

# Information for applicants to non-teaching posts at Tiffin **TEACHING ASSISTANT**



Thank you for your interest in this post. I do hope that in reading this information about the post and School, and by looking at our website, you will feel inspired to submit an application. With a vibrant and friendly staff, and a location close to Kingston town centre, Tiffin is an excellent school to work in. I look forward to receiving your application.

**Mike Gascoigne, Headteacher**

## **The Post: Teaching Assistant(s)**

Due to growing needs, the SEND department is expanding. The SEND picture at Tiffin school looks slightly different to other mainstream schools in the area: 4% of the school's cohort is on the SEND register compared with a national picture of 12.2%, but this is rapidly growing. We have also seen significant growth in the number of students with EHCPs over the last couple of years. Of that 4%, the majority have either a Communication and Interaction (C&I) need, or a Social, Emotional and Mental Health (SEMH) need as their primary diagnosis. This is predominantly students with high-functioning ASC, and ADHD/ADD, although we also have an increasing number of students with physical impairments (namely visual & hearing).

Over the last couple of years the Learning Support Department has significantly grown. Led by our SENCo, we have a team of 3 teaching assistants, who work to promote excellence in our students both academically and pastorally, in and out of the classroom. We also have a Therapeutic Practitioner on the team who supports students with SEND in their mental well-being. Each TA takes on responsibility for being a key worker for high need students, which ensures continuity of support and excellent parental and external agency relationships. Whoever joins our team should be passionate about providing outstanding support and be flexible and positive in their approach to all situations.

### **What the role involves:**

The Teaching Assistant role involves supporting students, assisting the class teacher, helping to maintain a productive & positive learning environment and assisting with administration. You may be required to provide ad-hoc or dedicated 1:1 support to specific students and also to provide whole-class support in lessons, as well as transition times.

## **Tiffin School: Introduction and Background**

Tiffin School is one of the foremost boys' selective schools in the country with a large mixed Sixth Form. It is located in the centre of Kingston upon Thames. Its origins date back to 1638, and it has occupied its current site in the heart of Kingston since 1929. Today, Tiffin School is one of the leading state schools in the country, educating pupils from Kingston and its surrounding areas in South West London. The School attracts pupils from a wide range of diverse backgrounds, and is judged to be outstanding by Ofsted.



The School is highly acclaimed for its ethos of combining the outstanding academic achievement of a traditional grammar school environment, with a wide offering of activities particularly in sport and the performing and creative arts. This is captured in the School's vision statement "Inspiring students to engage, aspire and excel."

## Tiffin's Location: Kingston upon Thames



The School's Kingston town site provides all of its teaching and learning facilities and some sports facilities. The School is very fortunate to also have extensive playing fields in Hampton Court, where sport is played every afternoon, and at weekends, and its own boathouse in Kingston. Tiffin is located a 5 minute walk from the town centre, and railway and bus stations, and is easy to travel or commute to: there are regular suburban trains to London Waterloo via either Wimbledon, or Richmond, and buses from Kingston travel to all parts of West and South London. We are close to Richmond and Bushy Parks and the Surrey

countryside. Our sports ground is beautifully situated with the River Thames and Hampton Court Palace very close by.

## School Facilities

The School has very good facilities which have been developed over the years. The centre of the School is arranged around a garden that has the original 1929 building matched with the iconic and award winning, superb Learning and Resources Centre (LRC) built in 2004 which represents the spirit of independent learning and study that is at the core of a student's development. The School is continuing to follow its master plan for the development of the site. In March 2018 we opened our fantastic new £3m extension, containing new kitchens and dining facilities, 5 new classrooms, and a new Sixth Form centre. In 20 21 we completed a £2m extension to our Sports Centre, providing new fitness and changing facilities. In addition, our playing fields at Hampton Court provide extensive playing facilities for rugby, cricket, cross country and football, and our boathouse, which we



run in partnership with Kingston Rowing Club, is by the Thames near the centre of Kingston. We are most fortunate to have such facilities available that allow us to provide a range of sporting opportunities for our students and also provide a source of funding through third party lettings in the evenings and at weekends.



The School site in Kingston houses our excellent Sports Centre and Multi Use Games Area. We have now begun construction on a £2m extension to our Sports Centre, providing new fitness and changing facilities. In addition, our playing fields at Hampton Court provide extensive playing facilities for rugby, cricket, cross country and football, and our boathouse, which we run in partnership with Kingston Rowing Club, is by the Thames near the centre of Kingston. We are most fortunate to have such facilities available that allow us to provide a range of sporting opportunities for our students and also provide a source of funding through third party lettings.



## Professional Development

Tiffin invests in its staff through both internal and external professional development. Yet we also give a trust to our staff, as professionals, to carry out their job with the minimum bureaucracy necessary. All staff undergo induction. In all aspects of the support and administrative life of the School, Tiffin is fortunate to have a dedicated and committed support staff that allow the School to operate in such an effective way.

## Staff and their Welfare

There are at present about 75 teaching staff and 60 non-teaching staff at Tiffin. The School is a most friendly place to work, and there is an excellent and vibrant mix of both experienced and newer staff. It is a place where young staff can learn and progress, or older staff can hone their talents. There is a very good camaraderie among the staff, helped by the socials and events which are organised. Welfare of staff is a key concern of the management. We have our own salary scales which reflect the local government scales for Outer London, and non-teaching staff are able to join the Local Government Pension Scheme. Where the type of work requires it, uniform and Personal Protective Equipment will be made available.



### **Safeguarding of Children**

REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1974 (AS AMENDED IN 2013)

Tiffin School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974. Applicants must therefore provide information about all: convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions, criminal investigations that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

## **Equal Opportunities**

Tiffin School is an equal opportunities employer and its policies, including the need to guard against false assumptions based on an applicant’s sex, race, colour, nationality, ethnic or national origins, disability, religion, age, marital status, working pattern, sexual orientation or gender reassignment, are followed at all stages of the selection procedure.

### **How to Apply**

Only fully completed application forms received by the stated deadline for applications will be accepted as valid applications. CVs will not be accepted as applications.

Closing date: Noon on Friday 1<sup>st</sup> July