



MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

Information Pack

Classroom Assistant in the
Junior School

1st September 2024 – 31st
August 2025

Closing date:
Midday Friday 24th
November

Interview date:
wc Monday 4th December





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Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.



William of Waynflete founded Magdalen College School in 1480: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

H. L. Pike



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Introduction from the Head of the Junior School, Tim Skipwith

The Junior School is a remarkable corner of Magdalen College School. We are housed in School House, a stunning Victorian building overlooking the Rose Garden and Cherwell River. This offers us immediate access to the Senior School facilities whilst retaining our own independence for the younger boys; we are blessed here to be essentially two schools with one heart. We are selective from the outset with a view that any boy joining us should leave the school after completing their 6th Form. All of our boys sit the 11+ and it is rare for a child not to progress at that stage; indeed, in the previous four years all of our boys passed, gaining a significant number of awards at this transition point.

Our boys are vibrant, lively and have an inherent “can do” approach. There is a wonderfully warm atmosphere in School House and at the heart of this is simply the nature of the boys. They are kind and emotionally articulate, and this forms an underlying camaraderie of mutual support and respect. They are also bright, academically ambitious learners, which makes teaching here exciting and dynamic. We have a particularly cohesive team of staff who work closely to offer an outstanding provision for our boys. Staff genuinely share a passion for developing every aspect of our children; we also feel that a significant part of this should be fun for all involved. We work



very closely with our parent body and events such as the Family Supper, the J1 Family Sleepover and Family Festival of Sports reflect how important we feel these links are.

We are nothing if not busy here and a brief look at our annual publication [Views from the Bridge](#) will give you a flavour of Junior School life.

Thank you for your interest.



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The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell.

The Role

Magdalen College School is seeking to appoint an enthusiastic and versatile classroom assistant for the Junior School on a 1-year Fixed-Term Contract (FTC) for the academic year 2024-2025. The successful candidate will enjoy a varied daily routine as part of a close team in the Junior School. There will be an emphasis on helping in the classrooms with our younger year groups but the list below will offer an idea of what else is to be expected, although it is not exhaustive:

- Work closely with the JS staff in assisting in the day-to-day running of a busy Junior School.
- Work with small groups of boys on reinforcement and enrichment tasks.
- Assist in the planning and preparation of specific resources for these groups together with the relevant subject teacher.
- Provide supervisory support during lunch and break time, and before and after school until 5.30pm; specifically overseeing boys who catch the school buses home.
- Help with sporting fixtures including the occasional Saturday (typically two per term)
- Accompany the J4 residential trip during the Hilary Term (during school week)

This is a fabulous opportunity for those considering a future career in teaching with the majority of candidates that join us deciding that this is the route they would like to take.





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The Candidate

The successful candidates will be friendly, enthusiastic, motivated and caring individuals who enjoy 'mucking in' and thrive in the company of children. This role would best suit a graduate or someone with some prior experience of working with children.

The Junior School

The Junior School, for boys aged 7-11, is a happy and highly successful part of one of the country's leading independent day schools. It currently has 139 pupils in eight forms. Although the school has grown substantially in recent years; the intimate size helps to create a family-like atmosphere, where boys demonstrate a spirit of respect and tolerance. We aim to provide an education which enables each boy to acquire an independent and searching mind, to develop a broad range of extra-curricular interests and to take pleasure in the life of ideas. Key dispositions such as kindness, perseverance, resilience and teamwork underpin all aspects of Junior School life.

Whilst following the broad outline of the National Curriculum, we seek to enrich and extend the boys' interest and achievement in a variety of subject areas. Specialist staff and facilities help boys to reach their potential. Entry is now predominantly at 7+ starting with two small classes to which we add at 8+ and 9+. Boys take the school's 11+ tests and it is rare for pupils not to move on to the Senior School.

One of the many strengths of the school is the level of pastoral care. This is provided primarily by the form tutor, who is the first point of contact for boys and parents. Each boy is also in one of six houses in the Junior School: regular opportunities to meet and take part in house events enable boys to work together with pupils from different year groups. The Junior School Council, with representatives from each form, has an important role to play in the running of the Junior School.

From J1 (Year 3) boys are coached with specialist staff to perform to a high standard in a range of sports including rugby, hockey, cricket, tennis and athletics and football. The school's enviable sports grounds are augmented by the use of university facilities, including the Iffley Road athletics



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track and Rosenblatt swimming pool. Regular fixtures with independent and primary schools occur, and tours have taken boys to schools and clubs around the country. We currently have a number of county sportsmen in a range of sports.

Most boys in the Junior School learn at least one musical instrument, with an impressive variety on offer. Concerts range from regular informal events to performances in the Jacqueline du Pré Music Building, the Sheldonian Theatre and Magdalen College Chapel. The annual House Music event includes opportunities for parents and grandparents to join the boys. There are also a wide range of chamber ensembles, Junior School Choirs and in last year's Grand Concert forty-eight performed together as a full orchestra. The 16 boy choristers of Magdalen College Choir are educated at MCS, with the School and College working together closely to manage the boys' commitments. Pupils also take part in art workshops and visit galleries. Recent plays and musicals produced include *The Jungle Book*, *the Greatest Show* and *the Lion King*.

We have recently developed our provision for the boys with an Activities Afternoon where lessons on Thursday afternoons are dedicated to a wide range of activities. These range from animation to forest school and public speaking to sewing. Within this afternoon, strategy games have been brought in to run alongside the chess and a much greater provision for Drama now sees each year group have the opportunity to put on an annual play. This initiative has added to the suite of pre-existing lunchtime and after school clubs. Chess remains very popular amongst the pupils, and is played to an exceptionally high standard. Teams regularly win county and national events, and a number of boys go on to represent their country. Tours run in each age group, and the length of these increases as boys progress up the school. We are hoping to run our second ski-trip in the future.

In a lively day school, a willingness to contribute to other areas of school life, whether in the pastoral system, in games, music, drama, or other activities, is always advantageous.





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Application Process

Candidates should submit the “MCS Application and ED Form for Teaching and Support Staff” which can be found on the Job Vacancy link of the website (www.mcsoxford.org). To access Click here. To apply for the position please send the following two documents to the HR Administrator, Miss Yelena Molcanova (recruitment@mcsoxford.org).

1. “MCS Application and ED Form for Teaching and Support Staff” Form
1. CV (Curriculum Vitae)

All documentation should be sent no later than **Friday 24th November at noon**; early applications are highly encouraged. The school’s preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

References may be taken up in advance. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.

We anticipate holding interviews during the **week beginning Monday 4th December** and we will be in contact with shortlisted candidates by telephone. We may initially interview via MS Teams and ask shortlisted candidates to attend a second stage interview in person.





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Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school's pre-employment medical questionnaire, plus sight of relevant original ID documentation and degree certificate(s).



Remuneration and other benefits

This is a full-time fixed-term position, term-time only with one week for INSET (35 weeks in total); with the standard working hours from 8.00am to 5.30pm Monday to Friday and half an hour for lunch. Salary will be in line with Oxford Living Wage of £21,777 pro-rata per annum (FTE £27,892).

Non-teaching staff are automatically enrolled in the school's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

There is a wide range of benefits on offer to staff, including a free lunch during term time, free private health insurance and complimentary use of school sports facilities. Head to mcsoxford.org/vacancies to find out more.

Please note that MCS is an inner-city school, with very limited parking. Staff are encouraged to use public transport wherever possible for their journey to work.

Additional Information

If you have any questions or require additional information, please contact the HR office: 01865 253401.