

Job Description

Job Title:	Nursery/Teaching Assistant
Hours of Work:	Monday to Friday core day 8.00am -3.30pm plus additional 7 hours on a fixed rota Total 42 hours/week (Term Time 34 weeks)
Department:	Lower School
Accountable to:	Head of Lower School, Head of EYFS
Number of direct reports:	0
Budgetary responsibility:	N/A
Location:	Swanbourne House School
Purpose of the role:	To support Teaching and Learning in the Lower School. To contribute a high standard of physical, emotional, social and intellectual care for children placed in the school. To give support to other personnel within the school. To follow and implement the daily routine and timetable.
The Stowe Group	
<p>The Stowe Group of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and is situated on three separate sites in Buckinghamshire and Northamptonshire. Across the three schools, The Stowe Group offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,500 pupils and 850 colleagues. The Schools occupy sites of historical significance in Swanbourne, the market town of Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.</p>	
Vision & Ethos	
<p>We are Change Makers</p> <p>Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community. Our World-class facilities support our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve. Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. It is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community. We are committed to the development of character with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. We strive to attract and retain employees of the highest calibre.</p> <p>The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee well-being, provide opportunities for</p>	

professional growth and create a culture of community and partnership. Environmental stewardship and sustainability are cornerstones of The Stowe Group.

Pupils and staff have a heightened awareness of their social and environmental responsibility in preserving our unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.

Key Tasks:

- To support the teaching and learning of a planned programme of activities suitable to the age range of children in conjunction with other staff
- Provide a caring, nurturing environment
- Support all staff and engage in a good staff team work
- Uphold standards within the school by adhering to all policies and procedures
- Safeguard children by working to Swanbourne’s safeguarding Code of Conduct
- Liaise with and support parents/carers
- To be flexible within the working practices of the school. Be prepared to help where needed, including to undertake certain domestic jobs within the school, e.g. preparation of snack meals, cleaning of equipment etc
- Work alongside the Key Stage Leader and staff team to ensure that the philosophy behind Swanbourne is fulfilled
- Recording accidents in the accident book and following procedures to report incidents
- Be constantly aware of the needs of children
- Ensure each child is collected by someone known to school
- To respect the confidentiality of information received
- To develop your role within the team

Specific Child Care Tasks:

- The preparation and completion of activities to suit the child's stage of development
- To ensure that mealtimes are a time of pleasant social sharing
- Washing and assisting children with toileting as required
- Providing comfort and warmth to an ill child
- To ensure the setting is of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development
- To be aware of the high profile of the school and to uphold its standards at all times
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring policies and procedures are observed at all times

Person Specification: The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Completion of a recognised Level 2 Childcare qualification, e.g. Level 2 Certificate for the Children & Young People’s Workforce or Children’s Care, Learning 	<ul style="list-style-type: none"> • Some understanding of the importance of Health & Safety and Food Hygiene in the workplace • Paediatric first aid trained

	<p>and Development – or be working towards completion</p> <ul style="list-style-type: none"> • A positive approach to completing relevant short courses and qualifications 	
Specialist Skills and Experience	<ul style="list-style-type: none"> • Enthusiasm for working with young children • An interest in the care, learning and development of young children • A commitment to the provision of high quality childcare • A positive approach to learning and gaining new skills through teamwork and training opportunities • An understanding of the Early Learning Goals and National Curriculum 	<ul style="list-style-type: none"> • Previous experience of caring for, or working with children in a voluntary or paid capacity
Personal Qualities	<ul style="list-style-type: none"> • Good organisational, record keeping and planning skills • Punctuality • Excellent communication skills, with children, colleagues, advisors and parents/carers. • Patience • Reliability and trustworthiness • A positive approach to inclusive practice, with children and colleagues • Flexibility 	
<p>This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder</p>		
<p>Date Agreed: September 2024</p>		

Our Values



Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
1	2	3	4	5

In the role of Nursery/Teaching Assistant we are looking for Change Makers who are (please highlight as appropriate):

Professional:	1	2	3	4	5
Creative Problem Solvers:	1	2	3	4	5
Kind:	1	2	3	4	5
Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5