



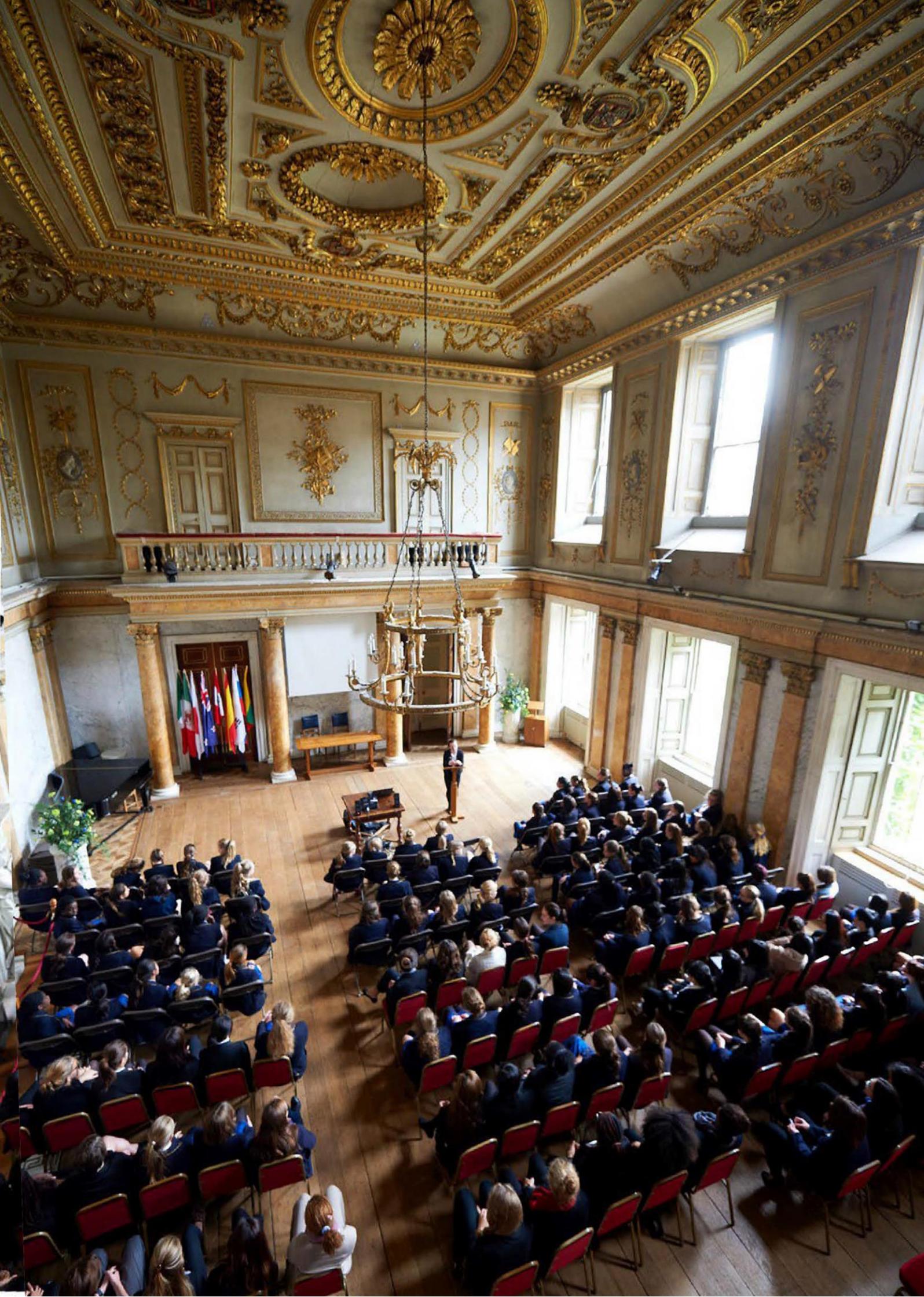
# Cobham Hall

## Recruitment Pack Teaching Assistant

(Full Time)



The UK's only Round Square  
Boarding and Day School for  
Girls aged 11-18, and Co-  
Educational in Sixth Form





# Cobham Hall

Dear Applicant

Thank you for your interest in the position of Teaching Assistant at Cobham Hall.

