



FINTON HOUSE
SCHOOL

TEACHING ASSISTANT

**Candidate
Information**

Welcome

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

Headmaster



About Finton House

Finton House is a thriving independent co-ed prep school for children aged 4-11. Located near Wandsworth Common in South West London, Finton House is a non-selective, inclusive school where children are prepared to thrive in an ever-changing world.

The school's commitment to pastoral care is as strong as its commitment to providing an outstanding education, and its academic achievements at 11+ speak for themselves: at Finton House, every child can shine bright.

The school was founded in 1987 as a charitable trust on the principles that there should be no academic selection for entry into Reception and that all the children, including those with special educational needs, should enjoy a completely inclusive, nurturing environment

These principles underpin the educational experience. The school has a strong reputation for nurturing mixed ability cohorts of children to experience the joy of learning and develop their skills, knowledge and wellbeing.

The impact and success of a Finton education is evident in the number of children waiting for a place to join in Reception or for an occasional vacancy in all Year groups, and the remarkable success of pupils being awarded places and scholarships into a wide range of selective independent senior schools.

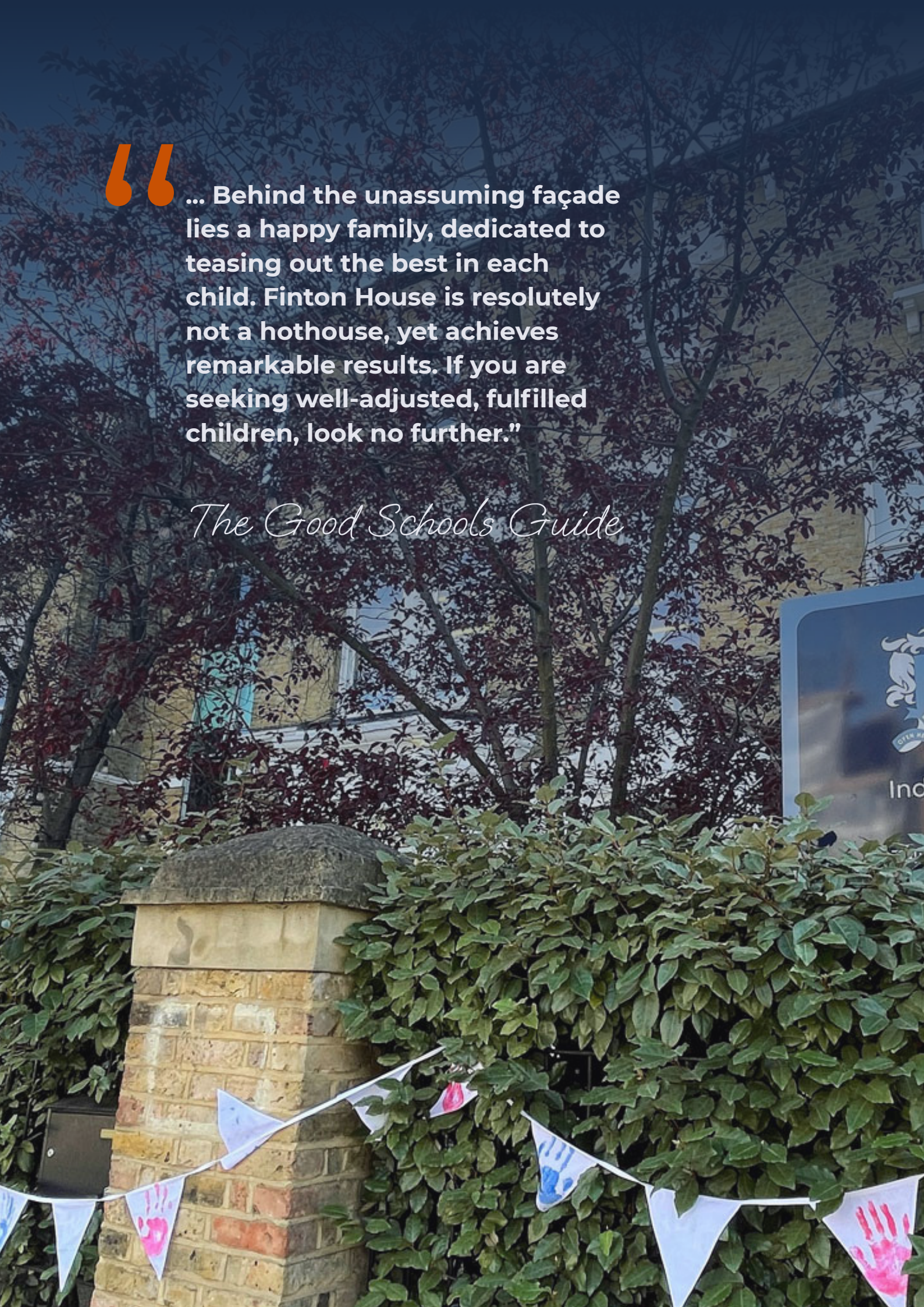
The school motto "Open Hearts and Guiding Hands" sums up the warm and caring relationships that the school promotes in a nurturing learning environment, in order to provide the most complete education.





... Behind the unassuming façade lies a happy family, dedicated to teasing out the best in each child. Finton House is resolutely not a hothouse, yet achieves remarkable results. If you are seeking well-adjusted, fulfilled children, look no further.”

