

PLYMOUTH
COLLEGE
CO-EDUCATIONAL
INDEPENDENT SCHOOL



APPOINTMENT OF:

Teaching Assistant



Plymouth College is currently seeking a

Teaching Assistant

to join our community

Plymouth College is a leading co-educational school, which has operated at the forefront of independent education since its inception in 1877. With its excellent programmes for the academic and personal development of pupils, fantastic wellbeing and pastoral care and world-leading performance sports and co-curricular activities, the College produces well-rounded, confident and resilient young people who stand out from the crowd.

Plymouth College is seeking to recruit a caring, enthusiastic and engaged individual to join our team of skilled and committed Teaching Assistants at the Preparatory School. The post holder will take a proactive role in support of the education, well-being and physical needs of the pupils. They will support the curriculum and the school through the provision of assistance to the teacher in the practical organisation of class activities and small group work. Proven flexibility, adaptability, empathy and a track record of focusing on children as individuals will be key to any successful appointment.

Plymouth College has a proud tradition of academic excellence, which is built by ensuring that every child is supported to make the very most of themselves, that they gain the confidence necessary to make their way in a fast changing world and that they develop a sense of self worth that provides them with the firm foundation which is an essential component of the school's ethos.

This post is a permanent, part-time contract (approx. 20h), Term-time only for a 35-weeks. Salary band 1, circa £22,308 Full Time Equivalent, per annum.

The closing date for applications is 0900hrs BST on Tuesday 27th August 2024.

Plymouth College is committed to safeguarding and promoting the welfare of children. The Successful candidate must be willing to undergo and enhance disclosure through the Disclosure and Barring Service.

WHERE
EVERYTHING
IS POSSIBLE

PLYMOUTH COLLEGE



HEAD'S WELCOME

Welcome to a place where our fundamental mission is to nurture joy, knowledge, and compassion within each pupil. Our ethos not only treasures academic excellence but also embraces the holistic development of every individual, fostering an environment where pupils are not mere numbers but valued participants in their unique journey. Plymouth College embodies forward-looking education that beautifully blends the School's history with an unwavering commitment to shaping a promising future.

Guided by Christian values and an embrace of diversity, our ultimate goal is to empower pupils to flourish as independent, responsible global citizens who wholeheartedly embrace their diverse talents and passions. Our commitment finds its expression in an education that encompasses academic achievements, personal well-being, co-curricular exploration, individual growth, communal responsibility, and an atmosphere of genuine nurturing. These aspirations find their embodiment in our guiding principles, encouraging the development of strengths, qualities, skills, aspirations, respect, effective communication, integrity, collaboration, self-reflection, resilience, service, and resourcefulness. Plymouth College ardently dedicates itself to nurturing each pupil's potential, fostering personal growth, and equipping them to bring positive transformation to the world.

Our doors extend a warm embrace to pupils from around the world where they find not just a school, but a second home. This global tapestry enriches our cultural fabric, propelling profound benefits for our pupils and the larger community alike. Engaging with peers from diverse backgrounds ignites a global perspective, fostering cross-cultural friendships and a spirit of openness and understanding. This intercultural exchange empowers our pupils to thrive in an interconnected world, nurturing qualities of compassion, adaptability, and respect. This international essence weaves its positivity into every facet of school life, fortifying our unity, broadening horizons, and fostering an environment of collective growth and shared learning.

In our holistic pursuit, our vision extends beyond the formation of leaders to the nurturing of champions. Champions who lead sports teams, industries, and communities, while passionately advocating for their preferred subjects, activities, and causes. This endeavour transcends personal accomplishments, as we engrain the profound significance of service and societal impact, fostering leadership for the greater good. This comprehensive ethos is seamlessly woven into our daily life, evident in every lesson, every form period, and every engaging activity. Through these experiences, pupils flourish intellectually, academically, socially, morally, and physically. We constantly move forward, emboldened by our rich legacy, grounded in our cherished traditions, and steadfastly committed to nurturing the potential within each pupil.



