

**The Ashcombe School**

**Post  
of  
Teaching Assistant**

**Details**

**June 2018**

## Post of Teaching Assistant

Thank you for your expression of interest in the post of Teaching Assistant.

The Ashcombe School is a large comprehensive school which caters for 1500 pupils between the ages of 11-18. The main purpose of a Teaching Assistant is to provide support to pupils with educational needs.

As part of the SEND team, you will be working with teachers and support staff assisting students with educational needs, enabling them to achieve maximum access to the national curriculum. You must be able to communicate effectively with young people, be flexible and empathetic and enjoy working in a busy environment.

The hours are Monday - Friday 9am–3.30pm, term time only (39weeks). It is a fixed term post until 31 August 2019. The salary is Pay Scale S4. Actual salary is £11,889.67 p.a. (full time salary range is £16,737 to £19,580 p.a.)

Please find details of the job description and person specification overleaf.

If you would like to find out more about the post, please do contact Joanna Parish SENCo, on [hr@ashcombe.surrey.sch.uk](mailto:hr@ashcombe.surrey.sch.uk)

Applicants should submit the school application and recruitment monitoring forms to [hr@ashcombe.surrey.sch.uk](mailto:hr@ashcombe.surrey.sch.uk) and may also submit a supporting statement of no more than two sides. Curriculum vitae may be attached if desired, but all relevant information should be included in the form or in the statement. Your supporting information should refer to the details contained within and should state why you believe you are suitable for this post. You may wish to use the headings provided in the person specification. Please describe any involvement with the education or training of young people.

Visit our website [www.ashcombe.surrey.sch.uk](http://www.ashcombe.surrey.sch.uk) for information about the school. In particular, in the “About the School” section, there is a range of information including “Information for prospective staff”.

### Information about the school

The Ashcombe School is a comprehensive school for pupils of all abilities between the ages of 11 and 18, which has recently converted by forming a Multi Academy Trust, South East Surrey Schools Education Trust, as a partnership with 2 other like-minded schools to keep the ethos of the school the same.

There are approximately 60 support staff employed by this large comprehensive school, working in the three main areas of curriculum, administrative and premises support.

The closing date is Wednesday 27<sup>th</sup> June 2018 at 4pm with interviews planned for the week beginning 3<sup>rd</sup> July. Candidates selected for interview will be notified by telephone. We do not contact candidates who are not shortlisted.

An appointment may be made before this date if an early applicant proves suitable.

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service (formerly Criminal Records Bureau).*

## Job Description for Teaching Assistant

**Job title:** Teaching Assistant

**Job Purpose:** As a member of the support staff within the school, to be directly responsible to the SEN Officer to ensure access to the curriculum and special provision for pupils with special educational needs.

**Accountable to:** SENCo

**Accountable for the following:**

| <i>Key Accountabilities under the direction of the SENCo and class teacher:</i>    | <i>Key Tasks</i>   |
|--|--|
| 1. Planning activities and resources   | <ul style="list-style-type: none"> <li>• Participate in the planning of a range of activities for a group or an individual</li> <li>• Prepare and adapt teaching materials, equipment etc. which facilitate the pupils' access to the curriculum</li> <li>• Ensure resources prepared are available to all staff through efficient storage, filing and retrieval systems</li> </ul>  |
| 2. Assisting in classroom management   | <ul style="list-style-type: none"> <li>• Assist in the preparation of the classroom, the reception of pupils, the organisation of materials and the checking and clearing of the classroom</li> </ul>  |
| 3. Supporting students in the SLC/Inclusion and Internal Exclusion                 | <ul style="list-style-type: none"> <li>• Assist in preparation of the room</li> <li>• Provide emotional and academic support for students in this space, recognising the individual needs of the given students.</li> <li>• Support the behaviour expectations in both areas and follow the school guidance</li> </ul>   |
| 3. Giving individualised support to pupils   | <ul style="list-style-type: none"> <li>• Assist in meeting the pupils' needs for encouragement and reassurance</li> <li>• Attend to pupils' personal requirements and physical care, encouraging independence at all times</li> <li>• Ensure that the planned programme of activities is implemented; undertake specific tasks with individuals or small groups of pupils</li> <li>• Take the initiative in assisting pupils with setting and reviewing their personal targets; carry out individual interviews</li> </ul> |
| 4. Monitoring and recording progress of pupils                                     | <ul style="list-style-type: none"> <li>• Implement procedures for the monitoring, assessment (including carrying out relevant tests of literacy, spelling etc.) and recording of pupils' progress</li> <li>• Contribute, where appropriate to any multi-disciplinary discussion of pupils' needs / progress, and contribute to informal and annual reviews</li> </ul>  |
| 5. Ensuring professional understanding and personal development in the area of SEN | <ul style="list-style-type: none"> <li>• Participate in relevant staff development activities</li> </ul>   |

This is a description of the main duties and responsibilities of the post at the date of issue. The duties may change over time as requirements and circumstances change. The person in post may also have to carry out other duties as may be necessary from time to time and would be expected to undertake any reasonable task, as directed by their Line Manager.

## **PERSON SPECIFICATION**

In selecting candidates for interview and eventual selection, the Governors will be looking for people with relevant education, experience, job-related knowledge, aptitudes and skills, and many of the personal qualities listed below. The Governors welcome applications from people who consider that they could meet most if not all of the requirements listed.

### **EDUCATION / QUALIFICATIONS**

- Some evidence of Further Education (e.g. A level, college course etc.)
- GCSE C equivalent in English and Mathematics

### **EXPERIENCE (desirable but not essential)**

- Experience of working with teenagers
- Experience of working in a school
- Experience of working with a team of people

### **JOB RELATED KNOWLEDGE, APTITUDE AND SKILLS**

- A keen interest in children as individuals, in how they learn, and in a collaborative approach to learning
- Knowledge of or a keenness to develop knowledge of
  - how pupils learn
  - effective teaching strategies to support learning
  - what difficulties pupils can have in learning
  - use of diagnostic tests
  - effective strategies to address the specific learning difficulties of individuals in school
- Knowledge or commitment to developing knowledge of ICT skills (word processing etc.)
- Ability to work well with teachers
- Ability to relate well to pupils of secondary school age on a one to one basis and in small groups
- Organisational skills for maintaining and filing resources
- Organisational skills for directing pupils in their learning
- Effective oral and written communication
- Creative skills for producing resources

### **PERSONAL QUALITIES**

- Flexibility and adaptability
- Empathetic
- A sense of humour and perspective
- Willingness to learn
- A capacity for hard work and the ability to manage its pressures
- The ability to be self-critical
- An ability to establish good working relationships with a wide range of people including students, parents, governors and colleagues
- Remain calm under pressure