

BRIEF FOR THE POSITION OF Teaching Assistant



MALVERN
COLLEGE

www.thedownsmalvern.org.uk



THE DOWNS
MALVERN

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Teaching Assistant



Welcome

The Downs Malvern is a busy, vibrant and successful co-educational preparatory school for boarding and day children aged between 3 and 13 years. The school is situated in extensive, beautiful and safe grounds on the Herefordshire side of the Malvern Hills. The facilities are first class and, through a wide range of exciting and challenging opportunities, we are able to offer each child an outstanding preparatory education.

In November 2022, The Downs Malvern joined the Malvern College Corporation. The College, a co-educational day and boarding school, for 660 pupil aged 13-18 years. The Malvern brand is globally strong with sister schools in Qingdao, Chengdu, New Cairo, Switzerland and Hong Kong and a school in Tokyo will open in 2023. In total, more than 4,400 pupils experience a transformational Malvern College education around the world. The Malvern College Family of Schools also includes thriving enterprise and guardianship companies, in addition to a well-established fundraising and alumni relations society.

Thank you very much indeed for your interest in the position of Teaching Assistant at The Downs Malvern. This is an exciting opportunity to join a forward-looking team early in a new chapter for the Malvern College Family of Schools, building on an inspiring 157-year history.

We are looking to appoint to the role of Teaching Assistant, who will be responsible for providing 1:1 educational support for children with Educational Health Care Plans (EHCPs) to enable access to the curriculum.

This is a chance to be part of a high calibre team in a culture that emphasises the development of people.

If this role is an opportunity that excites you, and you believe that you have the necessary skills, experience and attributes, then we would be delighted to receive your application.

Teaching Assistant

Job description

Job Title

Teaching Assistant

Responsible to

Headmaster through Deputy Head Academic

Purpose of the post

To provide 1:1 educational support for children with Educational Health Care Plans (EHCPs) to enable access to the curriculum.

1 Family	4 Countries	9 Schools
4,400 Pupils	1,630 Staff	1 Society

Areas of Responsibility

The Appointment

- To provide 1:1 educational support for children with Educational Health Care Plans (EHCPs) to enable access to the curriculum.
- To liaise with the parents and the SENDCo regarding the child's progress and be available for face-to-face updates
- To work with subject teachers in providing a positive and effective working environment for the child.
- To run 1:1 or small group interventions with the child.

Key Responsibilities

- Work alongside teaching colleagues and other relevant professionals, in the preparation and delivery of a programme of support for the child as specified by SENDCo and Deputy Head (Academic).
- Promote the general progress and wellbeing of the child, maintaining order and discipline and safeguarding their health and safety both when on the school premises and when accompanying the child whilst engaged in authorised off-site school activities.
- Provide advice and guidance to the child on educational and social matters.
- Actively encourage regular communication with the parents of the child.
- Contribute to the oral and written assessment, recording and reporting on the development, progress and attainment of the child.
- Participate in meetings at TDM relevant to the child as requested by teaching colleagues and SLT.
- Complete administrative and organisational tasks related to the duties described above.

Teaching Assistant

Key Responsibilities continued

- Attend all safeguarding training and other training (including INSET) which has a direct relevance to or impact on the child.
- Carry out any other duty as reasonably requested by The Downs Malvern in relation to the child.

Safeguarding Responsibilities

- Promoting and safeguarding the welfare of children and young persons with whom you come into contact; and
- Reporting any safeguarding concerns, including low level concerns, to the Designated Safeguarding Lead or their Deputy in a timely manner.

This post involves significant contact with children and the post holder will be responsible for children. The post holder will be considered to be in regulated activity.

Teaching Assistant

Person Specification

Essential	Desirable
Education and Qualifications	
<ul style="list-style-type: none"> ➤ Educated to A 'level standard or above 	<ul style="list-style-type: none"> ➤ Holding an appropriate TA / SEND or teaching qualification
Experience, Knowledge and Understanding	
<ul style="list-style-type: none"> ➤ Have demonstrable experience of collaborating with and supporting colleagues ➤ Have a working knowledge and understanding of relevant subject areas ➤ Be IT literate to support the ongoing development of IT skills across the School ➤ Understand that every child is different and actively celebrate these differences and look to find the strengths in every pupil 	<ul style="list-style-type: none"> ➤ Experience of supporting children within a school environment ➤ Experience of children with additional learning needs ➤ Experience of working 1:1 with children (positions available in KS1 or KS2) ➤ Have a good knowledge of statutory requirements related to pupils' education or welfare
Role Related and Personal Skills	
<ul style="list-style-type: none"> ➤ Strong organisational skills, including prioritisation and finishing tasks to completion ➤ Effective in teamwork ➤ Demonstrate a love and enthusiasm towards the education of children 	
General	
<ul style="list-style-type: none"> ➤ Have a patient and calm demeanour ➤ Have a positive and proactive approach ➤ Actively supports the ethos and model the values of The Downs Malvern and model it to colleagues, parents and pupils ➤ Actively promote the school within the local community 	

Teaching Assistant

Skills to Thrive

All staff are expected to model and promote The Downs Skills to Thrive, which are:

- Collaboration
- Communication
- Reflection
- Resilience
- Curiosity
- Motivation
- Creativity



Hours and Benefits

Our preference would be for the successful applicant to work 38 hours per week, Monday to Friday, term time only (34 weeks per year), however we will consider part time hours for the right candidate.

- Membership of APTIS (Aviva Pension Trust for Independent Schools) with tiered employer contributions
- Subsidised Private Health Insurance.
- Generous membership terms (family and personal) for the College Sports Facility.
- Free on-site parking
- Cycle-to-Work scheme.
- Free access to the Malvern College Library.
- Personal Accident Insurance cover.

Application Process

Applicants may contact the SENDCo, Mrs Caroline Ainsworth to discuss the post if they wish. Mrs Ainsworth can be contacted by email: caroline.ainsworth@thedownsmalvern.org.uk

Full details of working at The Downs and our Application form can be found on our website: <https://www.thedownsmalvern.org.uk/about-the-downs/job-vacancies.html>.

If you have a query regarding the application process, please contact the Human Resources team either via email humanresources@malverncollege.org.uk or by phone 01684 581647.

Applications consisting of an online application form including a supporting statement should be submitted via the TES website. Any queries regarding the application process please contact the Human Resources team either via email humanresources@malverncollege.org.uk or by phone 01684 581647.

Teaching Assistant

The selection process will involve:

- Supporting an observed lesson. The topic and work materials will be provided in advance
- Interviews with the Headmaster, a member of the Senior Management Team and a member of Human Resources
- Tour of the School
- Lunch with the pupils
- The opportunity to meet other members of the staff team

Teaching Assistant



General Requirements

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You comply with Malvern College's legal duties for Health and Safety.

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Malvern College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Malvern College exists to provide a quality all round education for pupils aged 13 – 18 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview. An online search will also be carried out as part of due diligence on all short-listed candidates.