Adam Carr
Interim Head



ABOUT PLYMOUTH COLLEGE

OUR HISTORY

Founded in 1877, originally as a boys' school, Plymouth College has a unique history of providing a first class, holistic and outward-looking education. During the middle of the 20th Century, the College served as a direct grant grammar school until 1976, when it became independent and the first girls were admitted to the School's Sixth Form. It became fully coeducational in 1995, and in 2004 the College merged with St Dunstan's Abbey School, with the Prep School moving to the old St Dunstan's site. In September 2021, the Prep School joined the Senior School on the Ford Park site, joining together all our pupils for the first time in 70 years. As we look towards our 150th anniversary in 5 years' time, our newly launched Development Office is presently planning many events over the next few years.

PLYMOUTH COLLEGE TODAY

Plymouth College today is a forward-looking and inclusive educational community providing a broad, balanced and enriching education. Just over 400 pupils are currently educated at the Senior School, of whom approximately 100 are boarders. The Prep School educates approximately 150 pupils with numbers presently increasing at a pleasing rate. The boarders come from around 35 countries, with many attracted by the College's elite sports provision. The range of nationalities adds greatly to the cultural richness of the College.

The College received its last integrated ISI Inspection in 2019 and the quality of pupils' academic and personal development, as well as other achievements, were described as excellent.



OUR MISSION

Our educational mission is to be excellent in every aspect of the education that we offer and we are constantly evaluating what we do to ensure that we deliver this. This excellence manifests itself in numerous ways. Our latest ISI inspection report concluded that every aspect of our educational quality was excellent. Our public examination results, particularly when measured in terms of added value, are consistently outstanding and our pupils secure places at the world's best universities. Most importantly, Plymouth College pupils are widely regarded as rounded, grounded, interesting, mature and successful young people.

Our mission is to educate, enrich and empower all members of our community. Our primary function is to educate pupils but, crucially, not just to pass exams. Holistic education is just part of what we do, even in these difficult times, with more extra-curricular activities on offer than ever before. We develop our pupils intellectually, academically, socially, morally and physically by creating an environment that is genuinely intellectually stimulating, progressive, adventurous and dynamic. Secondly, we need to ensure that everything we do – every lesson, every form period, every activity – is a truly enriching experience. Thirdly, our pupils are genuinely empowered so that they may become successful young people, ready to make a difference in whatever field they go into.

OUR ETHOS

Plymouth College seeks to produce happy, knowledgeable, successful and compassionate pupils who develop into independent citizens that contribute positively and responsibly to our global community. The School is a caring community in which every individual is of equal importance and in which we seek to work together for the benefit of all members of the community.

Whilst academic success is the first priority, we recognise that each person has talents which may lie in other areas. Our intention is to ensure that every pupil reaches their full potential in whatever sphere he or she may excel, whilst broadening their interests by pursuing a variety of activities.

Whilst the School is of a Christian tradition and pupils are familiar with, and encouraged in, the tenets of the Christian faith, we are very much an inclusive community and pupils of all religious beliefs and of none are welcome. We celebrate diversity.



OUR PLYMOUTH COLLEGE PRINCIPLES

WE OFFER A VALUES-BASED EDUCATION IN WHICH OUR PRINCIPLES ARE EMBODIED:

KINDNESS

We promote kindness as being the most important principle that our pupils should demonstrate.

RESPECT

The College expects its pupils to have respect for others, our environment, other cultures, British Values and to be tolerant of difference.

SERVICE

We pride ourselves on having a culture of serving others, rather than self-service.

RESILIENCE

We teach our pupils not to let failure drain resolve and to overcome difficulties.

INTEGRITY

Our community values the strong moral principles of honesty, fairness and decency and the ability to discern right from wrong.

ASPIRATION

We foster ambition, hope, confidence and self-motivation in all our pupils. Aiming high is the Plymouth College way.

