



PLYMOUTH  
COLLEGE

**Appointment of:**  
Teaching Assistant



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# HEAD'S WELCOME

Welcome to a place where our fundamental mission is to nurture joy, knowledge, and compassion within each pupil. Our ethos not only treasures academic excellence but also embraces the holistic development of every individual, fostering an environment where pupils are not mere numbers but valued participants in their unique journey. Plymouth College embodies forward-looking education that beautifully blends the School's history with an unwavering commitment to shaping a promising future.

Guided by Christian values and an embrace of diversity, our ultimate goal is to empower pupils to flourish as independent, responsible global citizens who wholeheartedly embrace their diverse talents and passions. Our commitment finds its expression in an education that encompasses academic achievements, personal well-being, co-curricular exploration, individual growth, communal responsibility, and an atmosphere of genuine nurturing. These aspirations find their embodiment in our guiding principles, encouraging the development of strengths, qualities, skills, aspirations, respect, effective communication, integrity, collaboration, self-reflection, resilience, service, and resourcefulness. Plymouth College ardently dedicates itself to nurturing each pupil's potential, fostering personal growth, and equipping them to bring positive transformation to the world.

Our doors extend a warm embrace to pupils from around the world where they find not just a school, but a second home. This global tapestry enriches our cultural fabric, propelling profound benefits for our pupils and the larger community alike. Engaging with peers from diverse backgrounds ignites a global perspective, fostering cross-cultural friendships and a spirit of openness and understanding. This intercultural exchange empowers our pupils to thrive in an interconnected world, nurturing qualities of compassion, adaptability, and respect. This international essence weaves its positivity into every facet of school life, fortifying our unity, broadening horizons, and fostering an environment of collective growth and shared learning.

In our holistic pursuit, our vision extends beyond the formation of leaders to the nurturing of champions. Champions who lead sports teams, industries, and communities, while passionately advocating for their preferred subjects, activities, and causes. This endeavour transcends personal accomplishments, as we engrain the profound significance of service and societal impact, fostering leadership for the greater good. This comprehensive ethos is seamlessly woven into our daily life, evident in every lesson, every form period, and every engaging activity. Through these experiences, pupils flourish intellectually, academically, socially, morally, and physically. We constantly move forward, emboldened by our rich legacy, grounded in our cherished traditions, and steadfastly committed to nurturing the potential within each pupil.



**Adam Carr**  
Interim Head

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# Plymouth College is currently seeking a

# Teaching Assistant

## to join our community

Plymouth College is a leading co-educational school, which has operated at the forefront of independent education since its inception in 1877. With its excellent programmes for the academic and personal development of pupils, fantastic wellbeing and pastoral care and world-leading performance sports and co-curricular activities, the College produces well-rounded, confident and resilient young people who stand out from the crowd.

Plymouth College is seeking to recruit an caring, enthusiastic and engaged individual to join our team of skilled and committed Teaching Assistants at the Preparatory School. The post holder will take a proactive role in support of the education, well-being and physical needs of the pupils. They will support the curriculum and the school through the provision of assistance to the teacher in the practical organisation of class activities and small group work. Proven flexibility, adaptability, empathy and a track record of focusing on children as individuals will be key to any successful appointment.

Plymouth College has a proud tradition of academic excellence, which is build by ensuring that every child is supported to make the very most of themselves, that they gain the confidence necessary to make their was in a fast changing world and that they develop a sense of self worth that provides them with the firm foundation which is an essential component of the school's ethos.

This post is a permanent, part-time contract (~30h), Term-time only for a 35-weeks. Salary band 1, circa £22,308 Full Time Equivalent, per annum.

**The closing date for applications is 0900hrs BST on Tuesday 27th August 2024.**

*Plymouth College is committed to safeguarding and promoting the welfare of children. The successful candidate must be willing to undergo an enhanced disclosure through the Disclosure and Barring Service.*



# ABOUT PLYMOUTH COLLEGE

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## OUR HISTORY

Founded in 1877, originally as a boys' school, Plymouth College has a unique history of providing a first class, holistic and outward-looking education. During the middle of the 20th Century, the College served as a direct grant grammar school until 1976, when it became independent and the first girls were admitted to the School's Sixth Form. It became fully coeducational in 1995, and in 2004 the College merged with St Dunstan's Abbey School, with the Prep School moving to the old St Dunstan's site. In September 2021, the Prep School joined the Senior School on the Ford Park site, joining together all our pupils for the first time in 70 years. As we look towards our 150th anniversary in 2027, we are excitedly planning many events over the next few years.

