

APPLICATION PACK

GENERAL TEACHING ASSISTANT (GTA) / GAP STUDENT



APPLICATIONS WILL BE CONSIDERED UPON RECEIPT
THE ADVERT WILL CLOSE WHEN A SUITABLE
CANDIDATE IS SOURCED



Dear Applicant

Welcome to The Manor!

Thank you for your interest in The Manor Preparatory School. This information pack is designed to give you more information about the school and the post you are interested in and we hope that we are able to convey the qualities that make The Manor an exceptional place, not only for our pupils, but also for our fulfilled and happy staff that work hard to create the school's spirit, warmth and dynamism.

Founded in 1907 and situated in Abingdon, the Manor Preparatory School is an outstanding independent co-educational day school that welcomes boys and girls aged 2-11. The Manor has a wonderfully happy, creative atmosphere where each individual is challenged, cherished and inspired to reach their potential. Every child is encouraged to do their best, resulting in outstanding results academically, on the sports field, and in creative and performing arts.

In the Early Years Department, our purpose-built Pre-Nursery and Nursery gives children the best start in bright, airy facilities together with a team of enthusiastic, qualified and dedicated staff. Children in Reception, Years 1 and 2 are exposed to a stimulating and enriching curriculum supported by a team of exceptional Teachers and a full-time Teaching Assistant in each class.

From the age of 7 to 11, the pupils in our Prep Department enjoy increased specialised teaching in a rich, warm-hearted environment where all pupils are encouraged to fulfil their potential. The school has outstanding facilities for Music, Science, ICT, Food Technology, Art, DT, Sport and Drama and offers an extensive range of extra-curricular activities but retains a primary school ethos, focusing on the happiness and well-being of each child.

Each member of our staff contributes to the unique identity of The Manor, providing a network of support and teamwork which has become a characteristic of the School. Children are "challenged, cherished and inspired".

We hope that on reading our application pack, we are able to convey a sense of the school's spirit, warmth and dynamism that have made it thrive over the years. Naturally if you have any questions, please don't hesitate to contact us by email (hr@manorprep.org) or by phone (01235 858 478). You are welcome to telephone to arrange for an informal tour at any point.

May we take this opportunity to thank you for the time and thought that we recognise goes into preparing a job application.

With very best wishes

A handwritten signature in black ink, appearing to read "Rachel Hamlyn".

Rachel Hamlyn
Head



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| | |
|----------------------|---|
| Job Title: | General Teaching Assistant - Whole School (GTA)/Gap Student |
| Line Manager: | Deputy Head and Head of Pre-Prep |

Primary Responsibilities:

Aims

Work with and under the direction of the teacher to support children's learning. To assist with various duties to facilitate the smooth running of the school, before, during and after the school day.

Key Areas of Responsibility

- **Help pupils to access the curriculum** – helping the children across all age groups to progress in their learning, to stay on task, and/or providing specific support to those with special needs, under the direction of the teacher.
- **Support classroom management, supporting with lessons and assist with general administration** –
Assisting with the preparation of activities, classroom administration and resources as well as working with ICT in the classroom. Regular help with display boards around the school. Helping with practical subjects e.g. Cookery, DT, Art, Science, PE.
- **Supporting pupil behaviour** – reminding children of school rules and supporting them in resolving minor upsets; it will not cover severe disciplinary matters which are for the teaching staff; accompanying and supervising children to/from swimming lessons at external swimming pools, and occasionally accompanying children on day trips.
- **Support pupils' health, safety and emotional and social development** – responding to accidents and emergencies as well as providing comfort and assistance to children and informing teachers, Heads of Section and the Deputy Head Pastoral as appropriate about any concerns, in line with school policy.
- **Assisting with supervision of pupils at clubs and out of school care sessions** – escorting younger children to and from clubs and helping with supervision at activities that require an extra adult for ratio purposes. Setting up equipment before, and clear it away, after activities.
- **Helping with school events** eg House fixtures/Events, Sports Days, Summer Fete.
- **Cover** Supervising and so far as practicable teaching any pupils whose teacher is not available to teach them, and covering duties of absent colleagues as required
- **Carry out duties as required before, during and after the school day and to support wraparound care arrangements**

General Teaching Duties

Appraisal

- Participating in arrangements for further training and professional development relevant to the role

Review: Further Training and Development

- Participating in arrangements for further training and professional development as a member of the teaching team; the two or three days before the start of each term – i.e. when the pupils return – are for all staff for training and preparation (INSET); there may be other days in the school year when staff are required for training with reasonable notice



Safeguarding, Discipline, Health and Safety

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised school activities elsewhere; following all aspects of the School's Safeguarding policy and related policies, including informing the Designated Safeguarding Lead or a Deputy Safeguarding Lead of any concerns about children, or informing the Head about allegations or concerns about the conduct of staff.
- To behave professionally at all times and maintain confidentiality of information

Staff Meetings

- Participating in relevant meetings at the School. These occur within contracted hours.

Other Duties

- Staff are expected to carry out other duties as reasonably requested by the Line Manager, Head or the SLT

Staff Handbook

- To follow the directions contained in the Staff Handbook, which change from time to time

PERSON SPECIFICATION

| CRITERIA | NECESSARY REQUIREMENTS | DESIRABLE REQUIREMENTS |
|--|--|---|
| SKILLS & ABILITIES | <ul style="list-style-type: none"> • an active person with energy and enthusiasm • Good communication skills • Ability to work under pressure. • Good organisational skills. • Good rapport with young children. • Flexible • Initiative • Patience | |
| EDUCATION/ QUALIFICATIONS/ KNOWLEDGE | | <ul style="list-style-type: none"> • Experience of working with children of primary school age |
| COMMITMENT TO SAFEGUARDING OF CHILDREN | <ul style="list-style-type: none"> • A knowledge and keen awareness/openness to develop knowledge of Safeguarding Children matters and an ability to demonstrate personal values and beliefs in accordance with the School's Safeguarding Children Policy. • Enhanced DBS Disclosure is required for this position (this can be applied for when a successful candidate is appointed). | |
| QUALITIES TO WORK AS A MEMBER OF A TEAM | <ul style="list-style-type: none"> • Ability to work collaboratively, sense of humour, flexibility, calmness, personal warmth. • Have a warm, friendly and welcoming approach. | |
| COMMITMENT TO EQUALITY AND DIVERSITY | <ul style="list-style-type: none"> • Ability to understand and demonstrate a commitment to equality and diversity. | |



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Note

Enquiries are welcome. For an informal discussion about the role, or if you have any queries regarding the application form or the recruitment process, please contact, either by email hr@manorprep.org or by phone on 01235 858478.

How to apply

Before applying for this position, candidates should read our Safeguarding Children Policy (which includes the Child Protection Policy), available on the policies section of our website (<http://www.manorprep.org/about-our-school/policies/>). Please also refer to the website for further information about the school.

Applicants should email a Letter of Application and the signed completed Application Form to:-

e-mail: hr@manorprep.org

The vacancy will close once a suitable candidate has been sourced.

Information provided will be administered under the school's Data Protection Policy and Privacy Notice Policy (further details can be found on the school's website).

The Manor Preparatory School is committed to safeguarding and promoting the welfare of children, and applicants must undergo child protection screening appropriate to the post, including checks with past employers, an online search and an Enhanced Disclosure from the Disclosure and Barring Service.

Where a role involves engaging in regulated activity, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

Roles within Education are exempt from the Rehabilitation of Offenders Act 1974. For more information visit <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Our Safer Recruitment process and procedures are in line with Safer Recruitment requirements and Keeping Children Safe in Education.

The Manor is an equal opportunities employer who welcomes applications from all sections of the community.

