

CANDIDATE INFORMATION PACK

TEACHING ASSISTANT (JUNIOR SCHOOL)

WELCOME

I am delighted that you are considering this opportunity at North London Collegiate School.

North London Collegiate School (NLCS) was founded in 1850 by Frances Buss, an early pioneer of girls' education. NLCS is one of the country's most illustrious academic day schools.

The School provides an ambitious academic education and achieves some of the best results in the country. The focus in the classroom is on fostering a deep love of learning and our teachers are passionate subject experts. The School has a strong intellectual tradition but it is also defined by an ongoing commitment to innovation. The school's new innovation hub will be a centre for creative thinking and pioneering curriculum development.

Pupils benefit from an exceptional range of activities beyond the classroom through our co-curricular and academic enrichment programmes. We welcome over 250 visiting speakers per year, we offer 18 different sports, host over 40 concerts and several ambitious dramatic productions each year, publish multiple student-led magazines, and offer activities as varied as Model United Nations, Chess, VEX Robotics and Magic Club.

Our pastoral care is focused on developing happy, independent and resilient young women. Our pupils are free to be themselves at School but ready to embrace the opportunities of the world beyond NLCS. Our community is welcoming and inclusive and celebrates its rich diversity.

We are now looking for a new Teaching Assistant to work in our Junior School. The role entails working with the class teacher to foster a warm, caring and friendly environment, whilst inspiring the girls to foster their enthusiasm for learning.

We are committed to the professional development of all staff and have a rich CPD programme.

If you would like to join this vibrant community of pupils and staff, I would be delighted to receive your application.



A handwritten signature in black ink, which appears to read 'VMBingham'.

VICKY BINGHAM
HEADMISTRESS



THE SCHOOL



North London Collegiate School has an international reputation for academic excellence, combined with exceptional pastoral care and extra-curricular achievement. NLCS is an academically selective girls' school. There are 790 students in the Senior School, 233 of them in the Sixth Form, and approximately 310 in the Junior School. The School takes pride in the religious and social diversity of its intake.

The School's aims are to provide an ambitious education for all its pupils and to enable each girl to make the most of her own gifts. The highest priority is to maintain a team of professional teachers to whom each pupil is important, and who can teach their subject(s) with enthusiasm and drive. All pupils are expected to learn to recognise academic excellence and realise that it is attainable.

Alongside these aims for the classroom, staff strive to make school a place where the whole personality can grow. Good relations between staff and pupils, and between girls themselves, are fostered. At NLCS, education is much more than passing examinations and the girls are encouraged to try themselves out in a variety of ways. Staff strive to maintain a community which is tolerant and teaches service to others.

Set in over 30 acres of parkland, the School has extensive facilities. These include a new Wellbeing Centre which underlines the School's commitment to ensuring that NLCS continues to provide as rounded and supportive a pastoral offering as is possible.

In 2023 93% of GCSEs were a Grade 9 or 8, with an impressive 75% at Grade 9. At A-Level our students achieved 76% A*/A equivalent and an impressive 38% A*. In addition to A-Levels, we offer the International Baccalaureate in the Sixth Form and we have an outstanding record of success. Our students gained an average point score of 41.5 in 2023, placing us again among the best IB schools in the world. Places are heavily oversubscribed, and entry is extremely competitive.

Our leavers receive offers from an impressive range of university destinations including Oxford, Cambridge, Harvard, Yale and Princeton, as well as other leading universities such as Warwick, Edinburgh, UCL and Imperial. We are extremely proud of our alumnae (Old North Londoners), who have achieved international prominence in a wide variety of career pathways from music, drama and the arts through to science, sports, politics and law.

We have an extensive schedule of extra-curricular activities including a weekly speakers' programme for all students in Years 11, 12 and 13. NLCS students regularly reach the finals of national and international competitions, such as F1 in Schools, chess, Young Enterprise, coding and debating.

There is also a remarkable commitment to outreach and charity work, reflecting the rich and harmonious diversity of the School.

To find out more about the school, click [HERE](#).

