

A close-up, slightly off-center portrait of a young girl with light brown hair and green eyes, wearing black-rimmed glasses. The background is a soft, out-of-focus grey. The text 'IBELONG' is overlaid in white, with 'IB' in a bold, sans-serif font and 'ELONG' in a thin, outlined sans-serif font.

# IBELONG

Candidate brief

Early Childhood Teaching Assistant



**Southbank**  
International School

LONDON'S LEADING IB WORLD SCHOOL

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# ABOUT OUR SCHOOL AND STAFF

**For more than 30 years, Southbank has stood at the forefront of providing a world-class education to children and young people from London's international community and the UK.**

Visit any of our five campuses in the heart of London and we're sure you'll be impressed by the diversity of our students and their academic excellence and social skills. Currently, they come from over 60 countries and speak around 20 languages.

At Southbank, over 800 children and young people study one of three inspiring but challenging International Baccalaureate (IB) programmes:

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

Absolutely key to the delivery of our IB Programmes, and our continuing success, are our teachers and administrative staff. Our aim is to attract employees from around the world who can help maintain and grow our reputation as a centre for outstanding teaching and learning. In particular, we seek to appoint people who encourage a global perspective and educational adventure, while practising the highest standards of professionalism.

In return, we offer all members of our team a competitive salary, an excellent range of benefits and many opportunities for career progression. In addition, some new employees may be entitled to a relocation package, depending on their location when they are offered a position at Southbank.

## SAFEGUARDING OUR STUDENTS

Southbank is committed to safeguarding and promoting the welfare of children and young people. This means we will undertake pre-employment checks before any appointment is confirmed. Appointments are subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity. We will also ask for police checks from any countries a candidate has lived or worked in for three or more months in the past 10 years or if they completed their teaching training outside of the UK.

# OUR CAMPUSES



## KENSINGTON

### Primary Years Programme

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Our Kensington campus consists of two adjoining Victorian villas located in the stunning Notting Hill area of London. Facilities include an IT lab, a music room and two sound-proofed practice rooms, a library/ media centre, and a hall which is used for many purposes, including lunches, sport, school 'town meetings' and concerts. There is also a large garden with a climbing frame, sandpit and a wide range of toys and equipment for children to enjoy.



## HAMPSTEAD

### Primary Years Programme

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Our Hampstead campus is a purpose-built building located in one of London's leafiest suburbs. It features excellent learning facilities including a vibrant library, a bespoke art room and a music room with performance and teaching space. Our Edible Courtyard offers a quiet space for vegetable and flower growing, as well as birdhouses and bug hotels.



## PORTLAND PLACE (WESTMINSTER)

### Middle Years Programme

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Our Portland Place campus is spread across two large Grade II listed mansion blocks. It features a wealth of excellent facilities, including five science labs, a computer lab, art and music rooms, a small hall/theatre, and two libraries featuring networked computers. Because of Portland Place's close proximity to Regent's Park, we host a wide range of sports and outdoor activities in the royal park. Nearby, students also have the opportunity to visit many famous London locations.



## CONWAY STREET (WESTMINSTER)

### Middle Years Programme and Diploma Programme

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Our Conway Street campus is a striking, modernised building located a few minutes' walk from Warren Street and Great Portland Street underground stations. It features a wide range of high-quality facilities, including a science lab, art studio, social space/ hall and language suite, which is set across four storeys. We're also particularly proud of our Library Resource Centre (LRC) at Conway Street. It offers access to over 3,800 books, DVDs, magazines, local and national newspapers, online databases and university prospectuses.



## CLEVELAND STREET (WESTMINSTER)

### Middle Years Programme and Diploma Programme

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Our Cleveland Street campus opened in September 2018 and allows an additional 219 students to benefit from the Southbank experience. Spread over five floors, it features a wide range of different environments, including specialised classrooms, a large common space on the top floor, study and learning pods, and a design technology lab in the basement. As requested by students, the new campus also features calming colour schemes and design features which bring nature indoors.

# THE INTERNATIONAL BACCALAUREATE

**The International Baccalaureate (IB) was founded as a progressive non-profit educational foundation in 1968. Initially, it developed a Diploma Programme to help children acquire the necessary skills and knowledge to live, learn and work in a rapidly globalising world.**

By 1994, the IB had introduced its Middle Years Programme for students aged between 11 and 16. It then added the Primary Years Programme for children aged 3 to 11 in 1997; and in 2012, it launched its Career-related Programme for students between the ages of 16 to 19.

Today, the IB works with over 4,000 schools in 148 countries and offers its four programmes to over one million students. At Southbank, we're delighted to be one of these schools. Every year, we see how the IB programmes help to develop inquiring, knowledgeable and caring young people.

We also share the International Baccalaureate's overall aim to create a better and more peaceful world through the understanding and respect of different nationalities and cultures.

For further information about the International Baccalaureate, please visit [southbank.org](http://southbank.org) or [ibo.org](http://ibo.org), the official website of the International Baccalaureate.

