



Recruitment Pack

Teaching Assistant

Employment Status	Full Time • Term Time Only
Employment Location	Framlingham College Prep School (Brandeston)
Application Closing Date	Midday on Monday, 18 th June 2018
Interview Date	Tuesday, 26 th June 2018

Framlingham College is 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.

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Welcome from the Headmaster

Dear Applicant,

Thank you for your interest in the position of Teaching Assistant at Framlingham College Prep School.

Reporting to the Head of Learning Support the successful applicant will play a key role in the delivery of our learning support provision. The post will suit someone with a passion for enthusing and empowering students to achieve their very best. The role is offered on a full time, term time only basis and attracts a salary iro £16-17k, dependent on experience and qualifications.

We offer extensive ongoing CPD opportunities and a highly supportive working environment. Other benefits include a free lunch each day the kitchen is operational plus complimentary membership of our on-site Sports Centre.

Framlingham College Prep School is a high quality independent boarding and day school set in stunning surroundings of Brandeston, Suffolk. The school is absolutely thriving and prides itself on producing well-rounded, decent, articulate and well-educated children.

I do hope that this pack will give you a brief flavour of the school and do visit us either via the school website or in person if you would like to know more.

We are always excited about enthusiastic, like-minded professionals joining the Fram family and very much look forward to receiving your completed application.

Best wishes,



Matthew King
Headmaster, Framlingham College Prep School



How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes (available on our website). If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

Applications will only be accepted from candidates completing an Application Form in full. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted **in addition** to the application form in order to supply additional background information. Applications should be received no later than **Midday on Monday, 18th June 2018**. The Interview stage will take place on Tuesday, 26th June 2018 and you will receive confirmation if you are shortlisted for interview.

Please send your completed application form to:

The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY

You can also email you application to: **hr@framcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College Prep School are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Job Information

Reports To

Head of Learning Support

Job Location

Framlingham College Prep School, Brandeston Hall, Brandeston

Pension

Contributory Scheme Available

Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Contributory Pension Scheme
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Childcare vouchers available through the BusyBees provider;
- Complimentary membership of Fram Leisure, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Fram Leisure.

Job Description

DUTIES AND RESPONSIBILITIES OF POST HOLDER

1. Job Purpose

To assist with a class providing one-to-one support for an individual pupil, or support for a small group of pupils of any ability and in any curriculum area and to provide support to teaching staff both in the classroom working with pupils before and after lessons, preparing resources and dealing with administrative and clerical issues.

2. Main Duties

- Support the stated aims of the College as given in the College mission statement.
- To support the teacher and assist in delivering effective teaching and learning in the classroom.

3. Teaching and Learning

- Understand the different educational needs of individual students and tailor support accordingly
- These may include:
 - **Reinforcement** of teacher instructions and information.
 - **Support** with pupil organization and help maintain pupil concentration.
 - **Support** with reading, scribing and using technology.
 - **Reminders** to use and apply existing knowledge and skills to new/varied contexts.
 - **Encouragement** to persevere.
 - **Extend** learning for those that need stretching.
- Actively and consistently **promote independent learning** as much as possible – guidance and encouragement for students to be self-reliant and take responsibility.
- Adhere to a **hierarchy of support response**: silence, prompting, clueing, modelling and lastly, correcting.
- **Lead small groups** in completing specific tasks and activities as directed by the teacher.
- Have a clear understanding of **individual learning targets** and curriculum targets set by teachers.
- Take responsibility and initiative to **liaise with teachers** with regard to teaching plans and pupil targets in advance of lessons.
- Have a working **knowledge of subject curriculums** and subject assessment systems.
- Carry out **recording assessment and feedback** in line with subject department policies as directed by the teacher.

- Provide additional **administrative support** to the teacher.
- Provide **other support** as required, e.g. supporting 'normal way of working' by acting as reader/scribe for class tests/work when requested.
- To **manage pupil learning** through effective teaching support in accordance with the Department's schemes of work and policies under the direction of the teacher
- To use a **variety of methods** and approaches which differentiate and stimulate to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils under the direction of the teacher.
- To use **positive management of behaviour** in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem, under the direction of the teacher.
- To provide **other assistance** and support as directed by the Head of Learning Support or More Able Coordinator.
- To **ensure that the Head of Learning Support is kept fully informed** and copied into any correspondence with regards to any student being supported by the Learning Support team.

4. Subject Knowledge and Understanding

- To keep **up to date with research and developments in pedagogy** and the subject area.

