

## **Commitment to Safeguarding**

As Badminton School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. The cost of application will be met by the School.

Badminton School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and are required to adhere to the School's Safeguarding Policy and related procedures. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, he or she must report any concerns to the Designated Safeguarding Lead or other appropriate person as set out in the Policy.

All posts in the School are offered subject to the receipt by the School of satisfactory references, verification of qualifications cited by candidate and proof of a right to work. As these checks can take some time to complete, candidates are advised to disclose any possible impediment to appointment at the time of interview, as failure to do so could result in an appointment not being confirmed, or being rescinded. All appointments in the School are offered subject to the completion of a satisfactory probation period.

## **The School**

Badminton is a leading independent school for girls. Founded in 1858, the school occupies an attractive 15 acre campus in the north-west of Bristol and admits girls from age 3 - 18. There are approximately 330 girls in the Senior School, which can accommodate up to 200 boarders. In the Junior School there are 130 girls, the majority of whom are day pupils.

As a Boarding School, Badminton operates a busy campus seven days a week and all support services and departments therefore work on all seven days to provide a full support service to pupils and staff. Campus facilities are extensive, enhanced hugely by the completion in 2018 of our new state of the art Sports Centre. During the School holidays, the campus is used for a wide range of educational and commercial activities and this results in an all year round operation.

## **The School's Vision and Values:**

*"Badminton provides the best preparation for girls living and working in a global society"*

### **Values:**

- To provide an education which nurtures intellectual curiosity and which is challenging and fun, balancing academic excellence with fulfilment of individual potential in the arts, sport and extra-curricular activities.
- To provide pastoral care which teaches respect and tolerance for the whole community and requires each girl to take responsibility for herself and others. To create opportunities for every girl to make a contribution to the well-being of the School and genuine mutual support.
- The international mind-set of the School aims to create an awareness of the needs and concerns of society at local, national and global levels.
- Badmintonians leave the School as curious, confident and courteous individuals who will thrive in a competitive, global society.
- Badminton respects the past and looks to the future, ensuring good stewardship of the Badminton name, the campus and the School's world-class reputation.

### **The Junior School**

At Badminton Junior School we accept girls into Little Acorns as soon as they turn three. They then move into our Reception class in the September after their fourth birthday.

When in Little Acorns and Acorns Reception the children are referred to as being in the Foundation Stage. The Early Years Foundation Stage (EYFS) is the stage of education for children from birth to the end of the Reception year. It is based on the recognition that children learn best through play and active learning.

Whilst the Acorns are largely taught by their class teacher, the Juniors receive specialist subject teaching. The girls also benefit from language lessons taught by Senior School teachers which include French, Latin, German and Spanish.

Most visitors to the Junior School comment on the relaxed and friendly atmosphere that they encounter when they first arrive and we all do our very best to ensure that this first impression is carried on throughout their time in the Junior School, whether they be parents, pupils or guests.

Whilst we have high expectations of ourselves and our pupils, we do not allow this to overcome our desire to nurture and develop our pupils in a supportive and relatively relaxed environment. We firmly believe that girls learn best when they are happy and we endeavour to ensure that the teaching in the Junior School is fun, inspirational and, at times, challenging.

Badminton Junior School benefits in many ways from sharing the Senior School site. We have the use of the all-weather pitches for our Games lessons which include hockey, netball, tennis and rounders and also use the gymnasium for PE and Dance. The girls attend two swimming lessons a week in the indoor swimming pool which is adjacent to the Junior School.

The staff at Badminton Junior School appreciate and value the benefits of working as a team in a supportive environment. We aim to be a dynamic and forward-looking school and we understand that everyone has a role to play in achieving this goal.

Whilst academic rigour is expected from all teachers, pastoral care is also exceptionally important and we expect every member of staff to demonstrate a commitment to this aspect of their role.

### **Key Responsibilities for the Teaching Assistant and Late Stay Supervisor at Little Acorns include:**

The Teaching Assistant role involves supporting the quality of teaching and learning in the Junior School and you will be expected to act as Key Worker for up to eight Little Acorns. This will be combined with the role of Late Stay Supervisor whose purpose is to organise and supervise after school care for pupils in the Acorns.

