

WORK WITH US AT FRAMLINGHAM COLLEGE

Recruitment Pack



Prep School - Teaching Assistant

Employment Status	Part/Full Time • Permanent
Employment Location	Framlingham College Prep School
Closing Date for Applications	Midday Friday 17 th April 2026
Interviews Week Commencing	W/C 20th April 2026

IMPORTANT INFORMATION

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.

framlinghamcollege.co.uk/employment

Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Principal

Dear Applicant,

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

We are Framlingham College Prep School, a co-educational day and boarding school (2 – 13) found in the most outstanding rural location in Suffolk. Lots of schools say such a thing, but it would be a challenge to find a more picturesque rural setting for children to grow up in. We are set on a historic estate in the countryside a few miles away from Framlingham College Senior School, so we look and feel like a stand-alone independent prep school, but we are a through school to Framlingham College Senior School.

We are known as a school which adapts and responds to the individual child. We accept them for who they are, find out what makes them tick and encourage them to try new things, be ambitious, and find their passions.

The education on offer here is outstanding and requires energy and optimism from our staff. It is a friendly and stimulating environment to work in within a supportive community.

We require a hardworking and proactive Teaching Assistant to support teaching and learning within the classroom. This role involves working closely with a class teacher to support pupils' learning and contribute to the smooth running of a busy and engaging classroom environment. The position may be offered either full time or part time (up to 0.8 FTE) depending on the successful candidate and the needs of the school. The role may be based either in Pre-Prep (Reception–Year 2) or Lower Prep (Year 3–Year 6).

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

Please submit a cover letter outlining your suitability for the role together with an application form. Applications are also welcomed from candidates with Learning Support Assistant (LSA) experience or qualifications, as opportunities may arise within our Learning Support departments. Recruitment packs are available from the HR Department on 01728 723789, email: hr@framlinghamcollege.co.uk or from www.framlinghamcollege.co.uk

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. We welcome all applicants especially from independent thinkers, creative minds and inspirational people and very much look forward to receiving your application.

Simon Roche
HEAD OF THE PREP SCHOOL, FRAMLINGHAM COLLEGE

How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit your completed application form via MyNewTerm. CVs will not be accepted in place of a completed application form in the absence of good reason. CVs may be submitted in addition to the application form to provide further background information.

You will be notified of an exact interview date if you are shortlisted for interview.

Please send your cover letter and completed application form to: The HR Department, **Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY.** You can also email your application to: **hr@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College 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.

Employee 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;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, 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 Framlingham College Sports Centre;
- Christmas Shutdown.

Job Information

Reports To

The Head of Prep Prep/ Head of Learning Support

Job Location

Framlingham College Prep School (FCPS)

Hours

Dependent on part/full time employment - 33 weeks of the year (term time only)

Job Description

JOB PURPOSE

To assist in the classroom by supporting small groups of pupils of varying abilities across different curriculum areas. This includes providing assistance to teaching staff before, during, and after lessons, preparing resources, supporting administrative tasks and supporting basic medical needs of pupils in the class.

KEY RESPONSIBILITIES

- Support the stated aims of the College as outlined in the College mission statement.
- Assist the teacher in delivering effective teaching and learning in the classroom.

Teaching & Learning

- Understand the individual educational needs of students and tailor support accordingly, including:
 - Reinforcing teacher instructions and information
 - Supporting pupil organisation and concentration
 - Assisting with reading, scribing, and using technology
 - Encouraging application of prior knowledge and skills in varied contexts
 - Promoting perseverance and extending learning where appropriate
- Promote independent learning by encouraging students to take responsibility for their work.
- Follow a structured hierarchy of support: silence, prompting, clueing, modelling, and correcting.
- Lead small groups to complete specific tasks and activities as directed by the teacher.
- Understand individual learning and curriculum targets set by teachers.
- Take initiative in liaising with teachers regarding plans and targets in advance of lessons.
- Maintain a working knowledge of subject curriculums and assessment systems.
- Record, assess, and provide feedback in line with departmental policies, as directed.
- Offer administrative support to the teacher as needed.
- Act as a reader or scribe during tests and classwork when required.
- Support pupil learning through effective assistance in accordance with departmental schemes and policies.
- Use a variety of methods and approaches to differentiate and stimulate learning, ensuring equal opportunities for all.
- Support positive behaviour management in a respectful and secure environment.
- Provide additional assistance as directed by the Head of Pre-Prep.
- Keep the Head of Learning Support informed and include them in relevant correspondence.



