



Teaching Assistant(s) – Learning Hub

We are seeking to employ two individuals with a strong interest working with children with Special Educational Needs and Disabilities (SEND), as a Teaching Assistant within our Learning Hub. Located in the heart of Cambridge with excellent facilities and benefits.

Reporting to Director of Student Learning

Hours Part-time – approx. 24 hours per week (exclusive of breaks), term-time only. 40 weeks pa paid (includes term time, Inset days and holiday entitlement).

Hours potentially distributed as indicated below:

TA 1	Monday – Friday 07:45 – 13:00 (inclusive of unpaid 30 minute break)
TA 2	Monday, Tuesday, Thursday – 13.15-18.00 (inclusive of unpaid 30 minute break)
	Wednesday – 08.30-13.00 (inclusive of unpaid 15 minute break)
	Friday 10.30-18.00 (inclusive of unpaid 30 minute break)

Salary Competitive + benefits. Based on qualifications and experience; Local Government NJC Pay Scale 3 – Scale 15 pro rata.

Pension: The School participates in the Now Pensions auto-enrolment scheme, which all support staff are eligible to join with immediate effect and to which the School and the member of staff both contribute. Contributions are currently 10% and 4% respectively.

Start date November 2022

Based on an historic foundation of musical excellence, King’s College School is a dynamic and inclusive academic environment. We are a caring family-based community in which all children are respected and valued. We prepare them, as individuals, to be confident in a future with exceptional possibilities.

Located near the centre of the beautiful city of Cambridge, King’s College School is a leading independent Prep School. Originally established in 1441 to educate the 16 boy choristers of King’s College Choir, the School now caters for around 400 boys and girls aged 4 – 13 following the traditional Preparatory model; we have around 40 boys and girls who board, including our choristers. King’s pupils continue their education at leading independent and state senior schools, often with scholarships.

The Learning Hub

The Learning Hub is the centre of the delivery of SEND and EAL provision in the school, alongside classroom interventions in all subject areas in support of extending learning challenges for pupils of all abilities. It coordinates support for pupils with SEND across all year groups, and with a range of abilities and levels of prior attainment. It is comprised of the Director of Student Learning, 2 full-time Specialist Teachers of SEND, 1 full-time Learning Hub teacher, 1 Teaching Assistant and several visiting external professionals.

The Role

At the direction of the Director of Student Learning, and in close consultation with the Learning Hub team, the TAs would support in lessons where groups or individual pupils have been identified as requiring support for their learning. They may also lead small group interventions (such as a Literacy/Maths support groups) and/or conduct other support activities (such as Reading/Spelling interventions) with pupils on a 1-1 basis. The TAs will also be responsible for supervising pupils in a before- and/or after-school activity (known as Early Waiters and Late Stay).

Lesson support may be provided in a range of subjects, to a variety of year groups by the same individual, though the Hub's preference is for consistency of staffing within the same teaching group(s). The successful candidates will also be expected to attend Child Protection training within the school.

Supporting in lessons

- To inspire learning in children through creativity, a warmth of approach and an understanding of the fundamentals of helping pupils develop independent learning skills and manage their own learning.
- To assist class teachers, when required, with the planning and preparation of activities and lessons.
- To meet regularly with teachers in whose classes support is provided, to ensure clarity of purpose.
- To use all reasonable time as directed by the Director of Student Learning to provide the necessary education for the pupils.
- To help maintain an orderly class environment with a good level of discipline, encouraging politeness and good manners at all times.
- To assist class teachers in providing a rich, welcoming and cheerful environment for pupils by displaying children's work in a stimulating and interesting way in the classroom.
- To assist class teachers in promptly marking work carried out by the pupils, in keeping with the School's marking policy.

- To assist class teachers in assessing, recording and reporting on the development, progress and attainment of pupils.
- To maintain a high standard of personal conduct and appearance.

Pupils

- To take responsibility for the care, well-being and education of all pupils.
- To know, demonstrate and promote the King's ethos.
- To promote the general progress and well-being of all pupils.
- To provide guidance and advice to pupils on educational and social matters.
- To be sensitive to social relationships between children.
- To assist class teachers in the pastoral care of each child within the class.
- To be familiar with the requirements of the Children Act 1989 and all relevant School documents.

Parents

- To support class teachers in effective liaison between the School and parents by passing on messages and/or information from the parents to the teacher.
- To be available to discuss the academic, social and physical development of the child with class teachers prior to parental interviews.
- To maintain a professional relationship and manner at all times.

Assessments and Reports

- To assist class teachers in monitoring and assessing children's progress by keeping up to date records in line with School and national curriculum requirements.
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To communicate and co-operate with persons or bodies outside School where necessary, as directed by the Director of Student Learning.
- To participate in meetings arranged for any of the purposes described above.

Educational Methods

- To keep up-to-date with new teaching ideas and methods, sharing information and working co-operatively with the Director of Student Learning and Learning Hub staff.
- To review own methods of support and programmes of work through courses and other CPD opportunities.

Appraisal

- To participate in the School's appraisal procedure.
- To participate in arrangements for further training and professional development.

Staff

- To participate in meetings at the School, as necessary.
- To participate in Inset Days at the beginning of each term, or as otherwise arranged.
- To attend Learning Hub meetings as directed by the Director of Student Learning.
- To liaise with staff, ensuring the flow of information regarding education and pastoral matters.
- To work alongside teaching staff, in advance of a new term, to prepare the classroom, display boards, books etc.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> • A strong interest in supporting pupils with SEND. 	<ul style="list-style-type: none"> • Experience of working in a school or similar environment with children and young people (either paid or unpaid), in a similar capacity to the one described above.
Skills, Knowledge & Abilities	<ul style="list-style-type: none"> • Effective written and verbal communication skills. • Ability to work effectively as part of a team and to apply given instructions. • Ability to react calmly and quickly in any given situation. • Willingness to learn about specific intervention programmes and their implementation. 	<ul style="list-style-type: none"> • Knowledge of a variety of effective teaching and learning techniques. • Prior experience of implementing specific intervention programmes.
Personal Qualities	<ul style="list-style-type: none"> • Approachable, committed, enthusiastic, motivated, calm and well-organised. • Open and responsive to new ideas. • Willing to be flexible in their approach, and adapt to meet needs as they arise. 	

	<ul style="list-style-type: none"> • A sense of humour and excellent interpersonal skills. • An understanding of, and acceptance and commitment to, the principles underlying equal opportunities. 	
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Health and Safety

- To safeguard pupils' health and safety by maintaining good order and discipline and by following the necessary rules and regulations when using equipment.
- To be familiar with the School's fire safety procedures and to participate in fire drills.

Safeguarding & Child Protection

- To be familiar with the relevant School policies, in particular the School's Safeguarding and Child Protection Policy and to follow the School's procedures relating to safeguarding children.
- To attend regular training sessions on Child Protection and Safeguarding issues; a record of attendance is kept by the School.
- To contact one of the Designated Safeguarding Leads with any concern about a child at the School.

Benefits

- Lunch provided when on duty during term time
- Generous holiday entitlement
- Staff health scheme
- Cycle to Work Scheme
- University discount card
- Use of bookable School sports facilities
- The School participates in the Now Pensions Auto Enrolment scheme.

Other Paid Leave

You may be eligible to take the following types of paid leave, subject to any statutory eligibility requirements or conditions and the School's rules applicable to each type of leave in force from time to time:

- Statutory maternity leave;
- Statutory paternity leave;

- Statutory adoption leave;
- Shared parental leave;
- Parental leave; and
- Parental bereavement leave.

Further details of such leave and the pay that you would be eligible for during such leave are available in the Staff Handbook.

Training

During the term of your employment you must complete the following mandatory training, which will be paid for by the School:

- Safeguarding and Child Protection;
- Health and Safety at Work;
- Basic GDPR; and
- Fire Awareness.

The Employee is entitled to take part in various training courses which the School may provide from time to time. Specific details of the courses which might be available can be obtained on request from your line manager.

Terms and Conditions

King's College 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 and must provide proof of qualifications in accordance with the requirements of the Children Act 1989, as amended. Proof of identity and eligibility to work in the UK is also required.

The completion of a medical questionnaire forms an essential part of the pre-employment process for all teaching and non-teaching posts in the School. This may need to be followed by a medical with the applicant's GP (or School Doctor).

Candidates should return the following documents, together with a letter of application, by 9am on Friday 18th November.

- Application form
- Reference consent form
- Equality & Diversity Monitoring form (optional)

Please submit your application to: Mrs Yvette Day, King's College School, West Road, Cambridge, CB3 9DN; e-mail: jobs@kcs.cambs.sch.uk.

October 2022