



# PORT · REGIS

## Learning Assistant

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

### Role Profile

We are seeking to appoint a qualified Learning Assistant to work with our Reception class. The successful candidate will have proven experience of delivering high quality teaching and learning to primary aged children.

Applications are invited from candidates who are forward-thinking and big-hearted, who model great drive and enthusiasm.

### Remuneration and Benefits

The successful candidate(s) can expect:

- Competitive salary, pension and holiday benefits.
- An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall during term time.
- To join a delightful team and exceptional working environment.

### Hours of Work

This is a part-time, term time only role. We are looking for a candidate who can work at least three and up to five afternoons a week, from 12.30 to 16.00 (16.30 on a Monday). Please specify your preferred working hours in your covering letter.

### Start Date

September 2024

### Job Description

**Reporting To:** Head of EYFS, Head of Pre-Prep and Head of Learning Support

**Accountable To:** Head, Deputy Head Academic, Heads of School

## Key Purpose

To support the teaching, learning and happiness of children in our Pre-Prep (currently the Reception class).

## Key Responsibilities

To nurture the individual child and promote the development of the whole person (body, mind and spirit).

- To teach groups of children and one to one in our Reception and Pre-School and support their independent learning during continuous provision.
- To ensure a safe, purposeful and positive classroom environment including stimulating displays and appropriate resources.
- To inspire and motivate young learners.
- To plan and liaise frequently with professional colleagues in order to ensure equality of opportunity.
- To make optimum use of relevant assessment methods in order to track progress and set pupil specific targets.
- To attend and contribute to staff meetings and planning sessions (collaboratively).
- To liaise with the Head of Learning Support and Heads of Schools to ensure relevant and appropriate support is made available to children you teach.
- To promote and reward positive behaviour at all times.
- To maintain an overview of the social development of the individual child in conjunction with the subject specialists and other school staff. This may involve attending review meetings with parents and other professionals, including outside agencies.
- To communicate with parents and outside agencies as/when necessary and alongside teaching colleagues.
- To be available to contribute to the Hobbies and Duties Programmes as reasonably directed by the Head.
- To contribute to any combination of Drama, Art, Sport and Music in the school as required from time to time.
- To undertake weekday duties.
- To be positive, fully committed, and to support the vision, values and direction of the school wholeheartedly.
- To discharge all other tasks pertaining to the education and welfare of children in EYFS, Key Stage 1, 2 and 3 as reasonably directed by the Head.

## Additional Qualities Required

- Organisation skills – able to prioritise tasks on a daily and longer term basis achieving all deadlines and constantly balance what's important with what's urgent.

- Attention to detail – the ideal candidate has high standards in all aspects of their work and that of others and ensures standards are maintained at all times.
- Professional & trustworthy – able to respect the profile and image of the school at all times and the confidentiality this unique position requires through the sensitive situations that may arise.
- Personnel skills – a natural warmth and patience with people and the ability to engage at many different levels. A great team player but also energetic, caring, self-motivated and driven.
- Communication skills – a superb communicator in all senses – through the written and verbal word. Communicates in a timely, relevant and professional fashion and understands the critical role excellent communication plays within organisations. Demonstrates excellent writing and presentation skills.
- Initiative – the drive to identify and anticipate future opportunities and challenges and what needs to be done.
- Flexibility & reliability - Highly flexible, able to adapt and respond positively to a variety of situations and people in order to meet changing priorities. Reliable at all times.
- Energetic – driven to achieve results that exceed expectations. A ‘half full’ as opposed to a ‘half empty’ mindset.

#### **General Duties**

- Safeguarding and compliance with our Child Protection & Safeguarding Policy and procedures.
- Comply with statutory requirements for example the Health and Safety at Work Act and the Data Protection Act and School policies and procedures in this regard.
- Undertake professional development as required.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regians (OPRs); external users; the local community; and outside agencies.
- Ensure the reflection of Port Regis’ values in all communications.
- Adhere to the school’s policies as contained in the Staff Handbook.
- Undertake other such duties as may reasonably be required from time to time.

#### **Person Specification**

##### *Essential*

- A commitment to promoting and safeguarding the welfare of children
- Proven experience of delivering high quality teaching and learning to primary school aged children
- A level 2 or 3 Certificate in Supporting Teaching and Learning in Schools (or equivalent)
- A level 3 Diploma in Childcare and Education (or equivalent)

- A commitment to, and ability to deliver, an exciting and engaging Learning Support provision
- Excellent behaviour management and pastoral care
- Excellent communicator (verbal and written) and ability to develop strong links with children, parents and colleagues
- Excellent ICT and organisational skills
- Patience and a sense of humour
- Flexible and calm under pressure
- A collaborative team player

*Desirable*

- Higher Level Teaching Assistant qualification and experience.

### Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form linked with this advert and send it, along with a covering letter, to our Director of HR, Mrs Geraldine White at [hr@portregis.com](mailto:hr@portregis.com) or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive **before 08.30 on Monday 12 May 2024**. **Early applications are encouraged**. Please read the Explanatory Note and Child Protection & Safeguarding Policy in conjunction with your application.

### Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

Titus Mills  
Headmaster

Note: The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's Child Protection & Safeguarding Policy at all times. If, in the course of carrying out the role, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.