ACADEMIC LIFE

Plymouth College prides itself on preparing pupils for adult life, through a holistic, rounded education. Academic excellence can be seen through examination results, university destinations, and attested to in the annual DfE league tables, which illustrate it is the top performing school in the local area, including both state and independent competitors

PREP SCHOOL

The Prep School comprises Pre-school, Infant and Junior departments and aims to fully prepare the pupils for life in Plymouth College Senior School or beyond. Outcomes for pupils are impressive and the School's most recent ISI inspection found that the quality of pupils' achievements and learning was excellent.

There is a strong emphasis placed on pupils' enjoyment of learning and they are encouraged to be adventurous from both within the classroom and outdoors.

From the early years, pupils develop skills and knowledge in the core subjects of English, Mathematics, Science, Geography, Religious Education and History. French is taught from Years 3 to 6 as part of the curriculum and Spanish enters in Years 5 and 6. Music, Physical Education, Drama and Computing are also offered, with Senior School staff providing specialist teaching across the curriculum.

The majority of Prep School pupils progress to the Senior School. With the Prep School located in the heart of our Senior School grounds, Prep school pupils are familiar with the Senior School staff and pupils and utilise all the excellent facilities, therefore making the transition to the next stage in their educational journey seamless.

SENIOR SCHOOL

We understand that Year 7 is a big transitional year for all pupils and we ensure that we allocate additional time with our new pupils to settle into their new classes. In Years 8 and 9 there is broad setting in Mathematics, Science and English. Small class sizes enable all pupils to benefit from frequent, focused interactions with their teachers.

In Years 7, 8 and 9 pupils can study: English, Mathematics, Biology, Chemistry, Physics, History, Geography and Religious Studies. Building on these are the more creative subjects: Design Technology, ICT; Art, Drama, Music, & PE and Games. They also have the opportunity to study a range of languages such as French, German, and Spanish, in addition to Classical Civilisation and Latin.

GCSE and IGCSE begin in Year 10 and are continued into Year 11. GCSE subjects which can be studied after school in activity time, include Philosophy, Greek, Computing, and extra languages.

SIXTH FORM

A Level studies begin in Lower Sixth (Year 12) and are continued into Upper Sixth (Year 13). There is a choice of around twenty subjects, alongside the Sport Baccalaureate.

Class sizes are kept even smaller than at GCSE, with an average of fewer than 9 pupils per class. International pupils follow a course in English as an Additional Language (EAL) leading to the IELTS qualification. The options system in the Sixth Form is re-designed each year to accommodate all pupils' preferred choices as far as is possible.

ACADEMIC RESULTS

Plymouth College has a strong reputation for academic excellence and has consistently demonstrated high levels of value-added. It is the individual care and attention provided to our pupils that enables them to deliver of their best



PLYMOUTH COLLEGE PERFORMANCE SPORT

In 2021, had Plymouth College been a nation, it would have been 39th on the Olympic Medal Table. There are not many schools who can boast having produced an Olympic Champion and World Record holder, and an Olympic medallist, whilst they were still at school! Fifteen current and former pupils competed at the Paris Olympics 2024.



Plymouth College's impressive accolades and achievements by pupils, while still at school, include Olympic, World, European and Commonwealth champions at both junior and senior levels as well as professional rugby and football players including recent Gallagher Premiership Rugby Player of the Year Henry Slade. We have had over 160 athletes represent 47 different nations in 15 different sports since the turn of the century, showcasing our track record of success and our internationally recognised performance sport culture.





PERFORMANCE SPORT PROGRAMME

Plymouth College enjoys an enviable worldwide reputation in swimming and diving. The swim programme works in conjunction with Plymouth City Council, using their state-of-the-art 50m pool alongside the College's own 25m pool. Maintaining this relationship is essential to the health of the boarding provision, as well as giving the College an international reputation.

Our swim programme allows individuals to come to Plymouth from a young age and to remain a part of the programme up to - and possibly beyond - the conclusion of their schooling, allowing them to have consistency of coaching into their University years or post-18 careers. This has welcomed many day and boarding pupils who have developed into Olympic and World champions, World, European and Commonwealth record holders and medallists. It ensures regular international selections for Great Britain and home nations' swim teams, as well as facilitating international success for athletes from many overseas nations. Recent alumni of the school include **Ruta Meilutyte, Ben Proud, Josh Gammon, Laura Stephens, Tom Fannon, Aimee Canny, Sophie Freeman, Honey Osrin** and many more.

OUTDOOR EDUCATION

The Outdoor Education programme at Plymouth College is sector-leading. The College is fortunate enough to be surrounded by beautiful South West countryside and this, together with the Devon and Cornwall coastline, provides ample opportunities for outdoor pursuits. At Whiteworks on Dartmoor, the College has a bunkhouse which can accommodate 25 people. Activities such as caving, climbing, mountain biking, sailing, sea kayaking, canoeing, mountain and hill walking, camping, bushcraft and gorge walking are all on offer and Plymouth College pupils have been taking part in the Ten Tors Challenge for the last 40 years. Prep pupils also enjoy Outdoor Education, with our Year 5 and 6 Outdoor Explorers Club being one of the most popular, and our youngest pupils exploring the outdoors through their Forest School lessons and activities.

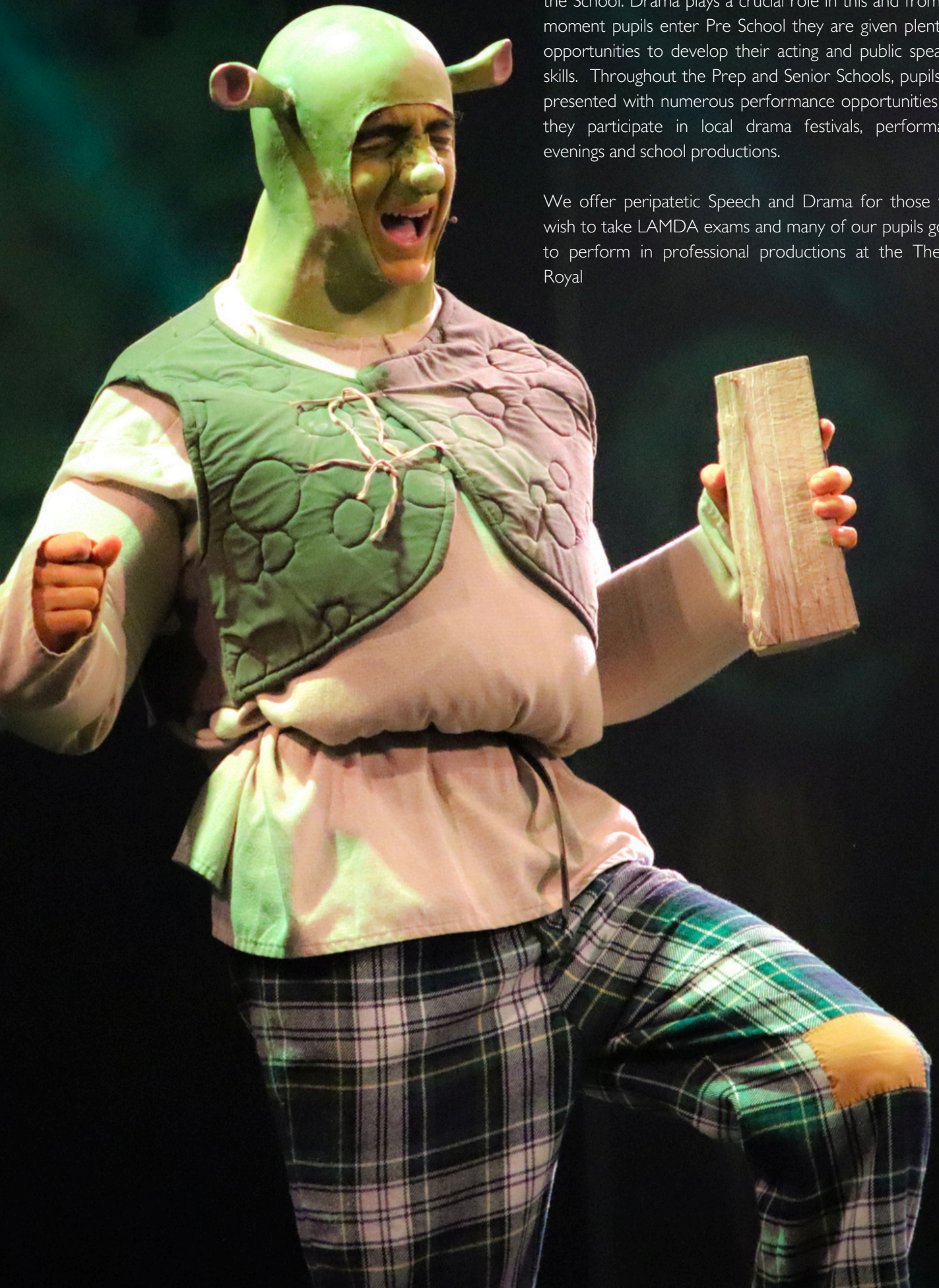




MUSIC

Music is an integral part of life at Plymouth College. From the early preparatory years, pupils are encouraged to take part and enjoy music-making and this continues throughout the upper years with the opportunity to undertake performance, listening, composition, and recording work as part of the curriculum. Tuition is available on all orchestral instruments, including percussion, as well as voice, piano, organ and all types of guitar.

Beyond the classroom, there is ample opportunity for musicians including an excellent School Choir that sings at all major school events, concerts, and church services and there are a wide range of extra-curricular music clubs such as Girls' and Boys' Voices in Harmony Clubs, Chamber Choir, String Ensemble and Live Lounge for rock, pop and jazz. There are a number of concerts every term, enabling pupils to hear, support and learn from each other.



DRAMA

A key target for the School is ensuring that children become more confident speakers as they move through the School. Drama plays a crucial role in this and from the moment pupils enter Pre School they are given plenty of opportunities to develop their acting and public speaking skills. Throughout the Prep and Senior Schools, pupils are presented with numerous performance opportunities and they participate in local drama festivals, performance evenings and school productions.

We offer peripatetic Speech and Drama for those who wish to take LAMDA exams and many of our pupils go on to perform in professional productions at the Theatre Royal

CO-CURRICULAR ACTIVITIES

Plymouth College offers an exceptional range of enrichment activities which vary from term to term.

Clubs and activities run during lunchtimes, after school and at weekends and numerous residential trips take place in the school holidays to further add to the extra-curricular offer. The enrichment activities are designed to complement the provision in the academic curriculum. All pupils are encouraged to participate daily in order to aid their personal development; this could be discovering new skills or developing existing talents. Form tutors monitor pupils' involvement and help guide their choices.

Clubs and activities include: Electro Racers Club, Philosophy Film Club, Basketball, Lego Club, Mindfulness Colouring, Card Making, Maths Puzzle Club, Board Games Club, Young Designer Club, Outdoor Discoverers and many more. There really is something for everyone!



CO-CURRICULAR SPORT

For many of our pupils, sport is about having the opportunity to take part, staying healthy and enjoying sport. We very much believe in the mantra 'healthy body, healthy mind' and that the pride, spirit and determination from participating, particularly in team sport, will flow through to the classroom.

We offer a wide range of extra-curricular sports such as cricket, hockey, rugby, football and netball and all are encouraged to 'have a go'; from this many of our pupils discover a joy for a particular team sport and not only does this help their personal physical and mental wellbeing but also contributes to developing the skills required to be a team player of co-operation and collaboration - key attributes to take forward into their adult lives. We are proud of how our sports programmes develop the talents of both girls and boys to county level and beyond.



TEAM SPORTS

CRICKET

Cricket at Plymouth College follows a year-round programme that is built on high quality coaching, a very strong fixture card and the clear provision of pathways to the professional game via District, County, University Centres of Excellence and First Class cricket. At the junior level the school provides several County representatives year on year and has begun a program of playing County sides, hosting the winter training programme for Devon girls and pre and in season fixtures from Under 10-15 age. These strong links are crucial in the development of our most capable boys and girls.

GIRLS HOCKEY

Our Hockey squads have seen considerable success in recent times, with a number of players gaining representative honours for Devon, West Panthers, Performance Centre and UK Lions. The U14 team were also crowned England Hockey Tier 2 National Champions in 2019.

RUGBY

Over the last twenty years, the College's Fifteens and Sevens teams have become recognised as being among the most consistent performers in the country and a significant force in the South West. Each team, throughout the school, from U12 to the 1st XV, has experienced coaches. We field six teams involving a high percentage of boys in the school. At senior level, there is a full programme involving strength and conditioning, skills training, match-play and nutrition.

NETBALL

A wealth of fixtures take place in the Spring Term, allowing all age groups from U8 upwards to experience competition from other independent schools in the area. The Head of Netball is an ex-Team Bath Netballer who brings a wealth of knowledge about the sport and this is passed on to our pupils during their training sessions.

FOOTBALL

Football is the main sport for boys in the Spring Term with fixtures generally taking place mid-week in games lessons. There are regular after-school clubs for all age groups. Former pupil, Michael Cooper, is currently goalkeeper with Plymouth Argyle Football Club





PASTORAL CARE AND WELLBEING SUPPORT

From an early age we encourage pupils to develop real inner confidence and believe it is essential to provide an enriching and empowering environment where pupils are happy and comfortable to try new things. Our small class sizes and specialist staff help us to get the most out of all our pupils.

From day one, all our children are very much a part of our School community. Within the Prep School, the younger children interact with the older pupils on a daily basis at assemblies, break times and during whole School activities with older Senior School pupils and Sixth Formers working with our younger children whilst on break-time duty, being part of our reading and peer support programme, or helping at sport training sessions.

The well-being of our pupils is of the highest importance to us; pupils of all ages follow a dedicated PSHE curriculum with tutor periods and assemblies providing a full and varied programme to ensure that all pupils are prepared and ready to participate fully in the world around them. The pastoral structure at Plymouth College offers a multi-layered approach to ensure that all pupils have a strong support network of qualified staff and well-trained pupils available to them. Typically, this will include the Tutor (or class teacher at the Prep School), Tutor Prefect, Deputy Head of Year, Head of Year, Head of House, School Nurse, School Counsellor and Head of Learning Support.

Leadership skills are encouraged throughout the School, particularly in sport, outdoor activities, music, drama and the House system. All pupils are allocated to one of four houses and house competitions allow pupils of all ages to work together and compete in various activities and events. This vertical system, with pupils represented from each year group, really helps to promote leaders and as pupils progress through the school, they are encouraged to become positive role models and leaders for the younger years.



FACILITIES

While the School is within the city's urban area, our campus, Ford Park, extends beyond thirteen acres. The school also owns another seven acres of sport fields at Delgany, just a fifteen minute drive away. We are fortunate to have access to an outward bound bunk house in Dartmoor called Whiteworks where pupils have the opportunity to enrich their education by taking part in activities such as climbing, caving and camping to name a few.

Ford Park is home to all of our teaching and boarding facilities such as our Prep School, Senior School and Sixth Form as well as Science laboratories, Art studios, DT workshops, Music and theatre facilities, swimming pool, strength and conditioning gym even a fencing suite. There is a mix of Victorian architecture as well as later additions of new, purpose built facilities such as the Meade King Hall and indoor sports hall. The George Stephenson Pavilion boasts an atmospheric café called George's and overlooks the 1st XI Cricket square, athletics field and sports pitches. It is a vibrant hub both on match days and also during the school week, providing a focal point for parents to meet over a coffee at drop-off times and catch up as a community.





BOARDING

Boarding has been a vibrant and integral part of Plymouth College since 1877, and it continues to thrive in the elegant Victorian buildings called Colson House and Mannamead House. We replicate the best qualities of family life and endeavour to create a close-knit community where life-long friendships are formed.

Conveniently situated both physically and metaphorically right at the heart of the site, our boarding community is small enough to enjoy a supportive, family atmosphere from which young people can explore the richness of the wider school. Significant investment has allowed Plymouth College to provide an excellent modern environment within which to live and work. Younger boarders share a bedroom with two others, while seniors have twin or single bedrooms. There are comfortable, well-equipped social areas, well-stocked kitchen areas to supplement the excellent school dining, calm work areas, and safe, restful bedrooms.

Led by the Head of Boarding, there is a team of specialist staff dedicated to ensuring the highest possible quality of supervision at all hours of the day and night. Pupils are strongly encouraged to immerse themselves in boarding life and contribute to the community through taking on responsibility, sharing their talents and helping one another.

A diverse cultural and extra-curricular programme is offered to all boarding pupils. These range from educational trips and house events, to soirees and recreational outings. Whilst recognising the value of taking time out for quiet contemplation or pure relaxation, our weekends are varied and purposeful. Former boarders returning to Plymouth College often say that their boarding house has provided them with an invaluable and unique experience that will remain with them for the rest of their lives.

The 2019 ISI report noted that “boarding plays a significant role in establishing a supportive community where pupils’ mutual respect and tolerance are the norm.” In addition, they noted “Boarding pupils speak about the established family feel of the boarding house, helping their social enrichment



JOB DESCRIPTION

OVERVIEW

RESPONSIBLE TO: Head of Prep, Deputy Head of Prep

Key Responsibilities:

- To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the school curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.
- To establish supportive relationships with the pupil(s) concerned and to encourage acceptance and inclusion of all pupils.
- To assist the teacher in preparing, using and maintaining relevant teaching resources. To ensure that learning objectives and teaching topics are communicated prior to the lesson.
- To assist with lunch and break supervision on a rota basis and ensure pupil well-being and safety in accordance with the School's supervision policy.
- To assist in the preparation for educational visits and, where appropriate accompany/supervise students undertaking off-site activities.
- To assist with the assessment, monitoring and recording of children's progress, behaviour and general wellbeing. To feedback any information (including concerns) regarding the wellbeing and educational needs of children to the teacher or school leaders as appropriate in line with school policy.
- To cover / lead classes when necessary.
- To support school projects and initiatives as directed, e.g. class fundraising projects and reading schemes as directed by Literacy Lead.
- To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information.
- To supervise an individual or small group of children within a class under the overall direction of the teacher.
- To undertake administrative tasks associated with all the above duties as directed by the teacher.
- To remain aware of and work within all relevant school practices, policies and procedures.
- To attend staff meetings and school-based INSET as required.
- To be aware of and work in accordance with the School's Child Protection Policies and Procedures, and to raise any concerns relating to such procedures which arise during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools' Equal Opportunities Policy and Code of Conduct, national legislation (including Keeping Children Safe in Education, Health and Safety, GDPR).
- To develop methods of promoting/reinforcing the pupil's self esteem and to promote independence through the development of self-help skills.
- To support the use of technology in the school - work with and support pupils to ensure they are able to use technology to enhance their learning.
- Motivate and encourage pupils to concentrate on and fulfil the tasks set.
- To develop an understanding of and provide for pupils' specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support and assistance such as toileting, eating and dispensing medication.
- Undertake activities with pupils of significantly varying abilities to ensure differentiation and access to the curriculum.
- To liaise with parents and other professional agencies in support of pupils' needs.
- To adhere to and execute school policy and procedure where appropriate.
- Under the direction of the Head of Preparatory School/SENCO and/or individual teaching staff, assist in the development of Individual Education Plans (IEPs) for pupils.

JOB DESCRIPTION CONTINUED

Additional Elements

Working one to one or with small groups of pupils.

- Teaching Assistants may be asked to work with individual pupils and small groups who are in need of additional help; this may be because English is not their first language or because they have a SEND and require additional help understanding or completing tasks. You may be required to help individual pupils who do not require additional support, but where one to one teaching is necessary - for example, listening to pupils read aloud.
- The Teaching Assistant role will often involve supporting learning more generally, either by 'floating' and acting as additional support during class activities or by working with specific groups of pupils. Teaching Assistants at Plymouth College are expected to quickly become adept at identifying where in the class additional support is needed and there is often a degree of flexibility as Teaching Assistants and teachers work together to ensure that their time and energy is best spent in a way that optimises learning for the class.

