



BELMONT GROSVENOR *School*

GENERAL INFORMATION

Teaching Assistant

Belmont Grosvenor School is an independent day school for approximately 200 children, aged 3 months to 11. The school was founded in 1908. BGS is set in over 20 acres of the most beautiful countryside in North Yorkshire - an area of outstanding natural beauty.

One of the school's main strengths and attractions to parents is its 'one school' ethos, which ensures continuity of education. The ethos of the school is characterised by the trusting and supportive relationships that exist between staff, children and parents. Teachers and pastoral care coordinators help to create the friendly and disciplined environment in which the children can thrive. This is supported by the House system where mutual care, consideration, teamwork and cooperation are continually nurtured and encouraged.

A broad programme of extra-curricular activities enriches the school community. Educational trips, field visits and guest speakers all enhance and extend the school curriculum. Children are encouraged to raise money for charity through numerous fundraising events.

The school has a very active PTA, and school is beginning to establish links with the local community.

The school has its own day care centre, The Magic Tree Day Nursery for babies through to 4 year olds. This was opened in 2007 after refurbishment of a large area of the Stables Block, and is a safe and secure area for children. The Magic Tree Nursery is operationally distinct from the school and is open all year round. The EYFS has recently been judged as outstanding in the recent inspection.

THE EARLY YEARS DEPARTMENT

The children start their education in the Magic Day Nursery. The children follow the Early Years Foundation Stage curriculum. All members of staff, however, are aware that all children should be allowed to progress at their own appropriate speed in order to give them the confidence and the necessary foundation to enable them to reach their own potential. In the academic year in which the child turns 4 they enter into the Pre Reception class in preparation for the first formal year of schooling. The majority of children move into our two Reception classes.

The EYFS department has just been judged as 'Outstanding' in its recent inspection report. The inspection report can be viewed on our website: www.belmontgrosvenor.co.uk.

The school has both before and after school provision for all children from 8am to 6pm which is supervised by a nominated suitable person. At present the school is developing its provision for extending the school year through holiday activity clubs.

The Magic Tree Day Nursery is situated in part of the refurbished stable block with a large outdoor play area. The Stables block is a safe and secure area for children. The Magic Tree Day Nursery has been designed to be light and spacious so as to allow children to learn through exploration, discovery and play. The Nursery has been split into four rooms allowing provision for the differing age ranges (from babies to 2 year olds) so as to allow for an easy transition between stages of development. These rooms allow each child to be stimulated and challenged thus affording them the opportunity to reach their full potential. From the age of 2 the children enter our new 'Tree Tops' class in its own area within the setting. Here the children enjoy a structured day; most mornings will have a more formal approach whilst their afternoons consist of creative free choice activities. There is a shared core provision room with our Pre Reception class which the children will be able to move freely between to access these activities. Children in Tree Tops access swimming lessons and enjoy lunch in the main school with the Pre Reception and Reception children. Following Tree Tops our children move smoothly into the Pre Reception class will they benefit from many educational opportunities on offer. The skills developed in the Magic Tree and Pre Reception will be essential for a good start in Reception.

As the children enter Reception they are with their class teacher but receive specialist teaching in PE, Swimming, Music, Drama and French. They are very much part of the school and are involved in whole school activities. The range of extra curricular activities increases as do the enrichment opportunities. These enhance the EYFS curriculum.

THE FACILITIES

The school is situated within three buildings, each having its own ICT suite or satellite station. The Early Years department is housed in the original Stables block, Pre-Prep in Nidd Block and Y3 – Y6 in the main house, called Greenwood.

In recent years there have been many modifications and extensions to the school buildings, which provide light, modern and flexible accommodation to support the changing needs of the curriculum. Major developments have included a performing arts suite, upgraded ICT facilities with a range of satellite suites, Science Lab, a refurbished school Library and Outdoor play facilities, classroom and amphitheatre. Interactive whiteboards are in all classrooms and there is an ongoing programme of IT development. The Magic Tree Nursery has been designed to be light and spacious so as to allow children to learn through exploration, discovery and play. The children have access to a large outdoor play area with its own outdoor musical classroom.

THE POST

The Teaching assistant post is a temporary, term time only, maternity cover for Reception. Start date is Summer Term 2012.

A list of responsibilities and typical tasks (job description) can be downloaded. .

We are looking to appoint an experienced, innovative, creative, enthusiastic and committed Teaching Assistant (NVQ Level 3) with excellent organisational skills to play a full part in this busy and happy school. As in all settings the ability to work as part of a team is vital. It is important that the successful candidate will uphold the values and be in tune with the ethos of an Independent School and be sensitive to the requirements of our parents.

The school also recognises that professional development is a central part of maintaining and enhancing standards. Staff at all levels are encouraged to take part in a programme of continuing professional development. There is a well – developed induction programme for new staff which includes Safeguarding and Child Protection.

Belmont Grosvenor School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with employers and the Criminal Records Bureau.

TERMS AND CONDITIONS

The Teaching Assistant post advertised is a temporary, term time only, maternity cover for Reception. Start date is Summer Term 2012. Terms and conditions will be in accordance with the school's contract. Salary will be determined by qualifications and experience, based on the BGS pay scale.

THE PROCESS

A job description for the post of Teacher Assistant is available to download.

Applicants are asked to complete the application form. A copy of the schools application process is included as well as the School Safeguarding strategy as part of the pack. Equal Opportunities form and Criminal Background Checks form are also attached and should be returned with your application. These are required to monitor the school's policies in these areas and do not form part of the selection process.

Closing date for applications: **Monday 20th February** Please email all applications and requested forms to:

admin@belmontgrosvenor.co.uk

Or alternatively send it to:

Mrs Jane Merriman
Headteacher
Belmont Grosvenor School
Swarcliffe Hall
Birstwith
Harrogate
HG3 2JG

Interviews to be held: **Wednesday 29th February**

Data Protection:

All unsuccessful applications are retained confidentially by the school for a period of 6 months, after which they are shredded and disposed of securely.

You are thanked for your interest in this position and the school.

February 2012