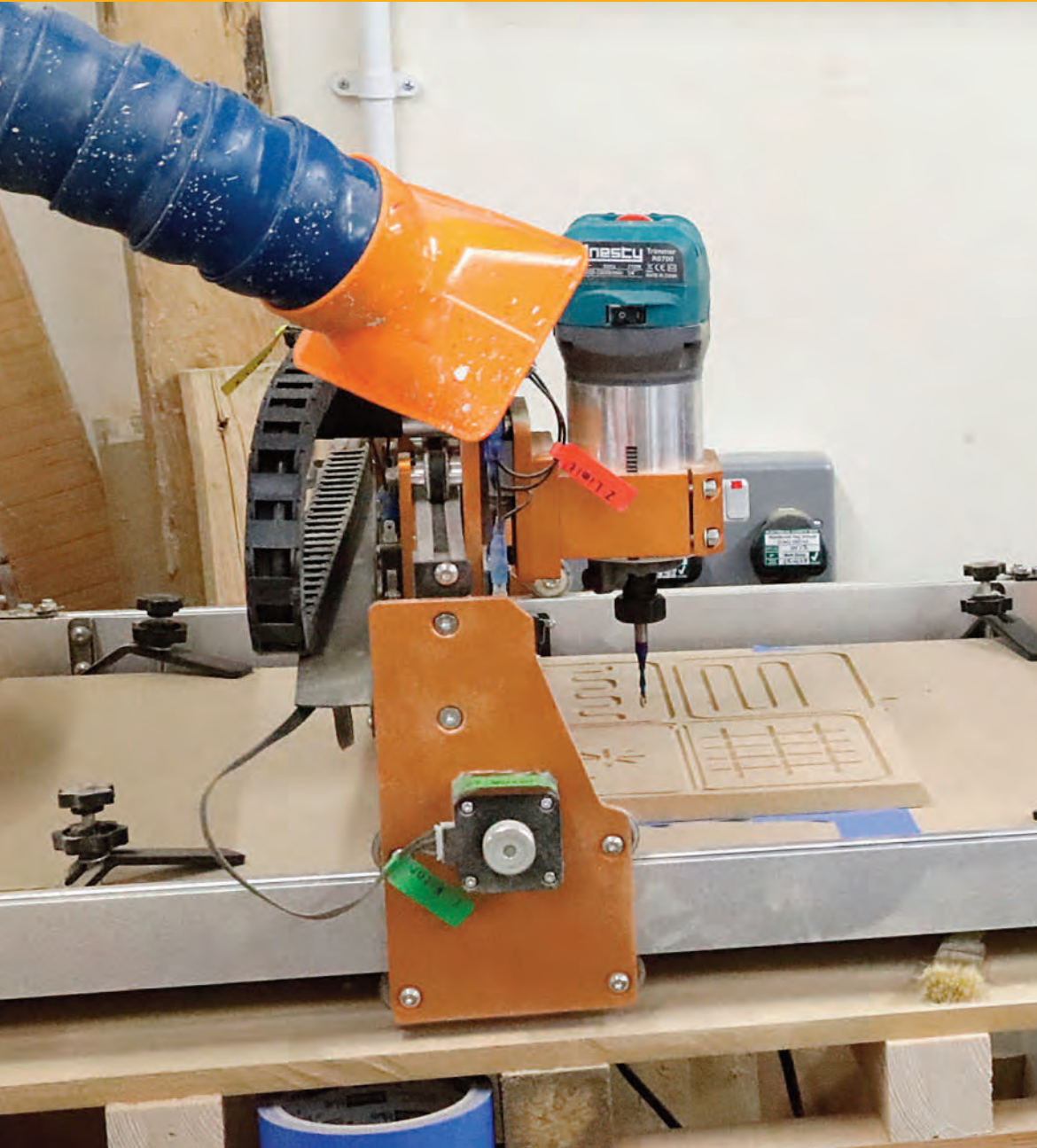


**The deadline for the receipt of applications is 18:00 on Friday 28th June.** To apply for this position, please complete an application via the TES website. Further information or any enquiries can be requested from our Bursar and Clerk to Governors, Miss Kelly Freeman ([kelly\\_freeman@westbrookhay.co.uk](mailto:kelly_freeman@westbrookhay.co.uk)).

**It is anticipated that interviews will be held on the week beginning Monday 1st July.** Although the programme is yet to be confirmed it will include an interview and support of a lesson or activity. Candidates will be offered a tour of the school and lunch, if the timing is appropriate. We reserve the right to appoint a candidate prior to the close of the deadline and would encourage early applications. **This appointment is for September 2024 or January 2025.**



# Compliance Requirements



The appointment is subject to satisfactory pre-employment checks in accordance with DfES guidance, to satisfactory references, satisfactory clearance from the DBS, proof of identity and qualifications and a satisfactory medical report. Westbrook Hay is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be required to undergo child protection screening including checks with current and previous employers and the Disclosure & Barring Service.







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