



FINTON HOUSE  
SCHOOL

EYFS  
Teaching Assistant  
for September 2024



# 1 | OUR STORY

...SO FAR

Finton House was founded in 1987 as a charitable trust with two principles in mind: that children joining Reception should not have to face the pressures of a competitive entry system, and that of providing an inclusive environment where all children, including those with special educational needs, have the same opportunities.

## WELCOME TO FINTON HOUSE

Thank you for your interest in working at Finton House. We are an outstanding non-selective co-educational preparatory school for boys and girls aged 4-11, located next to Wandsworth Common in South West London.



338 PUPILS  
74 STAFF

The School motto “Open Hearts and Guiding Hands” sums up the relationships which pupils and staff build with each other, with our local community and the wider world.



FOUR  
HOUSES

The House system gives pupils a way to make friends outside of their year group whilst instilling a sense of belonging, pride and teamwork in them.



SPECIALIST  
FACILITIES

We have specialist facilities including purpose-built Music rooms with soundproof recording booths, a Science lab, DT workshop and an Art room.



EVERY CHILD  
CAN SHINE

A Fintonian demonstrates our ‘Finton Goals’ of kindness, respect, curiosity, resilience, communication, morality and self-belief.

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FROM OUR

# CHAIR OF GOVERNORS

I am always so impressed and hugely thankful for the staff's dedication to the school's objectives and to each child's education at Finton House. This became particularly apparent during lockdown when they worked tirelessly to create and deliver a leading remote learning offering. This was created by leveraging the experience of schools around the world and utilising our previous investment in technology. Like everything at Finton House, we strive for improvement and keep evolving the educational experience so that we can now take the best of what remote learning has taught us and bring that to our on-site learning in 2021 and beyond.



In a world with an increasingly rapid pace of change where we must be prepared for the unexpected, our objective is that children leave Finton House with a confidence, resilience and understanding of the world which will allow them to thrive wherever they go next in life. I have the pleasure of seeing this first-hand when our Old Fintonians return to visit, come back to work with us or bring their children to school here. There is no doubt in my mind that being part of the Finton community is hugely rewarding and fulfilling.

Liz Buckley

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FROM OUR

# HEAD

“Happiness is the key to a successful education.”

Finton House School holds a special place in the hearts of all those who have been here, either as a pupil, a parent or as a member of staff. It is a unique school combining a warm child centric environment with a high focus on wellbeing and values while also achieving outstanding academic results. This is in the context of a non-selective entry, increasingly rare for Prep schools in the area, and a specific objective to include children with special education needs who can thrive in a mainstream environment. Inclusion is part of the fabric of Finton House, together with a focus on building an understanding of our roles in the Community around us and our duty to contribute. All this is down to the culture, care and commitment of our highly experienced staff who get the best out of every child from those that need early support in specific areas to the more able who should be stretched.

Working here is deeply rewarding and often a great deal of fun - after all, happiness is the key to a successful education. Everyone works hard to maintain the school's success and outstanding reputation, while in the knowledge that protection of their own wellbeing is taken very seriously.

