
THE BLUE COAT SCHOOL BIRMINGHAM
1722
GROW IN GRACE
The Blue Coat School
Founded by the Church of England in 1722
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Information Booklet for Job Applicants
KS2 Teaching Assistant

THE BLUE COAT SCHOOL'S VISION:

LIMITLESS LEARNING FOR TOMORROW'S ACHIEVERS





The Blue Coat School is an Independent Day Preparatory School offering an outstanding educational experience to over 600 boys and girls, aged 3 to 11 years. Occupying a beautiful site in Edgbaston, in 15 acres of playing fields and gardens, it is a thriving community where children achieve great things, not just academically but in all areas. Our extensive Co-Curricular programme offers opportunities beyond the classroom and nurtures well-rounded children, preparing them for life beyond Blue Coat.

Originally set up as a charity school 'for the purpose of maintaining poor children' in the centre of Birmingham, BCS relocated to Harborne in 1930 and has since become one of the largest IAPS Prep Schools in the country. A generous Bursary scheme continues to offer the opportunity of a Blue Coat education to all.

Founded by the Church of England, Chapel life remains a big part of the weekly school routine and Prep parents and staff join Chaplain for a weekly service. Meanwhile in Pre-Prep, Chaplain leads a weekly assembly for the children. Our diverse school community is representative of the local area and welcomes pupils of all faiths and none. Respect and multicultural understanding are fostered through our BCS Values which promote patience, respect and kindness. The Blue Coat School is a stimulating and rewarding place to work, in the company of enthusiastic and dedicated staff. It has excellent resources, which are used to provide enjoyable and imaginative learning.

Pupils consistently achieve outstanding results and they are well prepared for senior school entrance examinations. Many progress with the top scholarship offers to the region's most renowned senior schools including the Independent and Grammar Schools of the King Edward VI Foundation, Solihull School, Edgbaston High School for Girls and Bromsgrove School.

The Blue Coat School is a stimulating and rewarding place to work, in the company of enthusiastic and dedicated staff. Our community ethos is very strong, and we maintain the highest expectations of the interpersonal relationships between all stakeholders. The successful applicant will be expected to ensure that the excellent standards of the School are maintained.

PRE-PREP

Our Pre-Prep department begins in the Nursery with children aged 3-4 years. Unlike many schools, we begin with a traditional classroom setting. Children are taught in classes of up to 22, by a qualified teacher who is supported by an Early Years Teaching Assistant.

Learning is primarily through play and exploration but our children make fast progress with their letters, sounds and numbers and are often working well ahead of national expectations. Nursery children have the opportunity to visit our Forest School for two half terms and Reception visit weekly. Nursery also use the Pre-Prep Gym and are taught music by a specialist music teacher.

In Reception, children begin to use other areas in the School such as the swimming pool and music room. Moving to KS1 the school day becomes more structured. In addition to daily maths and English, other subjects are taught such as computer science, humanities and creative arts. The majority are taught by the class Teacher, supported by a Teaching Assistant, but specialist teachers will lead PE, games, swimming and music lessons.



PREP

The Prep School covers Years 3 to 6. Each year group is led by a Year Group Leader and there are also subject leaders who support the curriculum development. The Head of Prep and the Deputy Head Prep are responsible for the day-to-day running of Prep.

In Prep, the children are taught by a number of specialists teachers in dedicated rooms such as the Creative Arts Studio, Computing Centre, Music Centre and newly upgraded Science Laboratories. They become familiar with moving around School and are well prepared for senior school.

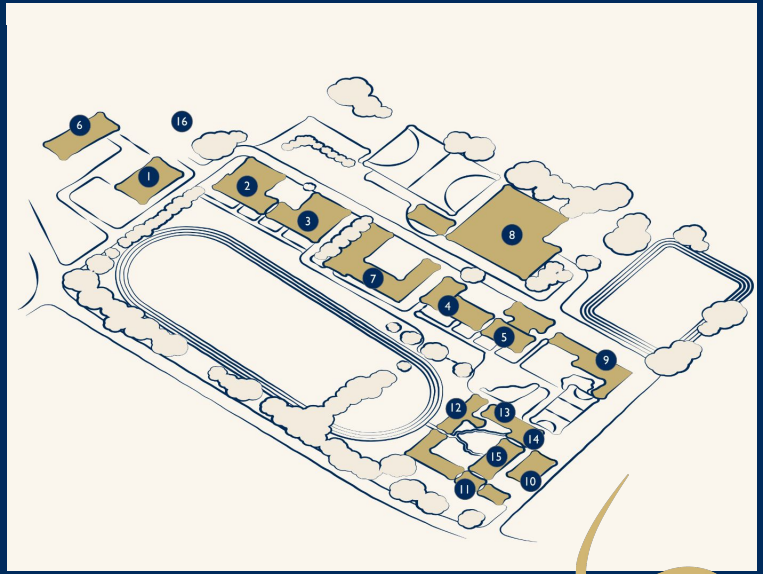
Children use individual iPads in all lessons, as well as practical and written resources.

