



Heath Mount School Careers

Job Title

Reception Teaching Assistant

Application Deadline

9.00am, Friday, 3rd January 2025

Start Date

February 2025

Our school

Thank you for your interest in working at Heath Mount. Set in 40 acres of glorious Hertfordshire countryside, Heath Mount is a leading day and boarding Preparatory School for 500 boys and girls aged 2 to 13. Described by *The Good Schools Guide* as a place 'buzzing with innovation and scoring notable national achievements in more than one area,' the school delivers an academically rigorous education alongside an exciting extra-curricular programme. Our pupils achieve outstanding results within a nurturing and supportive framework that puts happiness and mental wellbeing at the heart of all we do. We provide a dynamic, supportive and friendly working environment underpinned by the School's family-feel ethos and values.

In our recent Independent Schools Inspection we achieved 'Excellent' in all areas of the Educational Quality Inspection.



Overview

Would you like to spend your day finding the biggest puddles to jump in, searching for minibeasts, getting covered in glitter, making a muddy swamp for dinosaurs, or organising a teddy bears' picnic in the woods? Can you re-imagine a cardboard box as a pirate ship, fairy castle or racing car? Do you have an innate sense of fun as well as a caring, nurturing personality? If you love helping young children explore their imaginations and have an interest in early years childhood development, then this is the job for you!

We are looking for a Reception Teaching Assistant who is playful in their approach and passionate about nurturing children's natural curiosity. Working in our beautiful, bright indoor and outdoor spaces, you will support the reception team with planning and implementing an exciting child-led curriculum for reception pupils, making observations of the pupils' learning progress and helping develop their independence.



Core Responsibilities

The duties include, but are not limited to:

- ⇒ To help deliver small group adult led tasks and activities
- ⇒ Work with pupils on an individual basis or in groups and take responsibility for their learning. These tasks may include literacy, numeracy, IT and creative skills development and associated activities, support or extension activities. To also, carry out any other reasonable tasks identified by the supervising member of staff, helping with all aspects of the children's learning
- ⇒ To help with individual and small group assessments
- ⇒ Preparation of class teaching materials for pupils
- ⇒ Supervise pupils at the beginning and end of the day and carry out duties, e.g. in the playground and dining room
- ⇒ Undertake First Aid training and provide care if needed for children who are ill or injured in conjunction with the school nurses, including assisting with self-care duties
- ⇒ Undertake administrative tasks such as: filing, photocopying, preparing and presenting displays and resources, assisting with props and costumes under the direction of the teacher
- ⇒ Accompany teachers and classes on educational visits
- ⇒ Share in pastoral and safeguarding responsibilities for all pupils
- ⇒ Encourage the positive behaviour of pupils
- ⇒ Follow school policies
- ⇒ Work positively and constructively as a member of the staff team. Liaise and work with colleagues and parents
- ⇒ Any other tasks that are reasonably delegated by your line manager



Core Responsibilities

Qualifications and Experience

Essential

- Level 3 in Childcare/development or equivalent.
- GCSE Maths and English, minimum grade C or equivalent
- Excellent communication, motivational, organisational and planning skills
- A commitment to safeguarding the welfare and safety of pupils within your care in accordance with the School’s safeguarding policy and statutory guidance.

Desirable

- Previous experience
- Paediatric First Aid Qualification



General

- Adhere to and ensure compliance with the school’s Safeguarding Policy at all times.
- Actively seek to create a climate of respect and understanding of the needs of the children and ensure the provision of a safe and secure working environment, in keeping with legal requirements.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. The post holder’s responsibility for promoting and safeguarding the welfare of the children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the School’s safeguarding policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the School’s DSL or to the Headmaster.



What We Offer

- Excellent salary package for the right candidate
- Staff lunches prepared by our award-winning catering team during term time.
- 17 weeks' holiday per year
- Free parking
- Use of school swimming pool and gym
- Pension (after 6 months in post)
- Level 1 Westfield Health Cashback Scheme

"A thriving prep that's as popular with parents as it is with pupils. The musical, the sporty and eager all-rounders of every kind will flourish at Heath Mount." Tatler Schools' Guide 2024



Hours of Work

This is a full-time position, from 8.15am to 4.15pm.

Assistants are expected to be in their classrooms with enough time to prepare for children entering at 8.15am.

This is a term time only role including attendance at all inset days and other days, such as Open Day, parent's evenings and new starter picnics as agreed with the Headmaster.

There is the possibility of additional hours in our Christmas, Easter and Summer schools.

How To Apply /Interviews

Further details and an Application Form can be downloaded from www.heathmount.org, or call 01920 830230

We reserve the right to interview before the closing date, so candidates are advised to apply as soon as possible.

Please email your completed application form to: HR@heathmount.org

About Heath Mount

Heath Mount is one of the oldest Prep Schools in the country, originally founded in 1796 in Hampstead, North London and situated since 1934 in the Grade I listed mansion of the Woodhall Estate. While proud of its heritage and sense of tradition, pupils benefit from forward-thinking teaching methods combined with up to date technologies and unrivalled facilities. Our state-of-the-art 200 seat Performing Arts Centre hosts our drama productions, concerts and guest speakers. The sports hall is fully equipped for gymnastics and indoor games and includes a professional-standard dance studio while the grounds include rugby, football, cricket pitches, netball courts and AstroTurf as well as a swimming pool. The exquisite Grade I mansion is where our Prep school students are based from Year 5 to Year 8. It is also home to the main library, dining rooms, art, pottery, DT and food tech departments, ICT suites and science labs. An adjoining music block provides rooms for individual music lessons. Our Pre-Prep occupies a dedicated modern building with its own library, computing suite, music room and hall in addition to a fantastic adventure playground. Lower School pupils, meanwhile, enjoy their own modern purpose-built block. Children may flexi-board from Year 3 upwards with boys boarding in the main mansion house and the girls boarding in the cosy surrounds of River House in the grounds of the estate.

The Heath Mount Nursery sits adjacent to the Pre-Prep building which houses the Reception classes. Our Nursery pupils enjoy their own modern, fully equipped building with two light and airy classrooms resourced with high quality learning materials and toys. The children have direct access to their own large outside play area with covered terrace and their own 'wild' area Three Bears Wood as well as our magical forest school setting, Stumble Trip Wood.

Award-winning Early Years Provision: In 2021 our EYFS team were awarded the Herts For Learning Early Years Gold Quality Standard in recognition of our outstanding provision. "The school have worked on fostering a love of learning within a happy community, with an emphasis on positive relationships and cooperation, in order to help the children flourish, feel valued and enjoy every day in school."

Values and Pastoral Care: During their time here, children develop a strong moral compass. We expect all our pupils to demonstrate our key values of acceptance, respect, integrity, industry and achievement. Each child's happiness is at the heart of a Heath Mount education. We are committed to enhancing our pupils' emotional, physical and mental well-being, ensuring different needs are supported. The school has a Head of Wellbeing, a full-time school counsellor and a medical team.

A Natural Environment: Children flourish in the beautiful woodland setting where break times are spent happily playing in the woods, making dens or exploring nature. Our Forest School is an integral part of our holistic approach to education and emotional wellbeing in the Early Years Curriculum.