### **Accountability:**

The Teaching Assistant and Late Stay Supervisor is line managed by the Head of the Junior School. All Support Staff are responsible to Deputy Heads, the Director of Finance and Operations and ultimately to the Head.

### **Teaching and Learning**

- To assist in the educational and social development of pupils under the direction and guidance of the Early Years Co-ordinator and Head of the Junior School
- To act as Key Worker for a designated group of pupils.
- To be involved with planning and preparation of lessons and activities, the management of resources and compilation of assessments, records and reports as deemed necessary by the Early Years Co-ordinator.
- To share the responsibility for pastoral care of the children and be familiar with the Rewards and Sanctions Policy
- To co-operate with other members of staff, sharing information, ideas and expertise
- To attend relevant staff meetings which may, at times, be outside a normal school day if given reasonable notice by the Head of the Junior School

- To participate in the staff development programme and attend relevant INSET and other training days
- To assist with cover for absent colleagues as directed by the Head of the Junior School
- To promote good relationships between staff and parents
- To establish and maintain a positive regard towards pupils

#### **Administrative Duties**

- To plan and assess learning activities for Little Acorns pupils with other Key Workers
- To plan an appropriate programme of after school activities and keep a register of attendance
- To undertake other duties from time to time as the Head of the Junior School requires

#### **Standards and Quality Assurance**

- To support the aims and ethos of the school
- To set a good example in terms of dress, punctuality and attendance
- To keep up to date with First Aid directives
- To follow the Health and Safety policy and all other school policies as appropriate

#### **Specific Tasks**

- Individual work with pupils as required
- Helping Little Acorns change for swimming and PE, before and after lessons
- Supervision of Little Acorns during the second half of lunch (12:45 pm to 01:15pm)
- Supervision of Late Stay from Little Acorns to Year 2 (3.30 p.m. to 5:45 pm daily)
- To assist with supervision of pupils out of directed lesson time
- Assisting staff on school trips

**This is not an exhaustive list of tasks. The post-holder will be expected to adopt a flexible attitude towards these duties, which may have to be varied subject to the needs of the School.**

**Further details of the responsibilities and duties of staff may be found in the Staff Handbook. This job description is subject to regular discussion and review.**

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**Education and qualifications**

Applicants must have appropriate academic qualifications for the role which must be a minimum NVQ Level 3 or equivalent.

**Classroom Experience**

Applicants should have experience of working in an early year's environment within a nursery or school.

**Knowledge and understanding**

Applicants should demonstrate a clear understanding of the Early Years Foundation Stage in all its aspects.

**Teaching and learning**

Applicants must be caring, proactive and motivated to work with young children. They should be able to form and maintain appropriate relationships with parents and the girls in their care and establish clear personal boundaries. They will be expected to meet with parents in order to provide progress updates and produce termly written reports.

**Personal qualities**

Applicants will be personable, of smart appearance and have good social skills. They will be organised, punctual and efficient in organising their workload and managing their time effectively. They will be competent in the use of IT. They will work well in a team and be responsive to advice and guidance.

You will be bright, personable, hard-working and well-presented, with the utmost integrity. All applicants are expected to share the School's vision of the benefits that single sex education provides.

In addition to the above, the successful applicant will be expected:

- To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with
- To be supportive of and committed to the School's policies on Safeguarding
- To be supportive of the School's policies on Equal Opportunities
- To be mindful of their personal responsibilities relating to Safety, Health and the Environment
- To be mindful of the need to treat all sensitive information relating to pupils, fellow employees and the business of the School as confidential
- To be accepting of the need to follow all other School policies and procedures as appropriate and relevant to their post

**BADMINTON SCHOOL**  
**Appointment of Teaching Assistant and Late Stay Supervisor**  
**About your Application**



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Candidates should complete and return the Application Form and letters of application addressed to the HR Manager, to reach the School by **9.00pm on Monday 26 August 2019**. **Interviews will take place week on Friday 6 September 2019**.