A House system is introduced in Year 3 and children join one of six houses. House Leads meet weekly with their House which spans the whole of Prep and includes members of staff. House competitions ensure that the children work as a team to earn house points or compete for their House in sport, general knowledge quizzes and a House Shout.



FACILITIES

1 Year 3 and Year 4 Hubs
2 Year 5 and Year 6 Hubs
3 The Year 6 Centre
4 All Saints
5 St Martin's
6 Chapel
7 Viney Building
8 Sports Centre
9 The Annexe
10 Branson Building
11 William Higgs Building
12 Centenary Building
13 Bissell Building
14 Saville Music Centre
15 School Hall
16 Forest School



The Blue Coat School enjoys an expansive 15-acre campus just three miles from the city centre. With a rich diversity of green spaces, classrooms, specialist facilities, playgrounds, sports pitches and after school social spaces, a big campus soon feels like home to pupils.

The Blue Coat School has a 25-metre indoor swimming pool, AstroTurf pitch and cricket nets, Forest School, IT Suite with recording booth and green screen technology, Music Centre, a Creative Arts Studio, Science Laboratories, Auditorium, School Chapel and extensive playing fields, to name just a few!

Our beautiful and well resourced campus enables us to offer over 120 clubs and activities a week, including activities outside of the curriculum such as chess, Spanish and coding. In addition, senior pupils experience subjects such as cooking, debating, gardening and STEM as part of our Friday afternoon Thinking, Exploring and Doing Programme (TED).

MUSIC

There is a very long and established tradition of excellence in Music at The Blue Coat School, with many children learning one or more musical instruments and many achieving Grade 8 before their final year here.

From Year 2, children can begin to take part in choirs, including the prestigious Chapel Choir from Year 5, orchestras, chamber groups and bands.

The Blue Coat School is fortunate to have a diverse community of pupils from many different cultures, ethnicities, races and religions and we advocate for that diversity to be reflected and celebrated in the music curriculum.



SPORT

With a keen sportsman as Headmaster, it is no wonder that BCS Sport has gone from strength to strength! An extensive fixtures calendar, as well as intra-school competitions offer all children the chance to play competitive sport. We enter many national competitions and have achieved notable success including setting records at the England Schools Swimming Association Finals. BCS have also successfully hosted the IAPS Regional Swimming Qualifiers for the past two years.

The Blue Coat School is proud to have forged close links with local sports clubs and activity providers to enhance opportunities for our children in sport. These partnerships include Diamond Swim Academy, Aston Villa Football Club, Moseley Rugby Club, Edgbaston Golf Club and Edgbaston Priory Club.







PASTORAL

Here at The Blue Coat School, we pride ourselves on providing the best possible pastoral care for children. Our provision is defined by the quality of our relationships with pupils, staff and parents, our strong partnerships and how staff respond to the needs of each and every child.

Every member of staff has responsibility for the children's wellbeing. Everyone works in the best interests of every child to safeguard their welfare and promote their development, and our children are confident in knowing who they can reach out to if they have any concerns or worries.

There is also a dedicated Pastoral Team whose sole purpose at School is to support children in either a 1:1 or in a small group. The Pastoral Team meet every week to discuss pupils' wellbeing. The School's Special Educational Needs Coordinators, Designated Safeguarding Leads, the School Matron and the Chaplain also attend this meeting to ensure there is a holistic approach to pastoral care at The Blue Coat School.



JOB DESCRIPTION
TEACHING ASSISTANT

Core Purpose of Post
To promote and safeguard the welfare of all children and young persons for whom the post holder has responsibility and with whom the post holder comes into contact.

