



# KING WILLIAM'S COLLEGE

---

## Classroom Assistant - Job Specification

<b>Title:</b>	Classroom Assistant
<b>Reporting to:</b>	Head of Nursery
<b>Hours:</b>	Full time: 37.5hrs/week
<b>Job location:</b>	The Buchan Nursery



King William's College and The Buchan School are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The successful candidate will also require satisfactory references and confirmation of education.

A medical examination may be required. If necessary this will be undertaken at the expense of King William's College. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Head.

## The School

King William's College was opened in 1833 and enjoys a magnificent setting facing Castletown Bay in the south of the Isle of Man. The School became fully co-educational in 1987 and in 1991 merged with The Buchan School. The two sites now constitute one school administered by a single Board of Governors and with the same overall vision and ethos.

The sites are less than two miles apart, the Buchan provides Nursery and Junior School curricula for pupils aged two to 11 years. King William's College, the Senior School, provides a non-selective education up to

(I)GCSE and in the Sixth Form all students take the International Baccalaureate (IB) Diploma. We introduced the IB in 2002 and are therefore one of the most experienced IB schools in the UK. There are around 150 children at the Buchan and 370 at King William's College. 25% of pupils board with approximately half coming from overseas. The School is a Church of England Foundation although the pupil body includes those of many faiths.

The College site (37 acres) is dominated by the main school building with its quadrangle and Clock tower. The Buchan site (13 acres) is constructed around an early Victorian country house, in a pleasant parkland setting on the edge of Castletown.



## Internal Responsibilities and Duties

- Responsible to the Head of Nursery
- To plan and deliver effective implementation of the daily EYFS curriculum in a safe, welcoming and inclusive environment
- To create and maintain a happy and stimulating environment
- To implement the aims and policies of the school
- To work as a team in the inclusive practice of all children
- To be aware of child protection issues and report any concerns
- To understand and apply basic first aid as required
- To follow policies and processes as laid out by the Head of Nursery and school nurse regarding any pupils with complex medical needs
- Actively engage children in meaningful experiences, using flexible planning to ensure the needs are met of individual children
- To instigate and prepare educational activities using resources, classrooms and equipment in the indoor and outdoor learning environment
- Promote high standards of quality within the nursery in respect of the environment, resources and experiences offered to children
- To effectively manage and organise groups of children e.g. academic activities, reading, outdoor activities, educational visits and work with colleagues where necessary.
- To record observations and assessment of children's learning and development, ensuring records are kept up to date, are of a high standard and are shared effectively.
- Keep accurate and up to date records of children's development on Tapestry and all child profiles.

- To establish a good working knowledge of each child to form positive relationships with parents
- Adhere to agreed timetable and routine as set out by the Head of Nursery.
- To comply with all policies, practices and procedures of the school and to carry out all duties with full regard to the agreed equal opportunities principles
- To work with professionalism and confidentiality at all times
- To work as part of a supportive staff team within the Buchan Nursery & The Buchan School
- To attend meetings as appropriate
- To attend occasional Nursery events which may fall outside of working hours, such as Parents Evening and Curriculum Evening
- To play a full and active role in the Nursery's professional development including dedicated training days (INSET days and twilight Sessions)
- To promote the ethos and activities of the school at all times
- To positively contribute to the achievement of the school goals, development plan and other initiatives
- To be onsite and ready to begin the arranged shift (including any set up requirements) before the shift is due to start.
- Work together with the team and contribute equally to the age appropriate planning.
- Take ownership of own personal development.
- Responsible for ensuring breaks are taken at appropriate time, utilising the other staff available and communicating with colleagues. This is required for Health and Safety and in the event of a fire.
- Keep the Nursery and all surrounding areas clean and tidy at all times where possible.
- When required, help with jobs at the end of the day, ensuring the Nursery is left clean and tidy.
- Ensure that individual working times are recorded on a weekly basis on the staff time sheet.
- Ensure all children in the classroom are recorded accurately in the daily register and filed at the end of the week.
- To comply with all health and safety at work requirements as laid down by The Buchan Nursery & The Buchan School

## Flexibility Clause

- To undertake tasks of a similar nature and level as requested by the Head of Nursery or Headteacher of The Buchan School
- This list is not exhaustive and on occasion you may be asked to help out or take on separate duties by the Head of Nursery or the Buchan School Headteacher.

## Variation Clause

- To undertake tasks of a similar nature and level as requested by the Head of Nursery or Headteacher of The Buchan School
- This list is not exhaustive and on occasion you may be asked to help out or take on separate duties by the Head of Nursery or the Buchan School Headteacher.

## Applications

A completed application form together with a covering letter should be submitted by post to:

**HR Department, King William's College, Castletown, Isle of Man IM9 1TP**

or by email to: [hr@kwc.im](mailto:hr@kwc.im)