Ben Freeman



ROLE SPECIFICATION

EYFS TEACHING ASSISTANT

<b>Job Title</b>	EYFS Teaching Assistant
<b>Reporting to</b>	Deputy Head (Pastoral)
<b>About</b>	An assistant will predominately work alongside class teachers usually in one year group supporting both individual and groups of children. However, they may work with other groups throughout the school.
<b>Job Purpose</b>	An assistant will be responsible for supporting the implementation of the curriculum under the guidance of the class teacher and carrying out any tasks the teacher may require such as setting up/clearing away materials and equipment, photocopying, display work, etc.
<b>Salary</b>	Dependent on experience
<b>Overview of the role</b>	We are looking for assistants who are committed to making a significant and positive impact on our youngest children's lives. This position will include working in partnership with parents, teachers and the school to establish a supportive and nurturing learning environment in which children can make excellent progress
<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>• Take ownership of leading sessions as agreed with the Class Teacher.</li> <li>• Contribute to the continued review of planning, support and monitoring of progress.</li> <li>• Monitor the child's academic acquisition and responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.</li> <li>• To supervise and provide particular support for identified children, in 1:1, group or whole class situations, ensuring access to learning.</li> <li>• Creating appropriate resources to support the individual child, as well as the whole class.</li> <li>• When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance.</li> <li>• Motivate and encourage children as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to needs.</li> <li>• To apply behavioural strategies that follow the School Behaviour Policy.</li> <li>• To promote inclusion and acceptance of all the children, including those with physical, learning and behaviour difficulties.</li> <li>• To promote, encourage and support children to develop independence.</li> <li>• To react and deal appropriately, in a way that is consistent with the teacher's directions to childrens' emotional wellbeing.</li> <li>• To be first aid trained (Paediatric Training) and to be proactive in matters relating to health and safety.</li> <li>• To have a duty of care to take safeguarding seriously and be observant and follow the school's Safeguarding Policy.</li> </ul> <p>Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the nominated representative (in consultation with the postholder) to reflect the changing needs of Finton House.</p>



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PERSON SPECIFICATION

# EYFS TEACHING ASSISTANT

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>		
A Levels or NVQ Level 3	X	
Degree		X
EYFS practitioner		X
Strong command of the English language including spelling and grammar	X	
Good IT skills	X	
First Aid certificate (ideally Paediatric Training)	X	
<b>Experience</b>		
Experience of working with EYFS children	X	
Experience of working with SEN children		X
<b>Skills &amp; Attributes</b>		
Passionate about inclusion and diversity	X	
Nurturing in approach, strategies and interventions	X	
Flexible, proactive and patient	X	
Able to use initiative and contribute a little extra	X	
Communicate effectively within a multi-disciplinary team	X	
Excellent time-keeping and attendance	X	
Strong organisational skills	X	
Child protection and safeguarding training		X



## 6 WHY WORK AT FINTON? BENEFITS

- Finton House operates a generous defined benefit pension scheme for all employees. Teachers are enrolled into APTIS with an employer contribution of 18%.
- All permanent employees benefit from Life Insurance covering Death in Service to a value of 2 times salary.
- All permanent employees benefit from Income Protection insurance should the employee fall ill, providing support during long term illness.
- Employees have the option to buy into the group medical insurance provided through Aviva. This covers a wide variety of treatment including optical and dental.
- Permanent employees benefit from a staff discount on fees for all children attending Finton of 65% (pro rata).
- Lunch is provided to all employees during term time, alongside access to refreshments throughout the day.
- The School participates in both a Cycle & Technology Scheme allowing employees to benefit from favourable purchase terms and tax efficiencies.
- All employees have access to an industry leading Employee Assistance Programme offering employees and their dependents access to wellbeing resources including counselling and legal advice.
- Staff Loans are available for training courses and travel support.
- Finton operates a lively social life with regular staff events alongside traditional mentoring and support.



## 7 APPLYING FOR THE ROLE

### APPLICATION FORM

To apply for this position you will need to complete an application form. Please apply as soon as possible as applications will be reviewed on a rolling basis. Completed applications should be sent FAO the Headmaster, Ben Freeman, c/o Justine Lavelle (Operations and HR Coordinator) on [justine.lavelle@fintonhouse.org.uk](mailto:justine.lavelle@fintonhouse.org.uk).

### SHORTLISTING AND INTERVIEW

Short-listed candidates will be invited for an interview with the Head, alongside another member of the Senior Leadership Team or Governors. Interviews will likely involve a task (such as teaching observation for teachers, or inbox task for administrative jobs), followed by a tour of the school where you will be able to meet those you might work with.



## 8 | VALUES AND ETHOS

### ***“Open Hearts and Guiding Hands”***

#### EQUALITY & DIVERSITY

Finton House Educational Trust values Equality & Diversity in everything that we do, with inclusivity being a founding principle of the School. All applicants will be treated with respect and dignity, and provided with the support they require to complete their recruitment journey with the School.

#### SAFEGUARDING

Finton House Educational Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. Details of all checks are to be found in our Recruitment, Selection & Disclosures Procedure, which is available on request.