Benefits

Salary:

The Manor has its own salary scale. Employees' starting salary will depend on the experience and qualifications of the successful candidate. The Governors review salary scales each year to ensure they remain competitive. Annual salary is paid in 12 equal payments by bank transfer on the 30th / 31st of every month, or the last working day of the month if the 30th / 31st falls on a weekend.

Pension:

The Manor offers Scottish Widows Pension Scheme for Non-Teaching Staff (6% employer contribution). Please contact HR for further information.

Non-contractual Benefits

- **Lunch, Drinks and Snacks:** Staff are provided, at no cost, with lunch, hot drinks and snacks throughout the day (term time only).
- **School Fee Reduction:** Children of Teaching and Support Staff at The Manor may be eligible for a reduction on the basic tuition fees. The continuance of School fee reduction provision is at the Governors' discretion. Please contact the Director of Finance and Operations for further information. Please note, this benefit is pro-rated for part time staff.
- **Subsidised rates:** For staff children at Extended Day, Clubs and Manor Fun.
- **Parking:** Free staff parking on site at The Manor is permitted.



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- **Facilities Hire:** Staff at The Manor are able to hire the School facilities including our brand new Sports Hall, for personal events. Please contact the Assistant Bursar for further information.
- **One to One Counselling:** Teaching and support staff are entitled to 6 free counselling sessions with Willow Tree Counselling. This service is confidential.
- **24 Hour Counselling and Legal Helpline:** Teaching and support staff are entitled to unlimited free legal advice through a 24-hour counselling helpline provided by DAS UK Group.
- **Discounts:** "Fit to Run" (Sports Shop) of 10% and "Stevenson's" (School Wear) of 5%.
- **Eye Tests:** Teaching and support staff at The Manor are entitled to one free eye test every two years.
- **Post:** Ability to use the school franking machine for personal post which still needs to be paid for (via the "honesty pot" in the Bursary) but this is at the reduced franking costs rather than the more expensive stamps.
- **Flu Jabs:** Teaching and support staff at The Manor are entitled to be reimbursed for an annual flu jab

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.

Application and Recruitment Process

Application Form

- Applications will only be accepted from candidates completing the application form in full. CV's will not be accepted in substitution for completed application forms. They may, however, be submitted in addition to the application form.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description [and person specification] for the post.
- The successful applicant will be required to complete a disclosure form from the Disclosure and Barring Service (DBS) for the post and, where appropriate, a check of the Barred List maintained by the DBS will be made. Any offers of appointment will be made conditional on obtaining such satisfactory checks. For further information, please contact the Disclosure and Barring Service – <https://www.gov.uk/government/organisations/disclosure-and-barring-service> - Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children.
- The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the School immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 apply to those providing early years childcare or later years' childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare.
- Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head for more details.
- The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.



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- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure.
- If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. The employer may answer 'not applicable' if your duties have not brought you into contact with children or young persons. The school may contact any of your previous places of work, whether or not they have been named in connection with a referee. Where you have no previous employment history, we may request character references which may include references from your school or university.
- As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DBS.

Disability and reasonable adjustments

Candidates with a disability who are invited to interview should kindly inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Policy on the Recruitment of Ex-Offenders

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be fairly and objectively assessed by the School in relation to the nature of the employment applied for, and the nature of the offence concerned.

Any member of staff, their family (if over 16), volunteer, agency/contract staff working at the school or any other adult coming into regular contact with the children or having unsupervised access to school premises, will not be employed or permitted to live or work on school premises if recruitment checks disclose that they have been convicted of an offence which indicate that they may be unsuitable to work with or have regular contact with children.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)".

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of, an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children.



Please note that any employer (where children are involved), whom we contact for a reference, will be asked to declare if you have been subject to any substantiated allegations or concerns, as defined by the Department of Education, that have been raised (whether formally or informally) about you relating to the safety and welfare of children and young people, and if so, the outcome.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

Retention and Security of Records and Data Protection

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months. Details of how we use candidates' data is explained in the Recruitment Privacy Notice and Data Protection Policy.