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- Subject Knowledge & Understanding:
- Stay up to date with developments in pedagogy and subject knowledge.

Professional Standards & Development

- Support the class teacher's lead role by following their direction in the classroom.
- Ensure all initiatives are undertaken with the knowledge and agreement of the Head of Pre-Prep.
- Act as a role model through appropriate dress, conduct, and presentation.
- Arrive punctually to all lessons and ensure timely lesson transitions.
- Adhere to Health and Safety guidelines and take care for the safety of self and others.
- Be familiar with the School and Department handbooks and follow school policies.
- Establish effective working relationships with colleagues and associate staff.
- Engage in personal and professional development through the School's appraisal and performance management systems.
- Undertake any reasonable task as directed by the Head of Department or 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. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

Qualifications relevant to the post	E
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PROFESSIONAL COMPETENCIES AND SKILLS

Ability to support across the curriculum, both inside and outside the classroom	E
Possessing excellent and effective classroom management skills	E
Ability to motivate and enthuse learners who struggle	E
Interest and enthusiasm for working with students with SEN	E
Knowledge of current curriculum developments	E
A high level of IT Literacy	D
Relevant and recent INSET	D

PROFESSIONAL EXPERIENCE

Previous experience of working as a Teaching Assistant	E
Experience of supporting pupils across a wide age range and ability	E

PERSONAL ATTRIBUTES

Patience and tenacity	E
Empathy and warmth	E
Interest and enthusiasm for working with SEND students	E
Ability to adapt and be flexible to meet learners' needs	E
Ability to adapt to working with a range of different teachers and teaching styles	E

Person Specification

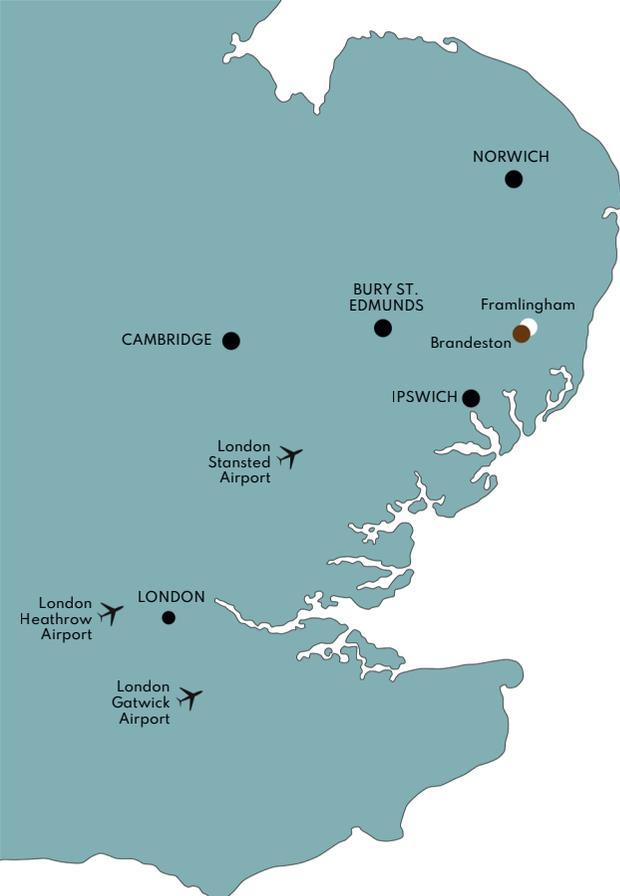
E = Essential • D = Desirable

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Ability to work calmly under pressure	E
Effective organisational and management skills	E
Ability to prioritise, plan, monitor and evaluate.	E

SAFEGUARDING CHILDREN

Awareness of safeguarding issues	E
Knowledge of safeguarding children legislation and good practice	E



Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 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.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.