All sections must be completed, including the names and addresses of two referees, one of whom should be your current employer (if applicable) and a full education and employment history.

All applicants will be asked the reason for leaving previous roles if this is not explained on the application form. Applicants will be asked to confirm that they have not been disqualified from working with children.

**In the education sector, we have a responsibility to safeguard young adults and children in our care. Under current legislation, we are required to obtain full employment and education history including dates, as such please ensure that any gaps in your employment history since the age of 16 years are explained. Failing to do this will cause unnecessary delays in the processing of your application.**

Please submit your application by email or on single-sided sheets of **A4** paper held together with a single paper clip (no staples) since multiple copies will be made. **We do not accept/review curriculum vitae so please do not enclose this.**

**It is School policy that we write for employment references during the selection procedure and we may approach any previous employers for information to verify particular experience or qualifications, before interview.**

We would be grateful if you could complete the monitoring form and return this along with your application. Please address your envelope **for the attention of the Human Resources Department** or email it to: [HR@badmintonschool.co.uk](mailto:HR@badmintonschool.co.uk).

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All posts in the School are offered subject to the receipt by the School of satisfactory references, verification of qualifications cited by candidate and proof of a right to work. As these checks can take some time to complete, candidates are advised to disclose any possible impediment to appointment at the time of interview, as failure to do so could result in an appointment not being confirmed, or being rescinded. All appointments in the School are offered subject to the completion of a satisfactory probation period.

The School strives to contact all unsuccessful applicants to let them know that their application has not been successful. It is the School's policy not to provide individual feedback to candidates on why an application has not been successful

The School underwent an ISI Regulatory Compliance Inspection in April 2018; the full report is available via a link from our website [www.badmintonschool.co.uk](http://www.badmintonschool.co.uk) or from the ISI website [www.isi.net](http://www.isi.net). We hope that the report will enable you to understand more about Badminton School and encourage you to submit an application.

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Thank you once again for your interest and we look forward to receiving your application.

## **Salary**

Badminton operates its own pay scale. Staff joining Badminton School are assimilated on to the Badminton Scale at a point appropriate to their qualifications and experience and the post to which they are appointed. The School offers membership of a contributory pension scheme and has a contractual sick pay scheme.

This is a term time only role. The salary will include four weeks' paid holiday pro rata as paid holiday, which should be taken during published School holidays. Bank holidays which fall in term time are normal working days. The standard hours are 12:45p.m – 5.45 p.m. Monday to Friday. A flexible approach will be required as there will be a requirement to work occasional evenings or weekends from time to time, for which equivalent time off in lieu will be given.

Actual salary will be in the range £9,455 - £10,400 per annum (Full time salary in the range £20,000 - £22,000 per annum), subject to relevant skills and experience.

The post-holder is entitled to paid holiday per annum (pro rata based on the full time entitlement of 25 days) as well as the statutory holidays (pro rata). As you are not entitled to take this holiday allowance within your contracted working weeks, payment for both the contractual and statutory holiday entitlement elements are included within the overall annual salary payment (detailed above).

Notice period (following a probationary period of 6 months): 8 weeks.

## **Other benefits**

- Free lunch is currently available in the School Dining Room
- Free onsite parking
- Fee remission scheme for staff whose children attend the School
- There is limited but free access to the School's swimming pool and fitness suite
- Pension: The School operates a Royal London Group Personal Pension Plan. Salaried members of staff may choose to join this scheme, which is a contributory scheme to which the School will contribute 10% of your salary if you contribute 5% of your salary. Staff who do not wish to join the scheme at these contribution rates will be auto-enrolled (if eligible) in line with Government legislation (in which case the contribution rates will be 8% and 3% respectively, as at April 2019).

## **Offer of the Post**

The post becomes vacant on 1 September 2019.

The offer of a post will be made subject to satisfactory written references, health declaration and enhanced DBS check.

Further information about Badminton School can be found on the school website:

[www.badminton-school.co.uk](http://www.badminton-school.co.uk)

Thank you once again for your interest and we look forward to receiving your application.

July 2019