# WELCOME TO COGNITA SCHOOLS

**Cognita Schools was successfully launched in 2004. Since then, we have worked hard to build a great family of schools around the world. Currently, we have 100+ schools across four continents.**

We employ over 7,500+ teaching and support staff who are responsible for the education and care of more than 50,000 students.

We value and respect the individuality of all our schools, with each one retaining its own unique ethos, as well as curricula and programmes that are tailored to the needs of its students and parents. Wherever in the world you visit a Cognita school, you will find empowered school leaders, committed teachers and students who are enthusiastic learners.

## OUR PURPOSE

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

## A Cognita Education has three key ingredients



### Academic

Pursuing academic excellence for every child



### Character

Developing character



### Global

Connecting with a global community

# JOB DESCRIPTION:

## Early Childhood Teaching Assistant

### REPORTING TO

Principal

### HOURS

8am – 4.30pm

### 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.

### KEY CHARACTERISTICS

- Demonstrates integrity and authenticity
- Genuinely want the best for children in terms of provision and outcomes
- Willing to have honest professional conversations when required
- Has outstanding professional relationships with all colleagues
- Enjoys working collegially

### ACADEMIC RESPONSIBILITIES

- Has high professional standards in general and in particular concerning planning, lesson preparation, teaching and assessment to ensure that all students make demonstrably good progress
- Understands and adheres to the IB Standards and Practices
- Adheres to all Independent Schools Standards

### OVERVIEW

- Provide detailed and regular (verbal and written) feedback to teachers on students' achievements, progress, behaviour etc.
- Promote good student behaviour, and encourage children to take responsibility for their own behaviour
- Support the establishment of positive relationships with parents and educational support agents. Work with parents to enhance

students' learning.

- Contribute ideas to the weekly planning during planning meetings
- Share ideas with Specialist Teachers
- Record student progress throughout the year
- Record reflection on the weekly planners

### DAILY TASKS INCLUDE BUT 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 items in the classroom that are essential for the running of the day
- Working with small groups, or individual students, as identified by the teacher
- Record and feedback observations to teachers

### 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

### SUPPORT STUDENTS

- Provide specific teaching support for individual students or groups of students
- Encourage students to interact with others and engage in activities in class or at play
- 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
- 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 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
- 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

## HEALTH & SAFETY

- The highest level of best practice, health and safety and security in buildings, on school trips and at school events is maintained
- All health and safety, pastoral and online safety policies and procedures are actively promoted, supported and adhered to

## SAFEGUARDING RESPONSIBILITIES

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## OTHER RESPONSIBILITIES

- Attend school meetings, as required, and contribute constructively to them
- Meet all deadlines set by school leaders and required as part of administration
- Actively contributes to the wider life of the school, such as running extracurricular activities and attending events
- Duties and lesson cover as required
- Commit to the wider implementation of the IB programmes e.g. PYP Exhibition (G5), community project (G8), personal project (G10) and extended essay (G11-12)

- Attend residential trips as required, across all schools, including the annual Discovery Week trips (Westminster)
- Participate in the advisory programme (Westminster)
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This job description is liable to variation to reflect changes in the requirements of the post.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the relevant Cognita Safeguarding: Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Child Protection Officer/ Designated Safeguarding Leader to the Principal, or make a referral directly to the local child protection authorities.

# PERSON SPECIFICATION

## Early Childhood Teaching Assistant

Essential	Desirable
EYFS Level 3	
Ability to work well as part of a team	
Flexible	
Pro-active and able to take initiative	
Outstanding collaborative skills	
Excellent IT skills	
Willingness to offer an extracurricular activity	
Enthusiastic	

# OVERVIEW OF EMPLOYEE BENEFITS

**Southbank aims to offer every member of our team a competitive salary, a range of great benefits and excellent opportunities for career progression.**

Our benefits include:

- Competitive salary
- Childcare Vouchers
- Cycle to Work Scheme
- Eye Tests
- Pension
- School Fees Discount (conditions apply)
- Interest free season ticket loan
- Own device during employment
- Generous maternity/paternity conditions
- 'My Staff Shop' membership

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.

Further information about benefits will be provided upon appointment.

## 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
- Contribution to the whole school.

To apply, please do the following:

- Visit [www.southbank.org](http://www.southbank.org)
- Download the appropriate application form
- Complete the form and email it to [jobs@southbank.org](mailto:jobs@southbank.org)
- Please note: CVs are not acceptable for any role.

# JOBS AT SOUTHBANK

For all our latest vacancies,  
please visit [www.southbank.org](http://www.southbank.org)

If you have any queries about a  
position, please contact us on  
[jobs@southbank.org](mailto:jobs@southbank.org)

**Southbank Kensington (3–11 years)**  
36–38 Kensington Park Road, London W11 3BU

**Southbank Hampstead (3–11 years)**  
16 Netherhall Gardens, London NW3 5TH

**Southbank Westminster (11–19 years)**  
63–65 Portland Place, London W1B 1QR  
17 Conway Street, London W1T 6BN  
379 Euston Road, London NW1 3AU

**COGNITA**

An inspiring world of education