

JOB PACK

Gap Year Teaching Assistant for Sport

Closing Date: Wednesday 2 May 2018 (midday)

Interview Date: Wednesday 9 May 2018

Josca's House, Kingston Road, Filford, Abingdon, Oxfordshire, OX13 5NX

Tel: +44 (0)1865 391570 enquiries@abingdonprep.org.uk

www.abingdon.org.uk/prep



From the Headmaster: Craig Williams, MA (Oxon), P.G.C.E.

Message from the Headmaster, Craig Williams

Thank you for your interest in Abingdon Prep School. I am delighted that you are considering our School and I hope that you will want to apply for this post once you have found out a little more about us.

I encourage you to spend time looking at our website, www.abingdon.org.uk/prep, as this will tell you a lot about us and give you a taste of the atmosphere. To fill you in on a few important features, Abingdon Prep (previously Josca's) is an independent all boys' day school with around 250 boys aged 4 to 13. Abingdon Prep, along with Abingdon School, forms the Abingdon Foundation. We employ around 300 teachers and support staff across the Foundation. The Board of Governors oversees both establishments.

Admission is by selection and we are a popular choice for aspirational and supportive families. Many are attracted by our academic standards, certainly, but also by the huge and dynamic 'Other Half' (extra-curricular) programme we offer. All colleagues participate in the programme and the School places considerable importance on the many benefits of the Other Half and its role in developing the whole person. Our boys currently sit Common Entrance in Year 8 (although as of Sept 2018, this will change and the Abingdon Prep Plus award will replace it). Approximately 85% of the boys go onto Abingdon School. Boys also enter Radley College, Magdalen College School, St Edward's School and Cokethorpe amongst others. In 2017 five boys achieved academic scholarships to Abingdon School, which for the sixth year in a row included the top academic scholarship. In addition Art, Drama, Music and Sports Scholarships were gained by pupils going to Abingdon School plus two Academic Scholarships to Magdalen College School, an Art Exhibition to St Edward's School and a Music Scholarship to Radley College. We pride ourselves on having a strong community ethos and all families and staff play their part in making our School feel warm and welcoming.

Abingdon Prep occupies a large rural site approximately 5 miles west of Abingdon. Our facilities are enviable, with expansive and very well maintained playing fields, a new Astro turf Multi Use Sports Area, large and bright classrooms, sports hall, assembly hall and separate drama studio. We are extremely well resourced in every area.

The typical Abingdon Prep boy is engaging, motivated and delightful to know. We encourage confidence without arrogance and generate a safe academic atmosphere that enables boys to push their own limits and reach their potential. Colleagues enjoy teaching here and the boys appreciate the calibre of their teachers. It is a very happy School.

The School day runs from 8.25 am to 3.30pm or 4.10pm, with there being Other Half activities at lunchtime and until 5.15pm. All teaching staff are expected to contribute fully to the Other Half programme throughout the week. Teaching staff will need to be available from time to time on a Saturday for Open Days, some sports fixtures, the Christmas Bazaar and Sports Day, and also after school for Fireworks Night, the Carol Service and other parent events.

We are a thriving, happy school and we look to the future with great excitement and pride. I am always looking for high calibre professionals, who love teaching, to join us and work with our wonderful boys.

I do hope that you will apply. I recognise that much time and thought goes into preparing an application and please be assured that we in turn, will give your application serious consideration. I look forward to hearing from you.

Craig Williams
Headmaster

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SUPPORT STAFF BENEFITS

Annual Leave

Full time staff benefit from 25 days paid annual leave (plus eight statutory bank holidays). The entitlement is pro rata for staff working part time or on a term time or term time plus basis.

Childcare Vouchers

The Abingdon Foundation operates a salary sacrifice childcare voucher scheme through Co-operative Flexible Benefits.

Closure Days

Each year at Christmas, consideration is given as to whether up to two additional closure days, which will usually be Christmas Eve and New Year's Eve, will be granted.

Death in Service

All support staff aged between 18 and 65 are members of the Abingdon Foundation Death in Service Scheme. The policy covers staff up to the age of 70 with anyone over the age of 65 needing to complete a medical questionnaire. This scheme is managed by Legal & General and in the event of death a benefit of three times annual salary will be paid.

Employee Assistance Programme

The Abingdon Foundation provides staff with a range of benefits to support them in everyday life including an Employee Assistance Programme (EAP) and a Health Risk Assessment (HRA) tool.

Foundation Grant

Qualifying employees are eligible for a discount (of up to 50%) on tuition fees for their own children attending Abingdon School or Abingdon Prep. Admission and entry to either School is subject to availability and satisfactory achievement in the admission requirements.

