



The Manor
Preparatory School

APPLICATION PACK

TEACHING ASSISTANT EARLY YEARS



CLOSING DATE FOR APPLICATIONS
Wednesday 1 May 2024

INTERVIEWS WILL BE HELD ON
Wednesday 8 and Thursday 9 May 2024



The Manor

Preparatory School

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.

Within Pre-Prep, children are exposed to a stimulating and enriching curriculum supported by a team of exceptional Teachers and full-time Teaching Assistants. They are an integral part of the school and as the children progress through Pre-Prep they have increased opportunities for specialist teaching as well as the use of the school's facilities.

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.

In its latest ISI Inspection Report, The Manor was rated 'excellent' (the top grade the ISI now awards) in all respects. 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

Alastair Thomas
Headmaster



JOB DESCRIPTION

Job Title:	Early Years Teaching Assistant
Line Manager:	Head of Pre Prep

Primary Responsibilities:

Aims

1. Help establish a happy, positive, conscientious approach to activities inside and outside the classroom.
2. Create a warm, friendly and welcoming atmosphere.
3. Encourage children to be confident, independent and courteous.
4. Promote positive behaviour.
5. Promote and support teamwork.
6. Work with and under the direction of the teachers to support children's learning.
7. Provide the Teacher(s) with reliable, enthusiastic and sensitive support.

Areas of Responsibility

1. Assist with registration procedures as requested.
2. To contribute to daily planning and evaluation of learning activities and prepare activities both inside and outside the classroom.
3. Support the classroom work as directed by the Teacher(s) or Head of Pre-Prep by:
 - a) Supervising small group activities
 - b) Spending time with individual children, introducing basic classroom skills
 - c) Taking carpet sessions or story-time when requested
4. Help set up imaginative play areas.
5. Help to set up activities for each morning and help clear away, ensuring equipment and resources are clean and tidy.
6. Help create attractive displays of the children's own work.
7. To have Key Person responsibilities:
 - Develop warm and caring relationships with key children, in addition to building relationships with all the children in the Nursery
 - Settle new children into the setting
 - Build warm and friendly relationships with the parents of children in their key group by displaying empathy, discretion, care and regard for the individual



- Liaise with parents to ensure effective communication, with special regard to the children's personal, social and emotional development
 - Observe and plan the next steps for children in their care in conjunction with the Teachers
 - Help record the children's progress through individual profiles and contributing information to the children's reports and Parents' Evenings.
 - Help with Forest School and outdoor activities with the possibility of obtaining a Forest School Qualification.
8. Help:
- Share responsibility for the laundry
 - Supervision of snacks at mealtimes
 - Supervise rest time when required
 - Make sure bathroom areas are clean and assist children or change them as necessary.
9. Monitor classroom stock and replenish when necessary.
10. Share the responsibility for the Health and Safety in Nursery:
- Regularly check equipment to ensure it is safe and clean for children to use
 - Record and monitor accidents and incidents and keep Head of Pre-Prep informed
 - Provide comfort for the sick children and administer First Aid as appropriate
 - Administer medication, in accordance with the school's policies.
11. Offer all children equal opportunities and support all children's individual needs, including those with Special Needs and disabilities.
12. To be fully aware of the school's Safeguarding Policy and procedures and notify the Head of Pre-Prep and/or Deputy Head Pastoral of any concerns and to recognise that the safeguarding of children is our top priority.
13. Be aware of and implement all relevant policies and procedures outlined in the Staff Handbook.
14. Ensure confidentiality is maintained at all times.
15. Participate in staff training and insets.
16. Attend inset days and training courses to enhance professional development.
17. Attend team meetings.
18. Be available before the beginning of each term to allow for preparation (usually the 2 days before the start of each term).
19. Attend Parents' Evenings as requested.
20. Attend Open Mornings/Days as requested.
21. Be flexible and cover support within the Early Years department when other staff are absent.
22. Support students and supply staff as necessary.



General Teaching Duties

(Applicable to all Teachers, and to Teaching Assistants where appropriate)

Assessments and Reports

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils

Appraisal

- Participating in arrangements for the teacher's further training and professional development as a teacher

Review: Further Training and Development

- Reviewing from time to time the teacher's methods of teaching programmes of work.
- Participating in arrangements for the teacher's further training and professional development as a teacher; 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; there may be other days in the school year when staff are required for training with reasonable notice

Educational Methods

- Advising and co-operating with the Head and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

Extra-Curricular

- Take part in the School's programme of clubs

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 Children 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 meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements. These occur within contracted hours.

