LAMBROOK

NURSERY TEACHING ASSISTANT

MATERNITY COVER

Required for January 2027

The closing date for applications is Thursday 19th November, 9.00am

Interviews will take place shortly after the closing date



CANDIDATE SEARCH

Lambrook is looking to appoint an outstanding and dynamic Teaching Assistant (Maternity Cover) for our successful Nursery Department to join our established team of teachers and teaching assistants. The successful candidate will need to be a good team player with excellent interpersonal skills with both colleagues and parents. Have a strong passion for working with children and a good understanding of an Independent school setting.

KEY RESPONSIBILITIES

TEACHING AND LEARNING

- To work closely with the Nursery Manager, Head of EYFS and the other Nursery Practitioners to enable the department to meet the social, emotional, behavioural and educational needs of the children.
- To assist in the planning and teaching of individuals and group of pupils.
- To promote positive pupil behaviour by encouraging the pupils to interact with each other in a kind and thoughtful manner.
- To use the Tapestry program to record children's progress and complete Learning Journals.

ADMINISTRATIVE DUTIES

- To prepare and present displays of pupil's work.
- To carry out duties in line with the normal expectations of a school environment. Including playground duties, lunch duties and occasional after school duties.
- To attend weekly meetings before and after school for planning and information purposes.
- Photocopying, preparing materials and other administrative tasks in order to support teaching and learning.
- To undertake training and professional courses to enhance classroom practice.

STANDARD AND QUALITY ASSURANCE

- Support the aims and ethos of the School.
- To attend staff and school meeting and INSET days as necessary.
- Set a good example in terms of dress, punctuality and attendance.
- Undertake professional duties that may be reasonably assigned by the Head of Nursery and Head of Pre Prep.
- Follow the School's Safeguarding and Child Protection Policy.
- Be proactive in matters relating to the health and safety and wellbeing of children.



PERSON SPECIFICATION

KNOWLEDGE AND EXPERIENCE

- An NVQ level 3 qualification or equivalent.
- Experience working within an EYFS setting is preferable.
- A good understanding of child development.
- A good knowledge of the health and safety requirements in a school environment.
- A good understand of Safeguarding.
- Knowledge of Paediatric First Aid.

SKILLS AND ABILITIES

- Ability to follow instructions or work on own initiative as necessary.
- Ability to work effectively as part of a team.
- Ability to establish positive relationships with pupils.
- Ability to encourage pupils to interact with each other in an appropriate and positive manner.
- Ability to use language and other communication skills that children can understand and relate to.

PERSONAL QUALITIES

- A commitment to giving children the best opportunity to reach their full potential in a respectful and safe environment.
- A commitment to Equal Opportunities and celebrating diversity.
- A commitment to continuing professional development and willingness to participate in further training provided by the school.



THE APPLICATION PROCESS

The school has its own generous salary scale and benefits including contributory Pension Scheme, free lunches (term time only), bike to work scheme, life assurance scheme. If the candidate has a child who has been accepted into the school, subject to availability of spaces, a means tested fee remission may be available.

Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. Letters should be sent to the Headmaster via HR@lambrookschool.co.uk.
Applications will only be accepted from candidates completing the School's Application Form in full. In addition.

Any offer to a successful candidate will be conditional upon:

Verification of identity, qualifications and confirmation of right to work in the UK.
A minimum of two references.
A new satisfactory Enhanced Disclosure clearance (DBS) including the Children's Barred List must be in place before employment can commence.
Verification of medical fitness.
Where a candidate has worked or been in residence overseas in the previous five years, such checks and/or Visa documents are required in accordance with statutory guidance.
Online checks will be carried out on candidates before interview.

All appointments to the School are subject to satisfactory completion of a probationary period.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, were appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the