At Cobham Hall we celebrate the individual, their unique personality, talents and interests. A Cobham Hall education is about developing the whole individual and providing opportunities for students to flourish within and beyond the classroom; to become a successful learner and well-rounded individual who is excited to take the next steps in their learning journey. The ability to build strong relationships with staff, students and parents is an important part of the role creating a sense of mutual trust and respect.

We are seeking a well-qualified and enthusiastic person to join a popular and supportive Student Support Department. A contribution to the wider life of the School, both in pastoral and co-curricular activities, is expected. Teaching Assistants support students in Key Stage 3 and 4 in a variety of subjects, as determined by the Head of Student Support.

The School is in session 33 weeks per year.

We hope that this information pack will provide you with the information you need on Cobham Hall and the role. However, should you want to discuss the position further please do not hesitate to contact [Vacancies@cobhamhall.com](mailto:Vacancies@cobhamhall.com)

## **Pay and Benefits**

Salary £18,000 term time (FTE £25,000) depending on experience.

The School also offers:

- Contributory Pension Scheme
- Comprehensive induction and on-going opportunities for Professional Development
- Enthusiastic students, willing to learn
- Small class sizes
- Use of the School fitness room, tennis courts and swimming pool
- Free onsite parking
- Lunches and refreshments provided
- Access to 150 acres of Grade II\* designed parkland



## Student Support at Cobham Hall

Cobham Hall creates an inclusive environment for our School community and is recognised by CReSTeD for the quality of its Learning Support unit. All students have equal opportunity to join Cobham Hall if they satisfy the School's selection procedures, which will assess whether they can be successful in the supportive environment of the School. We believe that supporting SEND students is the responsibility of all teachers and staff are committed to enabling them to maximise their academic potential and develop their talents.

Our primary aim is to encourage and support our students to become independent, confident students who can take responsibility for their own learning. We achieve this by:

- Encouraging students to develop talents and strengths
- Helping to discover their preferred learning style
- Developing strategies to compensate for specific weaknesses (e.g. weak short-term memory)
- Encouraging students to play a full part in both academic and co-curricular activities

Students are encouraged to make full use of their teachers as a resource and extra lunchtime and after school tuition is common. Our teaching staff work closely with the Student Support Department in monitoring and supporting the students with dyslexia and other SPLDs.

The international aspect of the School makes the teaching of French a rich environment in which students from all over the world bring their different experiences and abilities together, sharing a variety of approaches and use of symbolism in the lessons.

The Student Support Department consists of the Head of Student Support, two full-time Teaching Assistants and two Mathematics Teachers delivering Numeracy.

**“Pupils are educated to a high standard and excel in extra-curricular activities fulfilling the school's aim to develop each pupil's potential in and out of the classroom.”**

- ISI Report -



## Job Description

**Reports to:** Head of Student Support

The responsibilities of the Teaching Assistant will include the following:

- To support the learning of students who have specific learning difficulties such as dyslexia and are on the autistic spectrum within a structured teaching situation or individually as required
- To assist in promoting the learning and personal development students to whom you are assigned and be a positive advocate and role model
- To be aware of lesson objectives and to assist students in making progress towards these
- To be passionate about supporting students with additional learning needs and to attend training on specific learning difficulties and autism as directed by the Head of Student Support
- To engage in a discourse with teaching staff about planning, and to assist in the preparation and development of resources
- To be familiar with students' SSD profiles and to use this knowledge to inform support of students
- To monitor students' progress and achievement, bringing issues of concern to the attention of the appropriate members of staff
- To maintain records of intervention where appropriate and to make them available for inspection upon request by the Head of Student Support or another member of senior staff
- To contribute to being CReSTed Inspection ready as directed by the Head of Student Support
- To work with students as directed to maintain personal confidence, promote positive behaviour and encourage independence
- To supervise students where required, to ensure their health and safety
- To support SSD students in their entitlement to examination concessions in internal and external examinations
- To contribute when appropriate to any multi-disciplinary discussion of students' needs/progress and to attend regular student support meetings as required
- To participate in relevant staff development alongside those related to SSD students
- To become familiar with, understand, and adhere to School policies and procedures
- To maintain confidentiality in and outside the workplace
- To undertake from time to time such work as may reasonably be determined by the Head of Student Support with regards to students