Lunch

Lunch is available for staff free of charge during term time.

Parking

Free parking for staff is available on site.

Pension

The Abingdon Foundation runs a group personal pension scheme with Royal London into which new staff are automatically enrolled on their first day of employment. The contribution rates with effect from 1 June 2017 are 2% employee and 4% employer.

In addition to the School's auto-enrolment pension scheme there is an enhanced support staff pension scheme (money purchase) which staff can voluntarily join whereby the contribution rates are 6.4% employee and 14.1% employer. These rates may be varied from time to time as the Governors see fit.

Private Healthcare

Staff are eligible to benefit from free private health insurance (taxable as a benefit in kind).

Sports Centre Membership

Members of staff have automatic membership of the Abingdon Sports and Leisure Club with free access to the gym and swimming pool at agreed times. Discounted rates apply for staff attending classes.

Ultimate Activity Camps

Currently staff are entitled to a 50% discount on school holiday courses for children with Ultimate Activity Camps. Childcare vouchers can be used as payment. Further information is available from their website www.ultimateactivity.co.uk.



GAP YEAR TEACHING ASSISTANT FOR SPORT

Job Description

This post is both a sports coach and generalist position. It is full time during the school day (8.00 – 5.15) and it may be that on occasions some further assistance is required of the post holder after this time for sports fixtures and also for fixtures at weekends.

This is a residential post and you will be required to reside in accommodation provided by the School during term time. Any absence during these times will only be approved in exceptional circumstances and must be agreed by the Deputy Head in advance.

The residential accommodation will be shared with another Gap Year Teaching Assistant and comprises separate bedrooms, a shared living space, shared kitchen and shared bathroom.

The post holder will undertake after school lock up each evening and a number of weekend duties which will be discussed at interview.

A considerable portion of the school day will be spent assisting in sports, swimming and PE coaching. There will also be a number of sport related administrative tasks to complete to assist the Director of Sport and the Head of PE.

The remainder of the day will be spent supporting learning for individuals or small groups in the classroom under the guidance of the SENCo and class teacher. This will predominantly be for pupils aged 7-11 and primarily in English and Maths lessons.

There will be a number of evening and weekend commitments, revolving around sport or whole school events and the post holders would be notified of these at the start of each term.

Aims

1. Help to establish a happy, positive, conscientious approach to sporting and classroom activities.
2. Encourage children to be confident and courteous.
3. Provide sports teachers and form teachers with reliable and enthusiastic but sensitive support.

Areas of Responsibility

To support the sports programme or classroom work, as directed by the coach or form teacher, Deputy Head or Headmaster:-

- Preparing sports equipment and venues for use before the lesson
- Assisting in group or individual coaching
- Refereeing and umpiring games at house or school level
- Group or individual support in Maths, English and other lessons as required and with the support of a teacher
- Covering briefly for absent form teachers
- Helping with classroom display work
- Helping to prepare and clear up in practical lessons, i.e. art, craft, science, and generally keeping the wet area and equipment clear and tidy
- Supervising children between 8.00 and 8.30 at the start of the school day in the school's Early Birds club and/or supervising the morning drop off of pupils in the car park
- Supervising and sitting with children at lunchtimes
- Supervising playtimes as requested as part of the staff duty rota
- Organising and running a sport related Other Half activity after school and assisting other Staff in the delivery of the Other Half programme
- Being prepared to stand in for absent staff within the School
- Attending whole school inset and department meetings as requested
- Taking part in staff training sessions when the subject is relevant and to be prepared to attend suitable external courses
- Working on any task as reasonably requested by a sports teacher, form teacher, Deputy Head, or Headmaster of the school

NOTE: This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the appointees.

TERMS AND CONDITIONS

The post holder will be expected to work during term time (including inset days) and five additional weeks during the school holidays. This is likely to comprise one week during the Christmas holidays, one week during the Easter holidays and three weeks at the start of the Summer holidays but will be discussed and agreed with the Deputy Head each term.

The salary for this position is £12,500 per annum for the academic year 2018/19 and accommodation will be provided.