General Duties and Responsibilities
The following duties and responsibilities will be undertaken:

Professional

- Exercise loyalty to the Headmaster and to the School, upholding and maintaining its traditions and ethos.
- Set and maintain high standards of work in supporting the teaching and learning, as well as of personal and professional conduct, as guided by the National Occupational Standards for Supporting Teaching and Learning in Schools.
- Comply with all regulatory requirements including those of the Early Years Foundation Stage (EYFS).
- Comply fully with the requirements as set out in the DfE document 'Keeping Children Safe in Education' and any relevant supplementary guidance.
- Comply fully with the requirements as set out in the HM Government document 'Working Together to Safeguard Children' and any relevant supplementary guidance.
- Abide by the School's current systems and structures as outlined in policy documents including the First Aid and Health, Health and Safety and Safeguarding and Child Protection Policies, and take appropriate action in accordance with all such documents as and when necessary.
- Establish and maintain effective working relationships with colleagues and parents/carers.
- Participate as required in meetings with colleagues and parents in respect of the duties and responsibilities of the post.
- Take responsibility for one's own professional development, attending INSET days at the start of each term and attending other relevant courses whenever possible.
- Be punctual and adaptable, and dress in a smart but practical manner.
- Ensure that the principles for the Spiritual, Moral, Social and Cultural development of the children and the principles of the fundamental British Values are actively promoted.

JOB DESCRIPTION
TEACHING ASSISTANT

Knowledge and Understanding

- Have knowledge of and keep up to date with the National Curriculum, the Early Learning Goals of the Early Years Foundation Stage, and current educational practice.
- Understand how pupils' learning is affected by their physical, intellectual, emotional and social development and understand the stages of child development.
- Be familiar with the Special Educational Needs and Disability Policy and contribute to the identification, assessment and support of pupils with learning support or special educational needs.

Welfare and Development

- Support and assist the Head of Pre-Prep and Class Teachers in providing a happy, secure, safe and stimulating environment in which the children can develop to their full potential.
- Liaise with the teaching staff to contribute to the planning and delivery of the teaching programme for all pupils within the classes or groups allocated, having regard for the Statutory Framework for the Early Years Foundation Stage and Practice Guidance for the Early Years Foundation Stage, the National Curriculum and the School's statement of aims, policies and schemes of work.
- Liaise with the teaching staff to assist in preparing materials for the teaching programmes.
- Liaise with the teaching staff to assist in the monitoring, assessment and recording of each pupil's academic and social progress systematically according to the School's current practice.
- Supervise children as required on the school campus and on off-site visits and outings.
- Supervise the children as required at break and lunch times including indoor and outdoor play and assist with the preparation and serving of snacks.
- Assist in ensuring that the children's dietary and medical requirements are adhered to.
- Eat lunch with the children as required, encouraging good manners and sensible eating habits.
- Administer First Aid to the children as and when necessary recording details in the Accident Book in accordance with the First Aid and Health Policy.
- Assist the children when dressing and undressing for PE, swimming, outdoor play and on other appropriate occasions.

JOB DESCRIPTION
TEACHING ASSISTANT

Other Responsibilities

- Assist the teaching staff to create a bright classroom environment in which children's work is displayed to promote and enhance learning.
- Assist the teaching staff in the maintenance and general orderliness of the classroom environment and its resources.
- Assist with any reasonable request in connection with the day-to-day organisation of the classroom or School.
- Attend assemblies and Chapel Services as required.
- Be available to attend Open Mornings, Parents' Evenings and other Pre-Prep or whole school events as required.
- Be available to assist in Holiday Club for two weeks each year.
- Assist in Aftercare as and when required.
- Be available to attend new starters' Welcome Evening for the next year's intake when required.

This job description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time. It may be amended at any appropriate time, following consultation between the post holder and a senior colleague.

PERSON SPECIFICATION
TEACHING ASSISTANT

Qualifications/Professional Development

- QTS or Level 3 qualification as defined by the Department for Education as being suitable for the EYFS
- Paediatric First Aid qualification would be desirable
- Food Hygiene qualification would be desirable
- Evidence of recent involvement in professional development

Experience and skills

- Experience of working with and caring for children aged 7 to 11 with an understanding of how to meet each child's needs
- Experience of planning, leading and participating in activities to support the learning of children in KS2
- Effective communication and listening skills

Knowledge

- Sound understanding of safeguarding principles
- Sound knowledge of early childhood development
- Knowledge of current good practice for children aged 7 to 11
- Sound knowledge and experience of the KS2 principles

Personal attributes

- Sympathy with the Christian ethos and activities of the school
- Ability to form and maintain positive relationships
- Sensitivity to others and the ability to work cooperatively
- Wholehearted commitment to the life of a vibrant school community

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The Blue Coat School Birmingham is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment.