

#BEMOULSFORD

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 **MOULSFORD**

*be our new...*  
**KS2 TEACHING ASSISTANT**  
TO START SEPTEMBER 2024





# WELCOME

Thank you for your interest in the role of Teaching Assistant at Moulsford Prep School.

Moulsford is a thriving independent day & boarding school of 370 pupils aged 3 to 13 years, set in tranquil and picturesque grounds on the banks of the River Thames in South Oxfordshire.

At Moulsford, the message is straightforward. We want our pupils to receive the broadest possible education, while remembering that they will learn best when happy and settled.

Founded in 1961, this is a particularly exciting period in Moulsford's development, with a new state-of-the-art Pre-Prep building, which opened in September 2022 and a recent announcement that we will be taking the next step towards full co-education by accepting girls into Year 3 in the Prep School from 2026.

Moulsford offers a fantastic working environment, placing great emphasis on staff wellbeing and morale, as well as having a culture of career development.

I look forward to welcoming you to Moulsford soon.

*Ben Beardmore-Gray.*

**Ben Beardmore-Gray**

Headmaster







# THE SCHOOL

Moulsford Prep School is situated on an idyllic 30-acre site on the banks of the River Thames.

Our Prep School (age 7 – 13) delivers an outstanding all-boys education. In September 2023, our Pre-Prep (age 3 – 7) became co-educational, giving girls of pre-prep age the opportunity to benefit from a Moulsford experience. From September 2026 girls will be able to join from Year 3 and progress through the School year on year.

Moulsford aims to nurture the whole child, providing opportunities for each individual to develop their talents and abilities. The culture is one of achievement within a vibrant learning environment, ensuring positive reinforcement at all levels of ability. The School has high academic expectations of the pupils and excellent teaching ensures that they move to their Senior Schools extremely well prepared.

Great emphasis is also placed on the extra-curricular side of School life. Forest School, Sport, Music, Art, Drama and river-based activities play a prominent role in the pupils' timetable. Sport at Moulsford is particularly strong with the major sports being rugby, football, hockey and cricket.

There are currently 370 pupils at the School from Pre-School to Year 8. Moulsford is predominantly a day school, but has a boarding house for up to 35 boys; mainly in Years 6, 7 and 8. The School week runs from Monday to Friday, and there are also a number of sports fixtures which take place on Saturdays. There is neither Saturday School nor boarding on Friday night or at the weekend.

From Moulsford, the boys go on to a wide variety of senior schools via Common Entrance or Scholarship at 13+. These include: Abingdon, Radley, Marlborough, Wellington, Magdalen College School (Oxford), Eton, St Edward's (Oxford), Pangbourne, Harrow, Shiplake, and The Oratory.

The Headmaster is Ben Beardmore-Gray who took up post in September 2014. Ben was previously Headmaster of Mowden Hall (Northumberland), Deputy Head of Farleigh (Hampshire), and started his teaching career at Ludgrove (Berkshire). He is also on the Council of Cheltenham College, Chair of District 10 of the Independent Association of Prep Schools (IAPS), a Director of the Independent Schools Examination Board (ISEB) and a mentor and coach to other Heads.





# THE ROLE

## TEACHING ASSISTANT

**LINE MANAGER:** Head of Year

**HOURS OF WORK:** Either full-time or part-time, term-time only

**TIMES OF WORK:** To be discussed at interview

**SALARY:** Dependent on experience & qualifications, commensurate with industry standards

This is an exciting opportunity to join a thriving Prep School as a Teaching Assistant.

We are seeking an enthusiastic, hard-working, and flexible Teaching Assistant to provide invaluable support to Key Stage 2 teachers and pupils.

The purpose of the role is to support the boys learning and assist them in reaching their academic potential by inspiring them, encouraging them and developing their curiosity and knowledge. You will also support the development of their personal and social skills and ensure their safety and well-being at all times.

This role would suit a proactive and committed individual who has previous experience of working with children. Excellent interpersonal skills will be required to form effective working relationships with people at all levels of the School. Enthusiasm and reliability are crucial.





# MAIN RESPONSIBILITIES



## TEACHING:

- Assist in the educational and social development of pupils under the direction and guidance of the class teachers
- Assist the teaching team in implementing individualised, developmentally appropriate activities
- Assist in the implementation of Individual Education Programmes for students and help monitor their progress
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities
- Support students with emotional or behavioural problems and help develop their social skills
- Look for opportunities during interactions to extend learning and act on them
- Observe the children at work, log outcomes of observations and work with small groups supervising practical activities
- Build and maintain relationships with parents
- Ensure the health and safety of children and staff is maintained during all activities, both inside and outside the setting

## ADMINISTRATION:

- Assist class teachers with maintaining student records
- Prepare and present displays of children's work
- Assist the teaching team in preparing materials and arranging the physical environment according to principles of child development and the individual strengths, interests and educational goals of each child
- Support class teachers in photocopying and other tasks in order to support teaching
- Undertake other duties from time to time as the class teacher requires