5. Professional Standards and Development

- In the classroom, to ensure that by attitude, actions and demeanour that **the lead role is taken by the class teacher**, and that support is given as directed by the teacher.
- Ensure that **any initiatives are taken in the full knowledge and with the agreement of the Head of Learning Support or More Able Coordinator**.
- To be a **role model** to pupils through personal presentation, dress and professional conduct.
- To arrive in class, on or before the start of the lesson, and to **begin and end lessons on time**.
- To co-operate with the employer in all matters concerning **Health and Safety** and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
- To be familiar with the **School and Department handbooks** and support all the School's policies.

- To establish **effective working relationships** with professional colleagues and associate staff.
- To strive for personal and professional development through active involvement in the School's **appraisal system and performance management** procedures.
- To undertake **any reasonable task** as directed by the Head of Department and Senior Management.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy 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; s/he must report any concerns to the school's Designated Safeguarding Lead.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Person Specification

PROFESSIONAL ATTRIBUTES	Essential	Desirable
Qualifications relevant to the post.	✓	
Ability to support across the curriculum, both inside and outside the classroom.	✓	
Possessing excellent and effective classroom management skills.	✓	
Awareness of safeguarding issues, including legislation and good practice.	✓	
A high level of IT Literacy.		✓
Relevant and recent INSET.		✓
Knowledge of current curriculum developments.		✓
HLTA qualification or equivalent		✓

PERSONAL ATTRIBUTES	Essential	Desirable
Interest and enthusiasm for working with students with SEN.	✓	
Ability to motivate and enthuse learners who struggle.	✓	
Patience and tenacity.	✓	
Empathy and warmth.	✓	
Ability to adapt and be flexible to meet learners' needs.	✓	
Ability to adapt to working with a range of different teachers and teaching styles.	✓	
Ability to work as a team member.	✓	
Genuine respect for teachers and learners alike.	✓	
Ability to work calmly under pressure.	✓	
Ability to prioritise, plan, monitor and evaluate.	✓	
Effective organisational and management skills.	✓	



About **Framlingham College Prep School** at Brandeston Hall

Framlingham College Prep School (FCPS) was established in 1948 and officially opened in 1949. The Hall, known as Brandeston Hall, was bought by the Society of Old Framlinghamians to remember those who fell in the two World Wars. The school is currently growing and now numbers just under 300 pupils aged from 2-13.

The great majority of our pupils move on to the Senior School, Framlingham College, which was founded in 1864 in memory of Queen Victoria's husband, Albert, Prince Consort, whose statue takes pride of place at the front of the College. The College itself enjoys an enviable location, looking across the mere to the 12th Century Castle and the historic parish church of St Michael's. The College enjoys a fine reputation as a fully co-educational school, large enough to enjoy the benefits of outstanding facilities and extensive grounds, but small enough to retain a friendly and caring atmosphere. The links between both schools are stronger than they have ever been and the Prep School enjoys the best of both worlds by retaining its independence, identity and Prep feel but also enjoying the use of enhanced facilities and exceptional staff from the College.

Framlingham College Prep School is a happy, nurturing school where children feel valued and inspired. We aim for our children to have the confidence to step up and be different, to be individuals, to create, to question and to invent. We try to celebrate the broadest range of talents so that every child can experience success and discover their passions and what makes them tick. But it's not just the children that are prioritised at Fram and happy parents are a crucial part of the learning partnership. With the flexibility of our extended days and our innovative Brandeston+ flexible boarding programme, we are better equipped than ever to build an education around the lives of busy families.

At a time when schools so often surrender their individuality in the face of rigid testing and regulation, we feel passionately that children should be able to carry on doing the stuff that children ought to be doing for as long as they possibly can. For that reason, a Framlingham College Prep School education remains every bit as diverse as it was when the school was established in its idyllic, rural haven nearly seventy years ago. From sports pitches to laboratories and from Art and Design to Music, Drama and Technology you'll find children confidently expressing themselves and discovering new talents. They work hard but always enjoy their learning and they carry that passion with them for life.



Our **Location**

Framlingham College Prep School is located in the idyllic neo-Tudor Hall beside the River Deben, approximately 3 miles from the Senior School at Framlingham in the village of Brandeston.

Just a few miles from Suffolk's Heritage Coast – embracing Aldeburgh and Southwold, amongst many other seaside locations – Framlingham College Prep School is about 30 minutes by car from the county town of Ipswich, 45 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk. There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.