



Hazelwood School

## Assistant Tutor Job Description

### Hazelwood School

Hazelwood is an independent co-educational Prep School for children aged between 4 and 13 years of age. It has a linked nursery, The Nursery and Early Years, which caters for children between the ages of 3 months and 4 years. We have almost 600 children across the two sites. The Prep School is situated in 25 acres of grounds with phenomenal views over the North Downs. The nearest town, Oxted, is situated one mile away and has excellent mainline rail links into London. The M25 is easily accessible. Further details about the school can be found on the [www.hazelwoodschool.co.uk](http://www.hazelwoodschool.co.uk) website.

### Job Description

1. To aid pupils to learn as effectively as possible both in group situations and on their own by, for example:
  - Supporting and assisting the teaching staff with the educational, physical and social needs of the children
  - Assisting the teacher in providing a full range of stimulating activities for the children as part of their physical, intellectual, emotional and social development
  - Motivating and encouraging the children as required by providing levels of individual attention, reassurance and help with tasks as appropriate to their needs
  - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
  - Consistently and effectively implementing agreed behaviour management strategies
  - Being actively involved in the whole planning cycle and contributing towards reviews of pupils' progress as appropriate
2. To look after the welfare of the children by;
  - Attending to their health, welfare and safety at all times, including when in external play areas and personal care.
  - Dressing minor wounds, dealing with their health requirements as necessary, subject to training and instruction provided.
3. To support playground/break time supervision.
4. To accompany the teacher and child on educational visits.
5. To assist the Games department with their coaching programme and schedule of matches and/or
6. To assist the Music and Drama department and/or
7. To assist the IT department with digital literacy.
8. To support the School Office with basic administration tasks.
9. To supervise a whole class of up to twenty children during the short term absence of the teacher as directed by the Head.
10. To take part in training activities offered by the school to further knowledge.

11. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
12. To support and implement the agreed aims of the school.
13. To be aware of confidential issues linked to home/pupil/teacher/school.
14. To bring enthusiasm, energy and flexibility in all that you do.

The job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

## **Profile**

The individual should be able

- To uphold and actively promote the Hazelwood Behaviour Competencies of Big Picture Thinking, Communication, Adaptability & Flexibility, Building Relationships, Planning & Organisation, Professionalism and Teamwork.
- To work alone, unsupervised and with proven initiative and to be part of a busy and focussed team.
- To work under pressure and within tight lead-times.
- To prioritise tasks successfully.
- To plan ahead and to anticipate requirements.
- To present themselves and their work in a smart and professional manner.
- To demonstrate a reasonable level of technical expertise, in at least one area, with a desire to learn new skills
- To be prepared to work as part of the wider team as and when the work load requires it.
- To take ownership of new projects or to manage existing ones.
- To be prepared to undertake training in First Aid prior to the start of the new academic year
- To work across both the Hazelwood Prep School and Hazelwood Early Years and Nursery sites

## **Salary & Holiday**

The Assistant's gross salary at the date of this Contract will be £19,271 per annum. This calculation is based on the hourly rate of £8.72 for 42½ hours per week for 52 weeks, which comprise of 46 working weeks and 6 weeks paid leave. Successful candidates will be expected to take their holidays within the longer school holidays unless with prior permission of the school. During the half term breaks therefore, they will be expected to be available to work.

## **How to Apply**

The closing date for applications is **Friday 19<sup>th</sup> February 2021**, however we reserve the right to withdraw the position, before this date, if suitable candidates apply and are successful before this time.

Position to start on 1<sup>st</sup> August 2021 and continue until 31<sup>st</sup> July 2022. This is a full time, fixed term contract.

Hazelwood School is committed to Child Protection and the successful candidate will be required to obtain an enhanced DBS Certificate, through Hazelwood, prior to starting work. Hazelwood upholds British Values.