## PASTORAL DUTIES

- Promote the general progress and well-being of individual pupils
- Liaise with appropriate staff to ensure the correct implementation of the school's pastoral systems
- Alert appropriate staff to problems experienced by pupils and make recommendations as to how these may be resolved
- Provide a supportive social and emotional environment for children, parents and staff
- Attend to the personal needs of pupils as required and assisting in the maintenance of a healthy, safe and hygienic environment

## STAFF DEVELOPMENT

- Attend staff meetings
- Participate in the School's Continual Professional Development arrangements

## OTHER:

- Have a commitment to the importance of promoting and safeguarding pupils' welfare
- Operate at all times within the stated policies and practices of the school
- Contribute to the promotion of positive relationships and a positive ethos within the classroom
- Set a good example in terms of dress, punctuality and attendance
- Take part in marketing and liaison activities such as Open Days
- Provide cover work in the event of staff absence
- Supervise children during breaks
- Supervise and assist on excursions

**NB The successful candidate should be flexible in their approach to duties. The above is not an exhaustive list and you may be required to undertake other duties as required by your Line Manager or the Head. The job description may be amended to meet the needs of the School, in consultation with the post holder.**

# PERSON SPECIFICATION



ESSENTIAL CRITERIA		DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"><li>• Previous experience of working with young children</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of the KS2 curriculum</li></ul>	Application & Interview
SKILLS & ABILITIES	<ul style="list-style-type: none"><li>• Excellent communication and observational skills</li><li>• Good organisational and record keeping skills</li><li>• The ability to inspire and enthuse young children by using resources imaginatively</li><li>• Energy, resourcefulness, responsibility, patience and a caring nature</li><li>• Ability to work independently with children, as well as being able to work in the wider school team</li></ul>	<ul style="list-style-type: none"><li>• ICT skills, although training will be given</li><li>• Keen sense of humour</li></ul>	Application & Interview
EDUCATION & QUALIFICATIONS	<ul style="list-style-type: none"><li>• Qualified to GCSE Grades C and above or equivalent to include English and Maths</li></ul>	<ul style="list-style-type: none"><li>• Level 2 or Level 3 teaching assistant qualification</li></ul>	Application
OTHER	<ul style="list-style-type: none"><li>• A professional, flexible and proactive attitude</li><li>• Supportive of Mouldsford's ethos and strategic objectives</li><li>• Flexibility to work calmly and reliably in a busy School, both in a team and independently, with energy, initiative and cheerful enthusiasm</li><li>• Ability and willingness to go beyond own responsibilities to help others at busy times and to work outside normal hours as required, e.g Open Events etc</li><li>• As with all staff, responsible for promoting and safeguarding the welfare of any children and young persons with whom they come into contact in accordance with School policies</li></ul>		Interview





# STAFF BENEFITS AT MOULSFORD

## LOCATION

Moulsham is situated on the banks of the Thames between the market towns of Wallingford and Pangbourne, in a designated Area of Outstanding Natural Beauty. Oxford, Reading and Henley are located 18, 16 and 15 miles away respectively. There are direct trains to London Paddington from Didcot (8 miles), and a 'stopping' service from Cholsey (1 mile). The School has roughly 100m of river frontage and staff are able to use the watersports facilities outside of school hours.

## PENSION

All employees are eligible to join a staff pension scheme.

## IN-HOUSE CATERING

Making sure our students and staff are well fuelled for a busy day at school is key and food is very important at Moulsham. Our in-house catering team ensures that staff enjoy complimentary good quality, healthy and balanced meals every day. They also cater for all types of diets and allergens.

## THE BARN FITNESS CLUB

The School offers complimentary full gym membership for all employees at The Barn Fitness Club in Cholsey.

## WELLBEING

Great emphasis is placed on staff wellbeing and morale and we firmly believe in creating the right work/life balance for all at Moulsham. Many staff are trained in Mental Health First Aid and culture of mutual support for colleagues is encouraged and fostered. Social events for staff take place throughout the year.

## CONTINUING PROFESSIONAL DEVELOPMENT

All employees are encouraged and supported with access to regular Continuing Professional Development.

## SALARY

Competitive salary offered dependent on experience and qualifications, commensurate with industry standards.



# APPOINTMENT PROCEDURE AND KEY DATES



Applicants should submit the following:

- A one-page letter of application.
- Completed Application Form. CVs are welcome alongside the Application Form.
- References will be taken prior to interview unless indicated otherwise.

To download a copy of our application form, please [click here](#).

## KEY DATES

Closing Date for applications is 26<sup>th</sup> June 2024

Initial Interviews will take place week commencing 1<sup>st</sup> July 2024.

Moulsford is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offers of appointment are subject to the completion of pre-employment checks including an Enhanced DBS check and satisfactory references.

Registered Charity No 309643





# MOULSFORD

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