## PLYMOUTH COLLEGE TODAY

Plymouth College today is a forward-looking and inclusive educational community providing a broad, balanced and enriching education. Just over 500 pupils are currently educated at across the School, of whom approximately 75 are boarders. The boarders come from around 35 countries, with many attracted by the College's elite sports provision. The range of nationalities adds greatly to the cultural richness of the College.

The College received its last integrated ISI Inspection in 2019 and the quality of pupils' academic and personal development, as well as other achievements, were described as excellent.





## OUR MISSION

Our Vision is for Plymouth College to be a school in which pupils are given opportunities to create amazing childhood memories while preparing themselves to thrive in the adult world. A community where everyone's character is nurtured in a way appropriate to them and allowed to succeed at their own pace. To achieve this, we must ensure everyone has the opportunity to develop to the best of their potential and is prepared for life in the best possible way.

Our success in achieving this can be demonstrated in many ways. Our most recent full ISI inspection report concluded that every aspect of our educational quality was excellent and our public examination results, particularly when measured in terms of added value, reflect this.

Plymouth College pupils are widely regarded as rounded, grounded, interesting, mature and successful young people. Our primary function is to educate pupils but, crucially, not just to pass exams. Holistic education is just one part of what we do with more extra-curricular activities on offer than ever before. We develop character in our pupils by creating an environment that is intellectually stimulating, progressive, adventurous and dynamic.

Perhaps most importantly of all, though, Plymouth College sets out to be positive and kind. Whether as a place of learning or as a place of work, we aim to ensure the people in this marvelous place feel confident, included and valued.

## OUR ETHOS

Our ethos is that of character. This means placing full focus on the person in all we do, making this much more than a buzzword. We aim to be the school that truly cares for its pupils and staff. We are proud to have a very diverse, international school population and seek to bring out the best in everyone.

We have a strong focus on all-round enrichment - a healthy balance between curricular achievement and the development of personal qualities through co-curricular activities. In doing so, we do not lose sight of the need for academic achievement. We challenge staff to excel in their profession and our pupils to exceed their own academic expectations.

Most importantly, we aim to prepare pupils for life after Plymouth College and send mature, well- rounded people out into the world.

# JOB DESCRIPTION

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## OVERVIEW

**RESPONSIBLE TO:** Head of Prep, Deputy Head of Prep

### Responsibilities

- To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the school curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.
- To establish supportive relationships with the pupil(s) concerned and to encourage acceptance and inclusion of all pupils.
- To assist the teacher in preparing, using and maintaining relevant teaching resources. To ensure that learning objectives and teaching topics are communicated prior to the lesson.
- To assist with lunch and break supervision on a rota basis and ensure pupil well-being and safety in accordance with the School's supervision policy.
- To assist in the preparation for educational visits and, where appropriate accompany/supervise students undertaking off-site activities.
- To assist with the assessment, monitoring and recording of children's progress, behaviour and general wellbeing. To feedback any information (including concerns) regarding the wellbeing and educational needs of children to the teacher or school leaders as appropriate in line with school policy.
- To cover / lead classes when necessary.
- To support school projects and initiatives as directed, e.g. class fundraising projects and reading schemes as directed by Literacy Lead.
- To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information.
- To supervise an individual or small group of children within a class under the overall direction of the teacher.
- To undertake administrative tasks associated with all the above duties as directed by the teacher.
- To remain aware of and work within all relevant school practices, policies and procedures.
- To attend staff meetings and school-based INSET as required.
- To be aware of and work in accordance with the School's Child Protection Policies and Procedures, and to raise any concerns relating to such procedures which arise during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools' Equal Opportunities Policy and Code of Conduct, national legislation (including Keeping Children Safe in Education, Health and Safety, GDPR).
- To develop methods of promoting/reinforcing the pupil's self esteem and to promote independence through the development of self-help skills.
- To support the use of technology in the school - work with and support pupils to ensure they are able to use technology to enhance their learning.
- Motivate and encourage pupils to concentrate on and fulfil the tasks set.
- To develop an understanding of and provide for pupils' specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support and assistance such as toileting, eating and dispensing medication.
- Undertake activities with pupils of significantly varying abilities to ensure differentiation and access to the curriculum.
- To liaise with parents and other professional agencies in support of pupils' needs.
- To adhere to and execute school policy and procedure where appropriate.
- Under the direction of the Head of Preparatory School/SENCO and/or individual teaching staff, assist in the development of Individual Education Plans (IEPs) for pupils.

