



KING'S HOUSE SCHOOL

RICHMOND

After School Care Assistant

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General Information

King's House School was founded in Richmond in 1946 and has been a boys' prep school from that time on. The school operates on three sites in or around King's Road, which is on the very pleasant setting of Richmond Hill. The Senior Department (for boys from Year 4 to Year 8) is at 68 King's Road, the Junior Department on its own site just down the hill, and the Nursery around the corner in Princes Road. The school also has extensive playing fields just over Chiswick Bridge, where there are numerous pitches including a new full-size 3G one.

Most boys join the school in the Nursery (which is co-ed) or Reception but there are small intakes at Years 3, 4 and 7. Boys stay until 13 when they move on to a wide range of day and boarding schools, a number each year gaining scholarships.

The Nursery operates from its own site in a carefully restored building on Princes Road. The youngest children, the Caterpillars, are based on the top floor and the Butterflies (the rising 4s) on the ground floor. There is a very positive, caring atmosphere to the Nursery and the ground floor has an area set aside for Music. The Nursery has its own dedicated staff supplemented with specialists from the school PE, Music and IT departments.

The Junior Department (JD) is housed in two Victorian buildings which have been sensitively redesigned and linked to provide an exciting and stimulating environment for the pupils. There is a two-form entry with about forty boys in the year group. This number grows to about 48 in Year 3 with three forms. The class teachers deliver the vast majority of the curriculum but boys do have lessons with specialist teachers for Music, French and PE and Games and in some years, Computing. All boys take swimming lessons at a local pool and Years 2 and 3 use the Senior Department (SD) facilities for some subjects.

Boys move to the Senior Department site for Year 4. This is the original school site and has been developed substantially since then. It is a deceptively large area which includes the school's theatre, gym, astro turf pitch, two Computer rooms, two Science laboratories and Music area. There are three forms in each year group. Forms are mixed-ability in Years 4-6, with some subjects setted, and streamed in Years 7 and 8. Boys experience increasing exposure to subject specialist teachers, who will teach a range of year groups and sometimes more than one subject. The curriculum the boys follow prepares them for Common Entrance at the end of Year 8.

Throughout their time at King's House, the boys are encouraged to take part in art, drama, music and sporting activities. There are productions every year for all year groups, concert and other



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performance opportunities for music, and numerous games fixtures and other sporting activities. There are also numerous outings for all year groups and residential trips as the boys get older.

Overall, King's House offers its pupils a broad and balanced curriculum and prepares them well for their transition on to their next school.

Safeguarding

King's House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo the child protection screening appropriate to the post, including checks with the Disclosure and Barring Service and references from previous employers. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Equal Opportunities Employer

King's House School are an equal opportunities employer who celebrate diversity and believe in equal opportunities for all. Employment decisions throughout the school are made without regard to any status protected by law.

How to Apply

Please send your completed application form and a covering letter (not to exceed 2 sides of A4) outlining your skills and experience to Will Cullen, HR Manager, King's House School, 68 King's Road, Richmond, TW10 6ES as soon as possible and no later than Friday 1st October 2021. Alternatively, please email your application to recruitment@kingshouseschool.org. We welcome early applications and will consider holding interviews before the closing date for strong candidates.



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Job Description

Overall Aim

As an After School Care Assistant, you will work as part of a team responsible for ensuring the safety, general welfare and proper conduct of pupils; providing them with refreshments and engaging them in a range of activities after the school day has finished.

Duties as After School Care Assistant:

- Work as a part of a team
- Establish and maintain good relationships with parents, pupils and staff
- Keep registers and other records updated
- Report to line manager if an incident occurs, if a child has been taken ill or if there is a child protection issue
- Be responsible for children's safety according to school rules, policies and procedures
- Assist with fire drills and other safety procedures
- Ensure the children are escorted to and from After School Care safely
- Provide suitable activities for children, including children with Additional Educational Needs
- Work with children and promote language and communication skills
- Set out and clear away equipment
- Provide assistance at mealtimes and snack times
- Look after children who are sick or distressed
- Cleaning and dressing cuts and scratches sustained by children
- Display children's work to create a stimulating environment and raise children's self-esteem

Person Specification

The ideal candidate will have some or all of the following:

- NVQ3 or equivalent qualification. We are happy to accept applications from those without a qualification if they are willing to undertake one
- Experience working with children in an early years setting
- Knowledge of Child Development and Children's needs
- Ability to work with parents/carers/families to encourage partnership working
- Ability to work as part of a team
- Good organisational skills
- Ability to demonstrate creative abilities
- Awareness of Health & Safety and practical Hygiene issues
- Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary

Terms and Conditions

- Salary: £10.66 per hour
- Monday to Friday, 15:00 – 18:00 during term time only
- Fixed-term contract: commencing ASAP until 7th July 2022