



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

Kimbolton Preparatory School
1:1 Teaching Assistant
(Academic Support)
Part-time/Term Time
Required to start as soon as possible

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Welcome from the Headmaster



I'm delighted that you're interested in this important new role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

Will Chuter
Headmaster

Recruitment of Staff

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding HMC school. All our staff, regardless of role, play an important part in the provision of our first-class education.

Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, “Safeguarding Children – Keeping Children Safe in Education Sept 2023, specifically Part 3”, as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our Policies page to read our Safe Recruitment Policy at www.kimbolton.cambs.sch.uk/policies.

You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.





Kimbolton Preparatory School

Job Description

1:1 Teaching Assistant
Academic Support Department
Part-time (Term time only)

To start as soon as possible

The School

Kimbolton School is fully co-educational (4-18), with both day and boarding pupils, and has a delightful setting in the grounds of Kimbolton Castle. The School combines tradition and innovation in its educational and academic ethos. Kimbolton has high academic standards in terms of GCSE, A Level and university entrance, the result of the motivation and commitment of pupils and teachers alike. There is a forward-looking and highly supportive working environment.

At our Preparatory School, the class sizes are small and our year groups all have at least two classes so children have plenty of scope to establish a broad range of friendships while learning to integrate newcomers with ease. Specialist teaching from the youngest of ages brings an added dimension to learning and our enviable facilities are enhanced through regular access to the first class facilities at the Senior School.

Teaching at Kimbolton offers many opportunities from the academic, super curricular to a vast range of extra-curricular activities. The Common Room enjoys a reputation for its friendly and happy working atmosphere. This post pertains to the Preparatory School (ages 4-11).

Further information about the School can be found on the School website at www.kimbolton.cambs.sch.uk

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Role

Kimbolton Preparatory school requires a part-time (term time) member of staff to support a Year 2 pupil to enable full access to the school's curriculum in a mainstream classroom. The pupil has an EHCP with academic, social, emotional and physical needs. The role will also involve collaborative liaison with teaching staff, parents and external agencies. The overall aim is to ensure the named Year 2 pupil has full support across the timetabled morning curriculum. This person will be expected to work within a small team that communicates effectively with all stakeholders, therefore needs to be a strong team player in a wide academic context across the school. This is a fixed term contract terminating when the named pupil leaves the School and funding is withdrawn.

Duties and Responsibilities

Support for the Pupil

- Support the pupil in accessing the curriculum to enable a positive learning experience.
- Ensure the pupil understands and can access the task, enabling them to make best possible progress academically, both within the full classroom and in a one to one setting.
- Help develop the pupil's social, emotional and mental health needs.
- Facilitate an inclusive education in all areas of the school and school trips, ensuring Health and Safety is given due diligence (and accompanying the pupil as required).
- Establish and maintain supportive relationships with named pupil, tutor, subject teachers, parents and external agencies.
- Attend meetings as required (IEP, EHCP reviews and external agency meetings)

Support for the Curriculum

- Take responsibility for delivering 1:1 learning activities with pupil where a differentiated approach is required to enable full access in collaboration with teachers. This may involve some pre-teaching of new vocabulary and grammatical structure outside the classroom.
- Contribute to the on-going development and maintenance of specialist resources.

Support for the Teachers

- Contribute to reports for annual EHCP meetings.
- Create, monitor and review pupil progress for IEP.
- Contribute to the planning and evaluation of work programmes for the named pupil.
- Assist the subject teacher to manage an inclusive classroom environment, including classroom seating and teacher position.
- Provide feedback on learning activities and contribute to school reviews and developing lesson planning.
- Collaborate in the support and development of the learning environment and appropriate classroom resources as required.

Support for the School

- Develop and maintain effective, positive working relationships with all staff.
- Contribute to the maintenance of a safe and healthy environment, paying close attention to named pupil's needs.
- Attend and actively participate in relevant staff meetings.
- Keep accurate records in accordance with school and county requirements.
- Work flexibly and effectively as part of a larger team in Academic Support.
- Work creatively and proactively to help resolve problems and obstacles to learning.
- Contribute to the day-to-day maintenance and organisation of resources as required.

- Comply with the appropriate government, Local Authority (LA) and school policies, procedures and systems.
- Follow the national procedures and legislation regarding confidential information e.g. GDPR, DDA.
- Attend professional development training where appropriate and necessary to up skill in order to meet the pupil's specific needs within this school setting.

Support for the Parents

- Communicate clearly and regularly with parents, to provide support at home and / or facilitate progress in school (e.g. share new topic specific vocabulary).

Person Specification

Qualifications Required	Essential/Desirable
<ul style="list-style-type: none"> • 5 GCSEs at A-C or equivalent or evidence of comparable educational attainment 	Essential
<ul style="list-style-type: none"> • Higher qualifications • Related qualifications 	Desirable
Knowledge	
<ul style="list-style-type: none"> • Supporting pupils at KSI • Relevant CPD / training 	Desirable
Skills	
<ul style="list-style-type: none"> • Effective communication with all adults and pupils with a wide range of communication skills. • Ability to proactively creatively adapt / modify the curriculum to make it accessible and inclusive for a pupil or professionally react and amend it when necessary. • Ability to make and use resources to support learning. • Proven ability to work flexibly and collaboratively, as a team player. • Competence in maintenance and use of IT including laptop and iPad. • Willingness and ability to support the social and emotional development of the named pupil. • Willingness and capability to assist the pupil in the development of independence, positive self-image, develop confidence and self-advocacy. • Competence in report writing and maintaining clear paperwork trails. • Proven ability to be compliant with H+S, HR and school/county policy legislation including DDA. 	Essential
Experience	
<ul style="list-style-type: none"> • Experience of working successfully with adults as part of a cohesive team. • Experience of supporting pupils in a primary setting 	Essential
<ul style="list-style-type: none"> • Experience of 1-1 teaching in KSI 	Desirable
Special Requirements	
<ul style="list-style-type: none"> • An understanding of the social and emotional needs of children and young people with SEN. • Ability to work flexibly. • A commitment to promoting the self-esteem of young people. • Ability to be an advocate for pupils. 	Essential

Terms and Conditions

Responsible to:	The Bursar
Reporting to:	Head of Academic Support and Academic Support Deputy Lead
Hours of Work:	Part time 15 hours per week, Term time only (34 weeks). Monday – Friday 08:40 to 1200 (including 20 minutes unpaid break).
Remuneration:	Part-time Scale point SSS3 017 £10.80 per hour 15 hours, 34 weeks = £5,508 Holiday pay entitlement at 6.4 weeks £1,036 pro rata for part year working FTE £21,060
Additional benefits:	Free onsite car parking; free access to a fully equipped Gym and Swimming Pool; cycle to work scheme.
Referees:	The names, addresses and telephone numbers of three professional referees are required. Referees will not be contacted without the permission of the applicant.

Method of Application

Please email a letter of application, together with the completed Application Form to:

Human Resources, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at recruitment@kimbolton.cambs.sch.uk.

The closing date for applications is: 9.00 am on Wednesday 31st January 2024
The planned interview day is Wednesday 7th February 2024

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimbolton.cambs.sch.uk/policies