# JOB DESCRIPTION

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## CONTINUED

### Additional Elements

#### Working one to one or with small groups of pupils.

- Teaching Assistants may be asked to work with individual pupils and small groups who are in need of additional help; this may be because English is not their first language or because they have a SEND and require additional help understanding or completing tasks. You may be required to help individual pupils who do not require additional support, but where one to one teaching is necessary - for example, listening to pupils read aloud.
- The Teaching Assistant role will often involve supporting learning more generally, either by 'floating' and acting as additional support during class activities or by working with specific groups of pupils. Teaching Assistants at Plymouth College are expected to quickly become adept at identifying where in the class additional support is needed and there is often a degree of flexibility as Teaching Assistants and teachers work together to ensure that their time and energy is best spent in a way that optimises learning for the class.

#### Supporting pupils with English as a second language.

- At Plymouth College, children come from a range of different backgrounds and pupils whose first language is not English may need some additional support accessing their curriculum. Teaching Assistants are required to work with EAL pupils to support their needs.

#### Preparing the classroom for lessons.

- When working within the school, a key role of Teaching Assistants can be in preparing the classroom for lessons. This may involve a variety of activities such as photocopying worksheets, setting up art equipment, weighing out ingredients, preparing IT equipment, rearranging the furniture for a particular activity, and so on. This will be in discussion with the class teacher.





# JOB DESCRIPTION

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## CONTINUED

### Additional Elements

#### Helping on school outings or at school events and swimming.

- Teaching Assistants at Plymouth College may sometimes be asked to help support pupils beyond the classroom. This may be during lessons outside the classroom, sometimes within the school grounds or the swimming pool, or during official school trips, or at school events. In these circumstances, the role is more supervisory to ensure children are safe and accounted for, though may also involve finding ways to inspire learning in any situation so as to continue pupils' education no matter where you are working with them.

#### Child Protection and Safeguarding.

- Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-related. This means that they should consider, at all times, what is in the best interests of the child.
- You must comply with Plymouth College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

#### Early Years Foundation Stage

- To complete Paediatric First Aid (PFA) Training
- To act as a key worker to a group of children
- To complete the daily risk assessment
- to be responsible for planning, setting up and cleaning away activities in preschool.

#### Wraparound Care

- TAs may be required to lead wraparound care sessions (breakfast or after school) as part of their hours.

#### Additional Duties

The post holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

The post holder will also undertake to carry out any other reasonable duties commensurate with the post as directed by the Head/Deputy Head of Preparatory School

# PERSON SPECIFICATION

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**The successful candidate is likely to be able to demonstrate the following:**

## **Essential Skills**

### **Qualifications/experience.**

- Previous experience of working with children
- Good levels of literacy and numeracy, GCSE qualifications in Maths and English

### **Special Knowledge & Skills.**

- Organisational skills
- Good communication skills
- Ability to prioritise between different demands
- Ability to work to deadlines.
- Self-motivated and able to work in a team.
- Patient and friendly approach.
- Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.

## **Personal Qualities**

- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the college.
- Sensitivity and understanding, to help build good relationships with pupils.
- Ability to work in a way that promotes the safety and wellbeing of children and young people.
- Team player who can work with flexibility.

## **Desirable Skills**

- Previous experience of working with children within a classroom environment.
- 5 GCSE (or equivalent) or able to demonstrate equivalent knowledge, skills and aptitude.
- Further appropriate qualifications i.e. HLTA, SENDCo courses / training.
- Knowledge of issues relevant to education and child development
- Able to work without supervision.

## **Training**

- Prepared to undertake such training and professional development as required to stay abreast of legislation and developments relevant to the post.

## **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is provided to all staff at the College, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.*

## BENEFITS

- Employee Assistance Programme;
  - Life Assurance;
  - Use of school facilities such as the gym and sports centre, when available;
  - Eyecare Vouchers;
  - College funded CPD opportunities (formal and informal) on the recommendation of the line Manager
  - Lunch provided (term time only);
  - Parking (where available);
  - A staff fee remission for pupils attending the College (if required / relevant).
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## APPOINTMENT TERMS

All appointments are subject to

- The receipt of two satisfactory references (if these have not already been received)
- A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS.

Terms and Conditions of Employment:

- This is a Part-time, permanent role. Approx.30 hours per week. Term-time only (35 weeks/year).

On successful appointment there is a probationary period of six months.

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## HOW TO APPLY

To submit an application, please complete the official Plymouth College Application Form and send your CV, along with a covering letter detailing how you feel you meet the requirements of this role to [HR@plymouthcollege.com](mailto:HR@plymouthcollege.com).

**Closing date for applications is Tuesday 27th August 2024 at 09.00am (UK Time) Interviews are due to take place on the 5th September.**

*Plymouth College is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*

**Please note applications of CV alone will not be considered**

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[www.plymouthcollege.com](http://www.plymouthcollege.com)

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EDUCATE – EMPOWER – ENRICH