GAP YEAR TEACHING ASSISTANT FOR SPORT

Person Specification

Experience

Involvement in team games within a school or club environment

Skills and Abilities

- Willingness to be part of a hard working team
- An understanding of young children
- Enthusiasm
- Reliability
- Initiative
- Flexibility
- Maturity and professionalism
- A willingness to become a part of the school community – some activities may take place outside school hours
- The desire and capability to be an outstanding assistant teacher
- Ability to relate well to children and adults and to build positive working relationships
- Confidence and competence when managing the learning and behaviour of an individual, a small or large group, or whole class

Qualifications and Training

- GCSE English and Maths at grade C or above essential
- 3 or more A levels in any subject may be an advantage
- Ability to coach team sports – cricket, soccer and rugby would be preferred but coaching in other disciplines will be considered provided there is an ability to transfer skills and a willingness to undertake any necessary training
- Life guarding qualifications may be an advantage but a willingness to obtain the necessary qualification is an essential part of the job

Other Factors

- Willingness to work in support of the ethos of the school
- Driver's Licence highly desirable but not essential
- Displays commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people

HOW TO APPLY

If you would like to apply for this position you will need to register and apply on our recruitment portal via the following link: <https://vacanciesatabingdonschool.ciphr-irecruit.com>

Completing your application

- Please read all the information provided before completing your application.
- Please note that prior to submission of your application you will be required to upload a covering letter which provides you with an opportunity to introduce yourself and explain your motivation for the role. This can be especially important if your circumstances are such that a significant pay change, career change or relocation is involved.
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Pack.

Guidance for the completion of the section 'additional skills, experience and interests'

This is an important section of the application as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities or simply outlining all your experiences whether relevant or not. For teaching staff it is important that you use this section of the application form to outline how you would contribute to Abingdon's 'Other Half' (extra-curricular) programme.

References

All offers of employment within the Foundation are subject to the receipt of a minimum of two satisfactory references. One of the references **must** be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. **If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked.** Neither referee should be a relative or someone known to you solely as a friend.

Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.

Shortlisted applicants for support posts are advised that references **may** be taken up prior to interview. Please note, unless you ask us not to we will assume it is acceptable to contact your references at any time.

Interview Process

If you are invited for interview your visit will involve a brief session with our Human Resources Department, in order to undertake a number of checks we are required to carry out by the Department for Education (DfE).

These checks include the requirement for a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS). A list of valid identity documents will be sent to you in advance of your interview.

In addition, we require evidence of the following:

Identity – passport or photocard driving licence

Address – document from Group 2b of the DBS List of Valid Identity Documents with current address

Right to Work in the UK – passport or full birth certificate

Qualifications - original documents confirming any educational and professional qualifications you refer to in your application

Overseas Checks – if you have worked or been resident overseas for three months or more in the previous five years please bring original copies of any overseas police checks that have already been completed

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be required to provide documentary evidence of the change.

During your visit with our Human Resources Department, if you have not done so already, you will be required to sign your application form in order to declare that the information you have given is accurate and true.

In the event that you are unsuccessful please be assured that photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability to work with children. On occasion, applicants will be invited to participate in a preliminary Skype interview.

Teaching Posts:

If you are invited to interview you will be required to teach a lesson which will be observed. You will be advised beforehand as to the lesson brief. You should expect to attend a number of interviews, tour the School and meet some colleagues.

Support Posts:

As well as a face to face interview, if relevant to the role, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation etc.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- a check against the Barred List;
- a Prohibition from Teaching check (if applicable);
- a Prohibition from Management check (if applicable);
- a Check of Teaching Restrictions imposed by the European Economic Area (EEA) (if applicable);
- where the successful candidate has worked or been resident overseas for three months or more in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- verification of medical fitness - completion of a medical declaration and satisfactory medical examination in certain circumstances;
- satisfactory completion of the probationary period.

Safeguarding

All adults working at Abingdon should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at Abingdon should be aware of and, when necessary, follow the school's safeguarding guidelines, which are in line with the Department for Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures – available online at <http://www.oscb.org.uk>. The School's Safeguarding Policy can be found on the Abingdon School Website.

All new members of staff, including volunteers, agency workers and contractors are provided with the following documents and required to sign a declaration to confirm that they have read and understood them before they start work and at regular intervals thereafter:

- Keeping Children Safe in Education (Part One and Annex A)
- Safeguarding Policy
- Staff Behaviour Policy
- ICT (Staff) Policy
- Health and Safety Policy

These documents include all the relevant information about safeguarding, KCSIE, codes of conduct, missing children policy and whistleblowing policy.

In addition, individuals appointed to work in an Early Years Foundation Stage (EYFS) setting are required to complete a 'Staff Disqualification Declaration' before they start work and on an annual basis.

Warning

Where a candidate is –

- found to be on the Barred List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concerns as to his/her suitability to work with children

the facts will be reported to the DBS and the Police and/or the Local Authority Designated Office (LADO) will be consulted. If the individual is a teacher, a referral may also be made to the National College of Teaching & Leadership (NCTL).

Queries

If you have any queries at all about the recruitment process please contact the Foundation's HR Department on 01235 849136 or recruitment@abingdon.org.uk.

Abingdon School is an Equal Opportunities employer.