Cover

- Supervising and so far as practicable teaching any pupils whose teacher is not available to teach them

Public Examinations

- Participating in arrangements for preparing pupils for public examinations (including Common Entrance, ISEB and other 11+ tests, Key Stage tests and nationally standardised tests at any age) and in assessing pupils for the purposes of such examinations; recording



and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations

Management

- Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new and probationary teachers
- Co-ordinating or managing the work of other teachers
- Taking part, as may be required of the teacher, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School

Administration

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and material
- Attending and leading assemblies (if appropriate) in accordance with prepared rotas, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions

Other Duties

- Staff are expected to carry out other duties as reasonably requested by the Line Manager, Head or the SLT
- Undertake the responsibilities as a Form Teacher if required
- To carry out lunch and break time duties as timetabled or when necessary

Staff Handbook

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

Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It is inevitable that over time the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise this Job Description from time to time in consultation with the postholder.

Safeguarding

The Manor Preparatory 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, including checks with past employers and an Enhanced Disclosure from the Disclosure and Barring Service. We are an equal opportunities employer who welcomes applications from all sections of the community.

Safeguarding and promoting the welfare of children is everyone's responsibility and staff are expected to attend regular training sessions and to follow the school's safeguarding procedures.

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



The Manor
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How to apply

Before applying for this position, candidates should read our Safeguarding Children 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

Please note that we will require a scanned, signed copy of the Application Form.

Information provided will be administered under the school's Data Protection Policy and Privacy Notice Policy.

The Manor Preparatory School is committed to safeguarding and promoting the welfare of children, and applicants must undergo child protection screening, including checks with past employers and 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.

Safeguarding and promoting the welfare of children and young people is our highest priority. The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.



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

Life Assurance: Death in Service Payment

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 Bursar for further information.

Subsidised rates: For staff children at Extended Day, Clubs and Manor Fun.

Parking: Free staff parking on site at The Manor is permitted.

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.

Free Pension Advice: Teaching and support staff are entitled to unlimited free Pension advice.

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.

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 enclosed 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.
- 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.

Invitation to Interview

Please note, interviews may take place remotely if Covid restrictions apply.

What to bring to the interview

All candidates invited to interview must also bring with them:

1. A current driving licence including a photograph and paper counterpart or a passport or a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate, any documentation evidencing a change of name;
4. Where applicable, proof of entitlement to work and reside in the UK. Further information regarding the necessary documentary evidence can be found on the Home Office website. Alternatively, please contact Human Resources at hr@manorprep.org to discuss the requirements in more detail.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

5. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.
6. If the position you are applying for requires a mandatory professional qualification or membership you will need to produce your qualification and proof of professional membership at interview.

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.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon

- verification of identity and qualifications
- verification of right to work in the UK, where appropriate
- a satisfactory Enhanced DBS check and, if appropriate, a check against the Children's Barred List and the Adults' Barred List maintained by the DBS
- Where the successful candidate has worked or been resident overseas (including EEA teaching candidates), such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered. This shall include the candidate providing the School with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which s/he has worked
- receipt of at least two satisfactory references (if these have not already been received), including for internal appointments. All references should be provided by a senior person with appropriate authority, subject to the satisfaction of the School



- verification of professional status such as GTC registration, QTS Status (where required), NPQH
- evidence of satisfactory medical fitness
- Receipt of a signed Staff Suitability Declaration form showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance “Disqualification under the Childcare Act 2006 (July 2018)”
- satisfactory completion of the probationary period
- verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999), where relevant
- For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012
- For a candidate to be employed into a senior management position as set out within the School’s Recruitment, Selection and Disclosures Policy and Procedure, receipt of a signed “senior charity manager positions: automatic disqualification declaration” confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities
- If you are undertaking a management role, a check that you have not been prohibited from participating in the management of independent schools.

As part of Keeping Children Safe in Education 2022, your name will be investigated online as part of the recruitment process.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence and used as set out in the School’s Recruitment Privacy Notice and Data Protection Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the School etc.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

WARNING

Where a candidate is:

- found to be on Children’s Barred List, Adults’ Barred List or the Protection of Children Act List; or
- The Enhanced DBS disclosure shows s/he has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children,

the facts will be reported to the Police and/or the DBS.

References

We will seek the references referred to above for all shortlisted candidates, including internal candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

For internal candidates, formal written references may be sought from a senior person with appropriate authority.

All referees will be asked if the candidate is suitable to work with children.

The School will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.



Criminal Records Policy

The School will refer to the Department for Education (“DfE”) document, ‘Keeping Children Safe in Education’ and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

Any offer of employment is conditional upon the School obtaining an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory. The School applies for an Enhanced check for Regulated Activity from the DBS (which includes a check of the Children’s Barred List) in respect to all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application, you will be required to complete an online DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS.

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.