## Person Specification

### Personal Qualities

- Commitment to the ethos of the School
- Enthusiasm
- Creativity
- Approachability
- Professionalism and integrity
- Adaptability

### Personal Skills

Able to:

- Motivate and inspire students at all levels
- Work as part of the Department and the wider whole School staff team
- Have excellent IT skills
- Be a good administrator
- Have excellent interpersonal skills

### Qualification and Experience Criteria

- Appropriate Teaching Assistant qualifications preferred
- Experience in supporting students with specific learning difficulties and students on the autistic spectrum

### Interview

The interview process for this post will include:

- An interview with the Deputy Headmistress and Director of Studies
- Meet the Headmistress
- Interview with the Head of Student Support
- Meet other members of the Student Support Department
- Candidates will be expected to undertake a basic literacy and numeracy assessment

### Lesson Observation

Lessons at Cobham Hall are 1 hour long. Candidates will be observed with a group of students supporting a teacher-led activity.

# HOW TO APPLY

1

If you would like to apply for this role, please download the application form from the School website, Our Guidance Notes for Applicants can also be found on the website.

[View online page](#)

2

Your application form should be completed in full and returned to [vacancies@cobhamhall.com](mailto:vacancies@cobhamhall.com) by **9.00am on Monday 11 December 2023**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Foundation is committed to safeguarding the welfare of children. The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.





## Information about Cobham Hall

Cobham Hall is housed in a beautiful Grade 1 listed Tudor mansion built in 1584 and was at one stage home to the Ashes of cricketing folklore. The School is otherwise set in 150 acres of tranquil 18th Century park landscape in the pretty village of Cobham in Kent.

The School is within half an hour of central London via the High Speed train service from Ebbsfleet International to London St Pancras and within an hour of the Channel ports of Dover and Folkestone by car.

Cobham Hall was founded in 1962 and is a Boarding and Day School for girls aged 11 to 18, and co-educational in Sixth Form. The School is part of The Mill Hill Schools Foundation and a member of the Round Square network of schools and indeed when it became a member back in 1971 was, at the time, the first all-girls' school to join the network.

The Round Square IDEALS are central to the School's ethos, helping each student to realise that "there is more in you than you think": the School's motto. There is a high commitment to the personal wellbeing of each student and Cobham Hall is recognised as a leading innovator in this area.

The School's aim is to ensure that students leaving Cobham Hall are young individuals who can step into the world with confidence in their abilities, who are eager to embrace opportunities, and who have an understanding and practical experience of working alongside people from different backgrounds and cultures.

Our small class sizes ensure that each student is able to be supported on their educational journey and enables lessons to be dynamic and engaging.

Full details of Cobham Hall's most recent inspections are available on its website at [www.cobhamhall.com](http://www.cobhamhall.com). In summary, a full integrated ISI inspection in 2015 found the majority of areas looked at to be excellent, with the remainder all found to be good, whilst in 2019 the School received a very positive report from CReSTeD.

For further details about Cobham Hall please refer to the School's website, details of which are set out above. The School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check.



There is more in you than you think



Cobham, Kent, DA12 3BL, United Kingdom  
Tel: +44(0)1474 823371  
admissions@cobhamhall.com www.cobhamhall.com