The Good Schools Guide





The Role

Role: Teaching Assistant

About: We are looking for an assistant who is committed to making a significant and positive impact on our children's lives and who is driven to further improve the standards across our school

Reporting To: Deputy Head: Pastoral

Job Purpose: Teaching Assistants are responsible for supporting teaching and learning and the implementation of the curriculum under the guidance of teachers. Their workload is varied and may involve working with whole classes, groups or individuals, including providing funded support to pupils with Educational Health Care Plans (EHCPs) or significant learning needs.

Salary: Competitive and depending on previous experience.

Person Specification

Essential

- **A levels or NVQ Level 3**
- Strong command of the English language including spelling and grammar
- Good IT skills.
- Experience of working with children
- Passionate about inclusivity and diversity.
- Nurturing in approach
- Flexible, proactive and patient
- Able to use initiative
- Communicate effectively
- Excellent time-keeping and organisational skills

Desirable

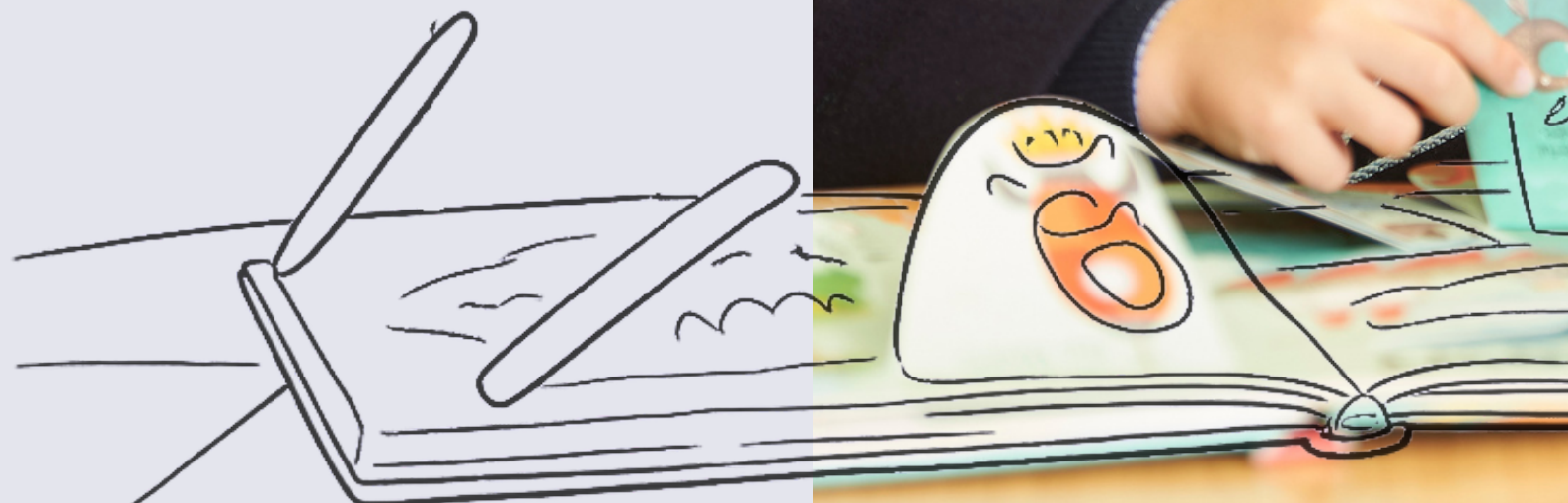
- **Degree**
- First aid certificate
- Child protection and safeguarding training.



Key Responsibilities

In addition to upholding the Teachers' Standards, a Teaching Assistant must:

- Work with teachers and/or other appropriate professionals to take into account pupils' needs and help them to learn as effectively as possible in lessons, small groups and on a one-to-one basis
- Provide regular feedback to the Class Teacher
- Motivate and encourage the pupils
- Clarify and explain instructions
- Provide equipment and materials appropriate to the pupils' need
- Assist pupils in weak areas, e.g. language, behaviour, reading, spelling, handwriting/presentation, etc.
- Help pupils to concentrate on and finish set work
- Encourage the pupils' independence
- Liaise with teachers to devise complementary learning activities
- Assist the Class Teacher in changing pupils' reading books and hearing them read
- Carry out any tasks teachers may require to support teaching and learning such as preparing the classroom, preparing resources, photocopying, display work, setting up for events etc
- Attend relevant weekly planning sessions and assist teachers in keeping daily records up to date
- Assist in reviews of pupils' progress and contribute to school assessment procedures and the marking of pupils' work
- Be a first point of contact for the pupils in the class and the most important adult in their school life.
- Cover for absent teachers when reasonably required by the SLT
- Assist teachers with the organisation of whole school events and the management of pupils during these events, e.g. plays, concerts, sports day and trips, including residential trips where appropriate
- Adapt teaching to respond to the strengths and needs of pupils
- Take responsibility for an area of school allocated by the Head of Lower/Upper School e.g. lost property, first aid boxes, workroom alongside carrying out regular non-curricular duties e.g. break duty, lunch duty, cloakroom duty, etc



Safeguarding

The duties and responsibilities outlined may be subject to change based on the school's needs and priorities. We reserve the right to modify or amend the job description at any time, in consultation with the employee, to better align with our school's goals and objectives.

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 the school's website.

Finton House Educational Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post. The appointment is subject to satisfactory pre-employment checks in accordance with the relevant statutory guidance, including an enhanced Disclosure and Barring Service check, satisfactory references, proof of identity and qualifications, a review of their social media presence and a satisfactory medical report.



Benefits

- Finton House operates a generous defined benefit pension scheme for all employees. Support staff are enrolled into Scottish Widow with an employer contribution of 7.5%
- 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.





FINTON HOUSE SCHOOL

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