

WORK WITH US AT FRAMLINGHAM COLLEGE

Recruitment Pack



Higher Level Teaching Assistant

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Senior School
Closing Date for Applications	Midday 23rd April 2025
Interviews Week Commencing	w/c 28th April 2025

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 Higher Level Teaching Assistant at 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 enrichen 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 equip our young people with the habits and knowledge they need to thrive in their future adult world.

We are seeking to appoint an engaging and motivated full-time Higher Level Teaching Assistant. Reporting to the Head of Academic Support, the successful applicant will play a key role in the delivery of our support provision. The post will suit someone with a passion for enthusing and empowering students to achieve their very best.

We offer extensive ongoing CPD opportunities and a highly supportive working environment as well as a range of other staff benefits including complementary membership to our Sports Centre.

The College offers its employees free membership to the Sports Centre which includes access to the pool, gym and discounts to fitness classes, squash and tennis courts. Staff have access to; free parking when onsite, an independent pensions advisor, a free lunch when the kitchen is operational and free uniform. We have also worked with a number of local businesses to offer discounts to staff. If you are looking for development and training, staff have access to a suite of online courses and receive ongoing training in various areas.

If you require further information about the role and working arrangements, please email the HR team on hr@framlinghamcollege.co.uk.

Louise North
PRINCIPAL, 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 a cover letter outlining your suitability for the role together with an application form. 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 will be reviewed upon receipt, you are therefore advised to apply at your earliest convenience.

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

Head of Academic Support

Weeks

Term Time Only (33 weeks)

Job Location

Framlingham College Senior School

Job Description

JOB PURPOSE

- Work with class teachers to raise the learning and attainment of pupils.
- Promote pupils' independence, self-esteem and social inclusion.
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.

KEY RESPONSIBILITIES

Teaching & 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 organisation 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 and pupils to explain their thought processes.
 - 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.
- Lead small groups in completing specific tasks and activities as directed by the teacher.
- To lead small group teaching groups within Academic Support lessons
- Be responsible for some interventions, which includes planning and marking
- 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 Head of Academic Support
- Provide other support as required, e.g. supporting 'normal way of working' by acting as reader/scribe for class tests/work when requested.



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- 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 ensure that the Head of Academic Support is kept fully informed and copied into any correspondence with regards to any student being supported by the Academic Support team.

Subject Knowledge & Understanding

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

Professional Standards & 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 Academic Support.
- 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 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.

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
HLTA qualification or equivalent	E
Qualifications / training in specific learning difficulties e.g. Dyslexia	D

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
A high level of IT Literacy.	E
Knowledge of current curriculum developments	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
Ability to work calmly under pressure	E
Effective organisational and management skills	E
Ability to prioritise, plan, monitor and evaluate	E

SAFEGUARDING

Detailed knowledge and understanding of KCSIE	E
Awareness of safeguarding issues	E
Knowledge of safeguarding children legislation and good practice	E
Experience of attending statutory, multi-agency and family meetings	D

VALUES

Passion and belief in the transformational benefits of the College's aims and vision	E
A clear commitment to delivering best practice in safeguarding	E
Values and promotes diversity and inclusion	E

Willingness to participate in and undertake training as necessary	E
A commitment to equality, diversity and inclusion	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

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