THE JUNIOR SCHOOL

The self-contained Junior School was opened on the campus in 1988 and a purpose built First School was added in 1994. The Junior School has its own Assembly Hall, Library, Science Laboratory, ICT Suite and Art and Design Room. The Junior School girls share the extensive Senior School sports facilities.

The Junior School comprises 2 parts: the First School (Reception, Y1 and Y2) and the Lower School (Y3, Y4, Y5 and Y6). 40 girls are admitted into 2 parallel Reception Classes at 4+. At 7+ there is an additional intake of 8-10 girls into Year 3. Years 3 to 6 are generally made up of two forms each of 24 pupils.

The entry is selective, the pupils are academically able and the pace of work is fast. It is expected that girls will move from the First School to the Lower School and from the Junior School to the Senior School, though this is not automatic. There are two classes in each year so the ability to contribute and work as part of an effective team is vital.



TEACHING ASSISTANT

THE ROLE

We are seeking to appoint a Teaching Assistant on a permanent full time basis starting in September 2024.

The successful candidate will have experience of working with children of primary age, in particular an enthusiasm for caring and supporting the youngest children. You will have an understanding of the primary curriculum and the role of the practitioner inside and outside the classroom. You will be flexible, dedicated and have a willingness to make a wider contribution to the life of the school, along with the drive to go above and beyond.

Personal warmth, excellent teamwork and organisational skills will be essential to this post.

LINE MANAGER:

Deputy Head of First School or Lower School.

CONTRACT:

Permanent, term time only with 3 plus days and 5 INSET days.

HOURS OF WORK:

35 hours per week (working Monday to Friday 8.15am – 4.00pm with a 45 min lunch break.

ACTUAL SALARY:

£20,499 - £22,627 depending on skills and experience.

MAIN RESPONSIBILITIES

Teaching Support:

- Working with groups during lessons to support the teaching of the whole curriculum, with a focus on academic work.
- Supporting children with specific needs
- Making appropriate materials for lessons

Display Work

- Mounting work for display
- Planning, putting up and taking down displays

Pastoral Care

- Provide care and compassion
- Communicating with the children
- Liaising with the form teacher to devise suitable strategies to help with difficulties which arise
- Giving verbal reports to staff when they are compiling information for parent consultations or reports.

Classroom Organisation

- Organising name labels, cloakrooms, trays and files for the beginning of the year
- Checking equipment is in good order
- Collecting materials and equipment for practical lessons e.g.: Art, DT and Science
- Supervision
- Playground duties on a rota basis including leading playground activities
- Lunch time supervision on a rota basis
- Encouraging children to eat a well-balanced meal with good table manners

The postholder will also be required to undertake any other duties as reasonably required by the Head and Line Managers





THE PERSON

The successful candidate will demonstrate strong team building, communication skills, warmth and empathy. They will have a high level of organisational and interpersonal skills, be committed to maintaining the nurturing and supportive ethos of the school, and be an enthusiastic, caring and positive role model within the School community.

GENERAL SKILLS REQUIRED

Excellent interpersonal skills, with the ability to relate well to people on all levels, and to show ambition for the School and its direction

Ability to work effectively as a member of a team, to show initiative and imagination and to have vision and the ability to inspire others

First class organisational and administrative skills with the ability to remain calm under pressure and to work to tight deadlines, managing competing priorities

Excellent written and spoken English

PERSON SPECIFICATION

It is highly desirable that applicants have the following attributes

EDUCATION & QUALIFICATIONS

Strong academic qualifications.

Training or experience in a Primary School

First Aid qualification

Recent professional development

SKILLS & ABILITIES

The ability to work independently as well as part of a team and able to cope with the fast pace of life in the Junior School

A good working knowledge of Microsoft Outlook and Word

Basic EXCEL knowledge

EXPERIENCE & KNOWLEDGE

Experience of working in a busy environment whilst remaining calm

Working within a school environment

An understanding of the independent school sector

Interest and flair with setting up displays

OTHER

Personal integrity, honesty, energy, stamina and enthusiasm

A sensitivity to the needs of young people and a commitment to their support, care and nurture

Ability to maintain strict confidentiality

Enthusiastic, and self-motivated to get the job done to the highest standards

Reflective practitioner

EQUALITY, DIVERSITY & INCLUSIVITY



North London Collegiate School condemns unequivocally discrimination and inequality in all its forms.

