



KING'S HOUSE SCHOOL

RICHMOND

After School Care Assistant

Candidate Information Pack





Welcome to King's House School

Thank you for your interest in King's House School. I am very proud of our staff here at KHS, and we are a friendly and caring school with a strong sense of community, where the boys (and girls in our wonderful Nursery) thrive and flourish. The pastoral aspect of school life is at the heart of everything we do, and we pride ourselves on providing an inclusive environment that is both nurturing and challenging. I am proud of the supportive and collaborative culture at King's House, which helps staff and pupils to be the best they can be.

It is a joy to watch our pupils grow into confident young people, ambassadors for King's House when they leave us at 13+ to go onto a wide range of day and boarding Senior Schools. We value a broad and balanced academic education, enabling our pupils to develop their academic, social, sporting, emotional and artistic attributes.

We are committed to recruiting excellent staff across our teaching and non-teaching departments and King's House School Enterprises, with the opportunity to develop careers. You will be joining the school at an exciting time, when we are constantly investing in our facilities to ensure an inspiring education for students in many years to come. I hope this website provides you with a flavour of what life is like at King's House School, with a staff who develop enthusiastic young people, who can be relied upon to make a positive contribution in all areas of school life.

Mark Turner
Head



“Preparing the boys for life beyond King’s House is integral: problem solving, working with everyone, collaborating, thinking critically, knowing what to do when you don’t know what to do.”

STAFF MEMBER





The School

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 on Princes Road. The school also has a 35-acre sports ground just over Chiswick Bridge, where there are numerous pitches, athletics facilities, cricket nets, tennis courts, a 3G pitch and all-weather pitch.

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

The Nursery operates from its own site in a carefully restored building on Princes Road. The youngest children, in Caterpillar Class (rising 3s), are based on the top floor and Butterflies (the rising 4s) on the ground floor. There is a very positive, caring atmosphere to the Nursery and the ground floor has an additional room used for music and small group activities. 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 to Reception 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.





The School

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, new design technology room 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, concerts and many more performance opportunities for music, as well as numerous games fixtures and sporting activities. There are also numerous outings for all year groups to enrich the curriculum, and year groups from Year 3 go on residential trips in the summer term.

King's House offers its pupils a broad and balanced curriculum and prepares them well for their transition on to their next school. We cherish each pupil as an individual and provide them with the skills and mental resilience to succeed in whatever path they choose to take. Small class size means that we can get to know each child and identify their unique strengths, interests and passions.



An aerial photograph of a large sports ground. The foreground and middle ground are dominated by several soccer pitches with white and green markings. To the right, there are several tennis courts, including one with a prominent orange surface. The sports ground is bordered by a fence and surrounded by trees and a large river in the background. The text "First class sports facilities at our 35-acres Sports Ground in Chiswick" is overlaid in white on the image.

First class sports facilities at our 35-acres Sports Ground in Chiswick



After School Care Assistant

After school 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.

Start Date: ASAP

How to apply: please complete the application form on our website

<https://kingshouseschool.org/application-form/>

Closing Date: 6th October 2023

- Salary: £11.52 per hour
- Hours: 15:00 – 17:45
- Reporting to: Deputy Head of Junior Department
- Generous contribution to Stakeholder Pension Scheme
- Contract type: Permanent, Part-Time



Job Description

After School Care Assistant Responsibilities

To include but not limited to:

- 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
- 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
- Knowledge of activities and interests of children
- Patience, kindness, positive attitude and good communication skills
- An enthusiastic and pro-active approach to work
- Reliable and consistent with routines in the playground and works as part of a team
- Ability to work with parents/carers/families to encourage partnership working
- Ability to perform physical activities which may include frequent standing, walking, bending or lifting
- Ability to serve as an effective role model for boys and introduce or teach some playground games
- Ability to work in an outdoor environment in varying weather conditions
- Ability to demonstrate a positive attitude in working with children with special needs
- Ability to demonstrate creative abilities
- Awareness of Health & Safety and practical Hygiene issues



“Across the whole school, leaders and managers form a strong cohesive team and are highly successful in providing a clear educational direction, enabling excellent outcomes for pupils.”

STAFF MEMBER



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 is an equal opportunities employer that believes in equal opportunities for all, celebrates, and welcomes diversity. Employment decisions throughout the school are made without regard to any status protected by law.