



Heath Mount School Careers

Job Title

One to One Assistant



Overview

From September 2023 we are seeking to appoint a part-time one to one assistant for a Year 5 pupil.

The role would be 5 mornings per week, term time only, on a termly rolling contract.

Our school

Thank you for your interest in working at Heath Mount. Set in 40 acres of glorious Hertfordshire countryside, Heath Mount is a leading day and boarding Preparatory School for 500 boys and girls aged 3 to 13. Described by *The Good Schools Guide* as a place 'buzzing with innovation and scoring notable national achievements in more than one area,' the school delivers an academically rigorous education alongside an exciting extra-curricular programme. Our pupils achieve outstanding results within a nurturing and supportive framework that puts happiness and mental wellbeing at the heart of all we do. We provide a dynamic, supportive and friendly working environment underpinned by the School's family-feel ethos and values.

In our recent Independent Schools Inspection we achieved 'Excellent' in all areas of the Educational Quality Inspection.

Equal Opportunities Statement

As an equal opportunities employer the school genuinely welcomes all applicants. We are committed to the equal treatment of all current and prospective employees and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join our school.



Core Responsibilities

The duties include, but are not limited to:

- ◇ To work on individual programmes with the child under the direction and guidance of the class teacher, subject teachers and in accordance with the Learning Support Team
- ◇ To participate in planning and evaluation of social activities with the teacher and Learning Support Team, providing feedback to the teacher on pupil progress, as required.
- ◇ To be involved in individual assessment and target setting activities, as required.
- ◇ To attend review meetings, as required.
- ◇ To support the teacher in the implementation of the rules, expectations and policies of the school.
- ◇ To assist in the compilation of reports and records in accordance with school policy for the wellbeing team.
- ◇ To participate in school activities and attend staff meetings and training courses as required.
- ◇ To meet and liaise with external professionals and experts who may work with the child.
- ◇ To occasionally work with small groups of children alongside the child with needs.
- ◇ To assist in providing an effective and personalised programme for a named pupil at play times in conjunction with the class teacher and the school as a whole.
- ◇ To assist the child with additional needs transferring in and out from play times.
- ◇ To assist with any self-care needs of the child.

Qualifications/Experience

- ◆ NVQ 3 in Childcare (or equivalent) or experience of working with SEMH as a TA on a 1:1 basis is essential.
- ◆ Applicants with specialist experience and / or qualifications in the areas of Autism and Speech, Language and Communication Needs provision would be welcomed.

What We Offer

- Excellent salary package for the right candidate
- Staff lunches prepared by our award-winning catering team during term time.
- 17 weeks' holiday per year
- Free parking
- Use of school swimming pool and gym

"Pupils are happy, courteous and engaging across the board, filled with enthusiasm and a willingness to learn" *Tatler Schools' Guide 2021*



Hours of Work

This is a full or part-time roll, on a termly rolling position, 5 mornings per week, term time only.

Salary is dependent on qualifications and experience.

How To Apply /Interviews

Further details and an Application Form can be downloaded from www.heathmount.org, or call 01920 830230

We reserve the right to interview before the closing date, so candidates are advised to apply as soon as possible.

Closing date: 9.00am, Monday 13th May 2024

Please email your completed application form to: HR@heathmount.org



About Heath Mount

Heath Mount is one of the oldest Prep Schools in the country, originally founded in 1796 in Hampstead, North London and situated since 1934 in the Grade I listed mansion of the Woodhall Estate. While proud of its heritage and sense of tradition, pupils benefit from forward-thinking teaching methods combined with up to date technologies and unrivalled facilities. Our state-of-the-art 200 seat Performing Arts Centre hosts our drama productions, concerts and guest speakers. The sports hall is fully equipped for gymnastics and indoor games and includes a professional-standard dance studio while the grounds include rugby, football, cricket pitches, netball courts and AstroTurf as well as a swimming pool. The exquisite Grade I mansion is where our Prep school students are based from Year 5 to Year 8. It is also home to the main library, dining rooms, art, pottery, DT and food tech departments, ICT suites and science labs. An adjoining music block provides rooms for individual music lessons. Our Pre-Prep occupies a dedicated modern building with its own library, computing suite, music room and hall in addition to a fantastic adventure playground. Lower School pupils, meanwhile, enjoy their own modern purpose-built block. Children may flexi-board from Year 3 upwards with boys boarding in the main mansion house and the girls boarding in the cosy surrounds of River House in the grounds of the estate.

Values and Pastoral Care: During their time here, children develop a strong moral compass. We expect all our pupils to demonstrate our key values of acceptance, respect, integrity, industry and achievement. Each child's happiness is at the heart of a Heath Mount education. We are committed to enhancing our pupils' emotional, physical and mental well-being during their time with us, ensuring different needs are supported. The school has a Head of Wellbeing, a full-time school counsellor and a medical team.



A Natural Environment: Children flourish in the beautiful woodland setting where break times are spent happily playing in the woods, making dens or exploring nature. Our Forest School is an integral part of our holistic approach to education and emotional wellbeing in the Early Years Curriculum.

General

- Adhere to and ensure compliance with the school's Safeguarding Policy at all times.
- Actively seek to create a climate of respect and understanding of the needs of the children and ensure the provision of a safe and secure working environment, in keeping with legal requirements.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. The post holder's responsibility for promoting and safeguarding the welfare of the children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the School's safeguarding policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the School's DSL or to the Headmaster.

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."