Our School was founded on the principles of respect and compassion, service to others, and active, positive participation in society and the wider world. We cannot change the past, but we must learn from it. It is not sufficient to say that we are not racist – we must be actively anti-racist in our actions, policies and educational delivery.

As a school, we are proud of our heritage of supporting, embracing and celebrating all the members of our community, as exemplified in our School Aims.

We recognise and celebrate the benefits of having a diverse school community, in which individuals value themselves, one another, and the different contributions that everyone can make to the school, our wider community and the world.

Our students are taught to value and respect themselves and others as they work hard to prepare to take leading roles in our future society.

In the provision of equal opportunities, the School recognises and accepts its responsibilities under the law and opposes discrimination based on the protected characteristics under the Equality Act 2010.

We oppose all bullying and unlawful discrimination on the basis that a person

has a special educational need or learning difficulty, or because English is an additional language. We are committed to being an equal opportunities education provider, and to equality of opportunity for all members of our school community.

North London Collegiate School aims to ensure that all policies and practices conform with the principle of equal opportunities and comply with the public sector equality duty set out in section 149 of the Equality Act 2010.

We will tackle inappropriate attitudes and practices through our staff leading by example, through the Personal, Social and Health Education (PSHE) programme, through our supportive school culture and through our school's policies. Our teaching will reflect the diverse nature of our modern world and we will seek through our extracurricular activities, partnerships and School societies to challenge inequality and inequity, promulgate fairness and equality for all and to celebrate the differences that make us all unique and valuable members of society.

We believe that our School community is an agent for change in the world, and we continue to seek to ensure that more generations of young people leave North London Collegiate School empowered and enabled to take the next steps forward in their education and lives for their own benefit and for the good of society as a whole.

TERMS, CONDITIONS & BENEFITS

KEY DATES

Closing date for applications:
8.00am on Wednesday 8th May 2024

Interview Date:
Wednesday 15th May 2024

Start Date: Required from September 2024

LOCATION

NLCS is a short walk from Canons Park or Stanmore stations.

Staff arriving at Edgware Station on the Northern Line can use our free Station Shuttle-bus service.

For further information please visit our Travelling to School page [HERE](#).

SALARY

Highly competitive salary, paid according to experience and qualifications.

PENSION

Staff are eligible to join the Support Staff Pension Scheme.

MEALS

A free lunch is available for all staff during term time. Chartwells Independent, our dedicated caterer, accommodates all dietary requirements.

EYE CARE SCHEME

NLCS contributes towards eye care costs.

CYCLE TO WORK SCHEME

The School is a member of the Cycle to Work Scheme, which allows staff to make Tax and National Insurance savings when purchasing a bicycle.

CANONS SPORTS CENTRE

Canons Sports Centre is located in the beautifully landscaped grounds of NLCS.

Staff have free access to the Sports Facilities at designated times. This includes the Fitness Studios, Swimming Pool and Multi-Purpose Sports Hall.

PERFORMING ARTS CENTRE

Our Performing Arts Centre which has a 350-seat theatre holds up to 40 productions and concerts each year.

Tickets are available to staff with the majority of performances being free or at a discounted price.

FEE REMISSION

Staff are eligible for fee remission for up to two daughters that meet the entrance criteria.

HEALTH CARE SCHEME

Staff are eligible to be part of a discounted health insurance scheme.

SAFEGUARDING

NLCS is committed to safeguarding and promoting the welfare of young people and expects all members of all staff to share this commitment.

Applicants must declare any criminal convictions as the post is exempt under the Rehabilitation of Offenders Act 1974.

Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers.

We are an Equal Opportunities employer.



