

**JOB TITLE: PART-TIME/FULL-TIME LOWER SCHOOL
WRAPAROUND MANAGER AND EARLY YEARS TEACHING
ASSISTANT**

**REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL
INFORMATION FOR CANDIDATES**

Role commences: **September 2024**





REIGATE ST MARY'S PREPARATORY AND CHOIR SCHOOL

Reigate St Mary's Preparatory and Choir School (RSM) was founded in 1950 to provide an education for choir boys who sang at St Mary's Church in Reigate. Choirmaster, Godfrey Searle, bequeathed his house, Sunnyside, for the establishment of the school along with a trust fund to ensure the continuation of the choral legacy.

Today, RSM is a modern, forward thinking coeducational junior school and Godfrey Searle's Sunnyside house forms part of a wonderful 15 acre school site with modern buildings, playing fields, playgrounds, nature areas, dens and a Forest School. It is located in the heart of Reigate, a historic market town in the east of Surrey at the foothills of the North Downs, an area of outstanding natural beauty.

RSM is part of the Independent Association of Preparatory Schools (IAPS) and, in 2003, became a junior school of Reigate Grammar School (RGS), a multi award winning coeducational senior school, named Tatler School of the Year 2020. RGS is located just a few minutes' walk away and this close proximity allows RSM to make use of their many facilities and resources. Approximately 80 percent of children transfer to RGS at 11 years old, and the remaining leavers join other top senior schools in the locality.

RSM has approximately 360 boys and girls ranging from 2 ½ to 11 years old. The school provides an inspirational and exciting education preparing children for happy and fulfilled lives. Academic outcomes are excellent and this is achieved within a warm and caring environment by developing close relationships with children and their families. RSM children know they are truly valued and this gives them the confidence to take challenges, learn from mistakes and ultimately reach their full potential. RSM was shortlisted for Independent Preparatory School of the Year 2020 in recognition of this.

The school takes a growth mind-set approach to education and the curriculum reflects the importance of a breadth of study in preparing children for exciting future careers. Education for Social Responsibility (ESR) is at the heart of this and Headmaster, Marcus Culverwell, leads ESR for IAPS schools nationwide. The aim is to produce confident, resilient and creative young people who care deeply about a sustainable and equitable future for everyone. Sustainability issues are prioritised and RSM is an Eco School with Green Flag status.

There is significant and ongoing investment in technology throughout the school and IT is embedded in all teaching. Classrooms are exciting and inspiring places where children use technology to explore. There is an impressive IT lab and Mac suite and the school's Lego robotics team has been worldwide finalists in Lego robotics competitions many times.

Children play a variety of sports and the school site has four football pitches, a hockey pitch, two multipurpose courts, an artificial cricket strip and a 200 metre running track. The school also has use of RGS's impressive sports grounds at Hartswood. A strong extracurricular programme, with over 50 clubs on offer each week, provides extra sporting opportunities as well as a broad range of other popular clubs such as dance, chess, martial arts and craft. An emphasis on outdoor learning means the children spend as much of the timetable as possible learning outside in the grounds and Lower School children enjoy regular Forest School sessions in addition to this. Every child is a member of one of four well established Houses and this gives them a sense of belonging and peer support as well as providing plenty of opportunities for friendly inter-house competitions.

Music is an important part of life at RSM with a strong peripatetic music programme and a range of choirs and ensembles. There are many productions and performances throughout the year and children regularly perform within the community and at local festivals. The school was rated 'Excellent in all areas' at the last ISI inspection in December 2015.



JOB DESCRIPTION

We wish to appoint an enthusiastic part-time/full-time lower school wraparound care manager and early years teaching assistant to provide wraparound care to our families in a fun and nurturing environment. The working hours for this role during term time are Monday - Wednesday 10.45am - 6.15pm and Thursday - Friday 2.30pm - 6.15pm. The working hours during the school holidays are 8.00am - 5.30pm. 25 days holiday per year.

Our term-time provision is called extended day and runs Monday - Friday 3.30pm - 6.00pm. Our holiday provision is called early years holiday club and runs 8.00am - 5.30pm daily during the Christmas holidays, Easter holidays, Summer holidays and October half term.

Wraparound care is a service provided by the school whereby children are cared for, fed and offered a range of stimulating activities. Parents who use this services pay an additional cost per session. The lower school wraparound care manager runs the day-to-day operation of wraparound care by caring for the children, delivering planned activities, preparing resources and ensuring that it is staffed appropriately adhering to ratios at all times. You would be responsible to Lead Early Years Teacher.

Salary to be discussed, dependent on qualifications and experience.

DUTIES AND RESPONSIBILITIES FOR LOWER SCHOOL WRAPAROUND MANAGER

- Be responsible for providing high quality activities, ensuring that the staff are properly deployed and offer appropriate stimulation and support to the children.
- Manage and lead a team of wraparound care staff within a friendly and supportive atmosphere.
- Liaise and maintain good communication with the school office staff to ensure the smooth running of the club; ensure that cover is in place if staff members are absent. Ensure that ratios are always adhered to.
- Provide full care for the children including maintaining a register of children attending wraparound care, following up any unexpected absences and the safe delivery to parents and/or named carers.
- Ensure records are properly maintained e.g. register, policies, accident and incident book.