Supporting pupils with English as a second language.

- At Plymouth College, children come from a range of different backgrounds and pupils whose first language is not English may need some additional support accessing their curriculum. Teaching Assistants are required to work with EAL pupils to support their needs.

Preparing the classroom for lessons.

- When working within the school, a key role of Teaching Assistants can be in preparing the classroom for lessons. This may involve a variety of activities such as photocopying worksheets, setting up art equipment, weighing out ingredients, preparing IT equipment, rearranging the furniture for a particular activity, and so on. This will be in discussion with the class teacher.

Helping on school outings or at school events and swimming.

- Teaching Assistants at Plymouth College may sometimes be asked to help support pupils beyond the classroom. This may be during lessons outside the classroom, sometimes within the school grounds or the swimming pool, or during official school trips, or at school events. In these circumstances, the role is more supervisory to ensure children are safe and accounted for, though may also involve finding ways to inspire learning in any situation so as to continue pupils' education no matter where you are working with them.

Child Protection and Safeguarding.

- Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-related. This means that they should consider, at all times, what is in the best interests of the child.
- You must comply with Plymouth College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

Early Years Foundation Stage

- To complete Paediatric First Aid (PFA) Training
- To act as a key worker to a group of children
- To complete the daily risk assessment
- to be responsible for planning, setting up and cleaning away activities in preschool.

Wraparound Care

- TAs may be required to lead wraparound care sessions (from 8am for breakfast or until 6pm after school) as part of their hours.

Additional Duties

- The post holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.
- The post holder will also undertake to carry out any other reasonable duties commensurate with the post as directed by the Head/Deputy Head of Preparatory School

PERSON SPECIFICATION

The successful candidate is likely to be able to demonstrate the following:

Essential Skills

Qualifications/experience.

- Previous experience of working with children
- Good levels of literacy and numeracy, GCSE qualifications in Maths and English

Special Knowledge & Skills.

- Organisational skills
- Good communication skills
- Ability to prioritise between different demands
- Ability to work to deadlines.
- Self-motivated and able to work in a team.
- Patient and friendly approach.
- Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.

Personal Qualities

- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the college.
- Sensitivity and understanding, to help build good relationships with pupils.
- Ability to work in a way that promotes the safety and wellbeing of children and young people.
- Team player who can work with flexibility.

Desirable Skills

- Previous experience of working with children within a classroom environment.
- 5 GCSE (or equivalent) or able to demonstrate equivalent knowledge, skills and aptitude.
- Further appropriate qualifications i.e. HLTA, SENDCo courses / training.
- Knowledge of issues relevant to education and child development
- Able to work without supervision.

Training

- Prepared to undertake such training and professional development as required to stay abreast of legislation and developments relevant to the post.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is provided to all staff at the College, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.

BENEFITS

- Employee Assistance Programme;
- Life Assurance;
- Use of school facilities such as the pool, gym and sports centre, when available;
- Eyecare Vouchers;
- College funded CPD opportunities (formal and informal) on the recommendation of the line Manager;
- Lunch provided (term time only);
- Parking (where available);
- A staff fee remission for pupils attending the College (if required / relevant).

APPOINTMENT TERMS

All appointments are subject to

- The receipt of two satisfactory references (if these have not already been received).
- A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS.

Terms and Conditions of Employment:

- Approximately 20hrs per week (as directed by the College), permanent, term time only (35 weeks per year).
- Salary Band 1 (£22,308 FTE).

On successful appointment there is a probationary period of six months.

HOW TO APPLY

To submit an application, please complete the official Plymouth College Application Form and send your CV, along with a covering letter detailing how you feel you meet the requirements of this role to HR@plymouthcollege.com.

Any queries about the role can be directed to: Interim Head of Prep, Jo Newnham, via email on jnewnham@plymouthcollege.com

The closing date for applications is 0900hrs BST on Tuesday 27th August 2024

Plymouth College is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Please note applications of CV alone will not be considered



Plymouth College

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