



Southbank
International School
A school without walls

CANDIDATE BRIEF

**TEACHING ASSISTANT -
EARLY CHILDHOOD**



Contents

- About Southbank.....3
- Our Campuses.....4
- The International Baccalaureate (IB).....6
- Welcome to Cognita Schools.....7
- Job Description.....8
- Person Specification.....10
- Overview of Benefits.....12
- How to Apply.....12

About Southbank

Southbank International School is a high achieving independent school based in central London. We aim to attract the best teaching and administrative staff, to maintain and build upon our successful reputation as a centre for excellent teaching and learning.

Southbank is a truly international school with a diverse student population of more than 70 nationalities. The school is based over three campuses in the centre of London and we teach almost 20 languages at the Westminster campus. We seek to appoint staff who have the willingness to recognise the diversity that exists in the student body, to teach from a multi-cultural perspective and to practise the highest standards of professionalism.

We follow the International Baccalaureate curriculum and whilst previous experience with one or more of the programmes is an advantage it is not essential:

- Primary Years Programme – Hampstead and Kensington (ages 3-11)
- Middle Years Programme – Westminster (ages 11-16)
- Diploma Programme – Westminster (ages 16-18/19)

Our aim is to put teaching and learning at the forefront of our mission to provide excellent services to the international community of students and teachers. The school has an exceptional teaching salary scale, and we endeavour to recruit teachers from across the world. Administrative and support staff are also offered competitive salaries and opportunities for career progression.

Southbank International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity and overseas police checks from any countries a candidate has lived for longer than three months in the last ten years.



Our Campuses

Hampstead

The Hampstead campus offers the PYP for students ranging in age from 3 to 11 and has children from almost 40 different nationalities. It is noted for its friendly, welcoming atmosphere located within a gorgeous “Edwardian style” purpose-built building. Facilities at Hampstead include an impressive art room equipped with a design suite of Mac computers and supplies; a bright and airy music room with computers for recording student compositions; a multi-purpose hall which provides space for lunches, sport and concerts; and outdoor play spaces including a dedicated early years playground with sandpit and climbing frame, and an edible garden.



Kensington

The Kensington campus offers the PYP for students ranging in age from 3 to 11 and also has children from a multitude of backgrounds. Kensington is relatively small with a close-knit community and is housed in two converted mansion blocks in Notting Hill. Facilities at Kensington include a Mac-based IT Lab; a music room with a range of percussion instruments; a library/media room to support the PYP programme; a multi-purpose hall used for lunches, sport and concerts; a large garden with a climbing frame, sandpit and an array of equipment for children to use.





Westminster - Portland Place

The Westminster campus on Portland Place offers the MYP for students ranging in age from 11 to 16. Located in two large mansion blocks, Portland Place is conveniently located near Regent's Park with good transportation links nearby. Both Oxford Circus tube station and our Conway Street building are located within a 10 minute walk. Facilities at Portland Place include four science labs, a computer lab, a hall/theatre, cafeteria, art and music rooms, and one library served by networked computers.



Westminster - Conway Street

The Westminster campus on Conway Street offers the DP for students ranging in age from 16 to 19. Located in a modernised building near Warren Street tube station, facilities at Conway Street include a science lab, library resource centre, art studio, social space/hall and language suite across four stories. Southbank also have two dedicated university counsellors (one specialising in North American universities and one specialising in the UK). Both counsellors are available for individual appointments and events are organised to inform parents about university planning.

The International Baccalaureate

The International Baccalaureate® (IB) is a non-profit educational foundation, motivated by its mission, and focused on the student.

Founded in 1968, the IB currently works with 3,845 schools in 148 countries to develop and offer four challenging programmes to over 1,206,000 students aged 3 to 19 years.