- Supervise, support and assist pupils undertaking activities, ensuring that all have equal opportunity to develop their individual and team skills.
- Supervise mealtimes and know individual children's medical and dietary needs, acting accordingly.
- Ensure that the children's property is stored safely and that they take the correct belongings home.
- Comfort and supervise pupils who are ill or have had an accident, administering to their needs, as appropriate and referring to the First Aider ensuring that accidents are recorded appropriately.
- Have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the school.
- Read and have due regard to the Early Years Foundation Stage Statutory Framework.
- Be aware of and comply with policies and procedures relating to Child Protection, Equal Opportunities, Behaviour, Health, Safety and Security, Confidentiality and Data Protection, non-collection of children, missing children, intimate care, medicines and accidents etc. Reporting all concerns to an appropriate person.
- Monitor the play equipment to ensure the appropriate health and safety standards in terms of construction, repair and suitability for the users. Report any concerns to the school Operations Manager.
- To undertake suitable first aid, food safety and safeguarding training in accordance with school policy.
- Being aware of confidentiality issues linked to home/pupil/teacher/schoolwork and to keep confidences as appropriate.

DUTIES AND RESPONSIBILITIES FOR TEACHING ASSISTANT

- To assist with the preparation of Early Years practical activities To deliver learning activities/ teaching programmes both in and outside the classroom
- To monitor and evaluate pupils' responses to learning activities through observation and recording on Tapestry
- To provide verbal feedback to pupils and extend skills and knowledge
- To provide for the teacher feedback as required
- To encourage the Characteristics of Effective Learning



- To promote the inclusion and acceptance of all pupils within the classroom
- To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflicts and incidences in line with established policy and encourage pupils to take responsibility for their own behaviour
- To provide general clerical/administrative support
- To assist the class teacher with displays
- To offer toileting assistance to pupils where needed.
- To perform any lunch and break duties as timetabled as part of a rota
- To support with clubs and lower school extended day
- To participate in training and other learning activities offered by the school to further knowledge (within employed hours)

THE PERSON

The successful candidate will have, or be able to demonstrate, the majority of the following:

QUALITIES

- Patience and a willingness to develop an understanding of how young children learn
- Good communication skills
- Efficiency and a sense of humour
- Ability to work under pressure
- Initiative to work on his/her own
- Good IT skills

PERSONAL

- Desire to set high standards for pupils in terms of behaviour and conduct

QUALIFICATIONS

- Ideally NVQ Level 2 or above

Above all, the successful candidate must care about the education of young people.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.





FURTHER INFORMATION

TERMS AND CONDITIONS

- Non-teaching staff at Reigate St Mary's Preparatory and Choir School are remunerated according to their own salary scales.
- Employees are entitled to join the School's relevant workplace pension scheme.
- Lunch is provided free of charge during term time.
- All staff have access to the school swimming pool and fitness room at designated times, free of charge.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. Reigate Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

EQUAL OPPORTUNITIES

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age,

disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive

APPLICATIONS

Applicants are asked to complete the Support Staff Application Form and Supplementary Form (which are also available on our website) and send them with a supporting statement together with a CV addressed to Dawn Holmes as soon as possible and by **Friday 28 June 2024, 9.00am** at the latest. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

Reigate Grammar School is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES, Indeed or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Head of Human Resources and sent (by letter or by email) to:

Mrs Dawn Holmes
Head of Human Resources
Reigate Grammar School
Reigate Road, Reigate, RH2 0QS

01737 222231

hr@reigategrammar.org | reigatestmarys.org



SCHOOL LOCATION AND DIRECTIONS

The RSM campus is situated in the historic and vibrant market town of Reigate, which sits within an area of outstanding natural beauty. There are excellent train links to London and the town is close to the M25. Reigate has been voted one of the best places to live in the UK on a number of occasions, reflecting its unique mix of independent shops and restaurants, large parks and green spaces, and easy access to the countryside. There are many excellent local sports clubs which are also hubs for friendship and community.

By Road

Reigate Grammar School and Reigate St Mary's Preparatory and Choir School are situated on the south side of the A25 about a quarter of a mile east of Reigate town centre, between Reigate and Redhill. The most direct route is via the M25. Exit at junction 8 and join the A217 south. Travel to Reigate town centre and turn left to join the one way system.

Continue down Castleford Road to the T junction and bear left onto the A25 Reigate Road. For Reigate St Mary's, turn right into Chart Lane and the entrance is on the right. For Reigate Grammar School, remain on the A25 for 500 metres and the entrance is on the right.

Chinthurst School is situated in Tadworth, just north of junction 8 of the M25. Follow signs for London A217 and carry on over two roundabouts and take the second exit on the third (five ways) roundabout. Following a set of traffic lights, Chinthurst is 100 yards on the right-hand side.

By Rail

Regular main line services operate from London to nearby Redhill station and the Reading to Tonbridge line serves Reigate station and a number of other towns to the east and west.

By Air

Gatwick is the nearest airport, only 20 minutes away by road and Heathrow is a 40-minute journey. Both have regular scheduled flights from UK, European and international destinations.