The International Baccalaureate® (IB) aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the IB works with schools, governments and international organisations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

What makes the IB unique:

- The IB offers a continuum of education, consisting of four programmes for students aged 3 to 19.
- The IB enjoys a reputation for high quality education sustained for over 35 years.
- The IB encourages international-mindedness in IB students. To do this, students must first develop an understanding of their own cultural and national identity.
- The IB encourages a positive attitude to learning by inspiring students to ask challenging questions, to critically reflect, to develop research skills, to learn how to learn and to participate in community service.
- The IB ensures that its programmes are accessible to students in a wide variety of schools – national, international, public and private – through its unique relationship with IB World Schools worldwide.



Welcome to Cognita Schools

Cognita Schools was successfully launched in 2004. Since then, we have worked to build a great family of schools. Cognita is a worldwide group of 67 schools in Europe, Latin America and South-East Asia. We employ over 5,000 teaching and support staff in the care and education of more than 30,000 pupils.

We value and respect the individuality of our schools, each one retaining its own unique ethos, with curricula and programmes tailored to the needs of the parents and children it serves. Wherever you visit a Cognita school, be that in Brazil, Chile, Singapore, Spain, Thailand, Vietnam or the United Kingdom, you will find empowered school leaders, committed teachers and students who are enthusiastic learners.

Everyone in Cognita is connected.

Our Purpose

Inspiring and empowering children within a caring environment to achieve more than they believe possible.

Cognita Education has 4 key ingredients:

- Academic → Pursuing academic excellence for every child
- Character → Developing character
- Enrichment → Accessing enrichment beyond the classroom
- Global → Connecting with a global community



Job Description: Teaching Assistant (EC)

Summary

The Early Childhood Teaching Assistant supports the work and ethos of the school, complementing the teachers' delivery of a PYP curriculum and contributing to the safety and well being of all students in an early childhood setting. Teaching assistants work collaboratively with teaching staff and assist teachers in the planning cycle and management/preparation of resources. They may also occasionally supervise classes during short-term staff absences. They provide support for students, the teacher and the school in order to help raise standards of achievement for all students.

Overview

- Provide detailed and regular (verbal and written) feedback to teachers on students' achievements, progress, behavior etc.
- Promote good student behavior, dealing promptly with issues in line with the school's policies and ethos, and encourage children to take responsibility for their own behavior
- Support the establishment of positive relationships with parents and educational support agents. Work with parents to enhance students' learning.
- Research into new Apps or way digital technology could be used in the classroom and share with the teachers during planning meetings
- Contribute ideas to the weekly planner during planning meetings
- Share ideas with Specialist Teachers
- Record student progress throughout the year
- Record reflection on the weekly planners

Daily Tasks Include, but are not Limited to:

- In the absence of the teacher, or when the teacher is otherwise engaged, taking messages from parents which are then passed to the teacher at a suitable time
- Setting up and clearing away activities
- Organising all of the peripheral items in the classroom that are essential for the smooth running of the day
- Working with small groups, or individual students, as identified by the teacher
- Record and feedback long and short observations to teachers
- Follow the end of day dismissal procedure as agreed with the teacher
- Attend single subject classes as required, particularly at the start of the academic year
- Perform morning bus duties, lunch duties and forecourt duties
- Check early childhood playground and classrooms daily for any hazards

Tasks as Required

- First aid and ensuring the teacher is aware of any illnesses, accidents or incidents in throughout the day
- Photocopying, ordering and other ad hoc administrative tasks
- Creating and putting up displays

Job Description: Teaching Assistant (EC)

- Meet regularly (at least once per week) with the class teacher to learn about the units of enquiry and suggest ideas for planning
- Meet with the EC/K Head of School every two weeks, or when appropriate

Support for Students

- Provide specific teaching support for individual students or groups of students either within the class or outside the main teaching area
- Encourage students to interact with others and engage in activities in class or at play in line with the school ethos and codes of conduct
- Provide encouragement to students about their progress and achievement in collaboration with the teacher
- Assist with the development of IILPs where appropriate
- Initiate own activities (role play, games, sensory activities, outdoor games etc) in accordance with the teacher and curriculum/planner
- Encourage and support students to use IT devices such as iPads (educational apps) and computers (Doozla etc)
- Support and monitor EAL students in collaboration with the classroom teacher. Help EAL students overcome any social or cultural divide
- Encourage independence, self-help skills and good standards of personal hygiene in the students
- Facilitate outdoor learning

Support for Teachers

- Create and maintain a purposeful, supportive learning environment, in accordance with the school's policies and expectations
- Use strategies, in agreement with the teacher, to support students to make progress in each lesson
- Monitor students' responses to learning activities and accurately record achievement or progress as directed by the teacher using Seesaw software.

Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding, health, safety, security, confidentiality and data protection, mobile phone policy and acceptable use of information technology
- Be aware of and support students' cultural backgrounds and difference learning needs, and ensure all students have equal access to opportunities to learn and develop to their full potential
- Contribute to the overall ethos, work and aims of the school
- Work as part of the staffing team to support other colleagues
- Attend and participate in professional development as required
- Assist with fire evacuations to ensure a swift and safe exit, and with amber alerts as required.

This job description is not exhaustive, does not form part of the contract of employment and may change in accordance with the demands of the appointment.

Person Specification: Teaching Assistant (EC)

Criteria	Essential	Desirable
Cache Level 3 Early Years	Δ	
Experience of working in an Early Years educational setting, with a strong understanding of how young children play and learn	Δ	
Willingness to obtain Paediatric First Aid certificate	Δ	
Experience of using IT for administration and with young children	Δ	
Ability to work collegially as part of the Early Childhood teaching team	Δ	
A calm, collegial, positive outlook	Δ	
An understanding of a strong safeguarding culture for young children	Δ	
Strong communication skills in oral and written English language	Δ	
The ability to work independently and as part of a team, including contributing to team planning	Δ	
Experience of developing positive relationships with children, parents and colleagues	Δ	
Is sensitive to, and interested in, cultures from around the world	Δ	Δ
The willingness to further develop skills in Early Childhood pedagogy beyond Cache Level 3		Δ
Experience of working in an international curriculum Early Childhood setting, with a strong understanding of how young children play and learn		Δ
Experience in, and certification of, Paediatric First Aid		Δ
Confident user of IT to track student progress and to develop student learning		Δ
Willingness to contribute to the wider school community		Δ
Experience and expertise in the development and maintenance of a strong safeguarding culture for Early Childhood		Δ
Outstanding communication skills in oral and written English language and in at least one other language		Δ
Experience of showing initiative to work independently as part of an Early Years team, including contributing to team planning		Δ
Experience in the IB Primary Years Programme		Δ



Overview of Benefits

Southbank aims to offer every member of the team a competitive salary, a range of benefits and a great future.

Benefits include:

- Competitive salary
- Childcare Vouchers
- Cycle to Work Scheme
- Eye Tests
- Pension
- Savings Scheme
- School Fees Discount (conditions apply)
- Annual Salary Increment
- Travel Loans
- Computer Loans
- Own iPad during employment

Staff recruited to work at Southbank may also be entitled to a relocation package, dependent on the location of the individual at the point of hire.

How to Apply

We are delighted that you are interested in joining Southbank International School. We welcome applications from qualified, experienced teachers looking for a vibrant, challenging and rewarding teaching experience.

Teaching candidates are evaluated on four key areas: high quality teaching practice, contribution to learning area and curriculum development, relationships with students, staff and parents and contribution to the whole school.

To apply, please do the following:

- Visit www.southbank.org/vacancies
- Download the application form
- Complete the form and email it to jobs@southbank.org
- Please note: CVs are not acceptable for this role.

The School is unable to offer Tier 2 sponsorship for this role. Please ensure that you already have the legal right to work and reside in the UK.

Southbank Kensington
36-38 Kensington Park Road
London W11 3BU

Southbank Hampstead
16 Netherhall Gardens
London NW3 5TH

Southbank Westminster
63-65 Portland Place
London W1B 1QR

Southbank Fitzrovia
17 Conway Street
London W1T 6BN

www.southbank.org
jobs@southbank.org



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TEACHING EXCELLENCE