



# The Henry Box School

Founded 1660

Headteacher **W J Hemmingsley**  
BA (Hons) MA NPQH

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**LEARNING AND TEACHING ASSISTANT (LEVEL 2), INCLUSION TEAM**  
**GRADE 4 £17,007 - £17,391 (pro rata)**  
**Required from September 2018**

Dear Applicant

Thank you for your interest in the post of Learning and Teaching Assistant (Level 2) at The Henry Box School. We are looking to appoint a Learning and Teaching Assistant (Level 2) to join our Inclusion Team to support students with Special Educational and Additional Needs in their learning. Applicants should have experience of working with children in a learning environment to join our enthusiastic and dedicated team. Excellent literacy, numeracy and ICT skills are required.

The Henry Box School is a successful, thriving mixed comprehensive school of over 1200 students situated on Church Green in the historic market town of Witney. The school was founded in 1660 by local man, Henry Box, and the beautiful original school building is still in daily use in the centre of our attractive site. We are proud of our history and tradition and very excited about our future. The school was inspected by Ofsted in November 2017 and was judged as 'good' in every category. The GCSE examination results in 2017 were excellent, with 'A' Level results above the national average.

At Henry Box, we are fortunate to have fantastic staff, both teaching and support, and students who have positive attitudes and are keen to learn. Students and staff enjoy respectful relationships, and above all we are a very happy school. Professional Development is central to our work and we offer opportunities and support for all staff to develop their skills. From our excellent NQT programme through to our 'Future Leader' programme, we are committed to recruiting and retaining the best. Being the lead school in our multi academy trust, we can also offer the opportunity for colleagues to develop their careers beyond one school if this is their area of interest.

The Henry Box School is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment will be subject to enhanced DBS clearance, satisfactory references and other relevant pre-employment checks.

If you are interested in working in a forward thinking organisation, then Henry Box could well be the place for you. Our commitment to learning, leadership and literacy can found in our latest Ofsted report [here](#)

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If you decide you want to be part of our dynamic team, we look forward to receiving your completed application form. In the meantime, if you have any queries about this role, please contact The HR Manager on 01993 848166 Monday – Friday 8.00am – 4:00pm (term time only) (email [jobs@millacademy.co.uk](mailto:jobs@millacademy.co.uk))

Further information about the post is given below.

Yours sincerely



W J Hemmingsley  
Headteacher

## **JOB DESCRIPTION**

**POST: Learning and Teaching Assistant (Level 2), Inclusion Team**

**RESPONSIBLE TO: SENCo, School Leader: Inclusion**

**SALARY SCALE: Grade 4 £17,007 - £17,391 (pro rata)**

**WORKING HOURS: up to 35 hours, term time only**

### **Job Purpose:**

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for students with Special Educational and Additional Needs. Work may be carried out in the classroom, outside of the classroom or in the Inclusion Team building. Programmes of support may be for a group of students or specifically focused on one student with Special Educational Needs.

**Objectives:** To ensure SEN students have adapted opportunities to achieve their academic and personal development goals.

### **Main Responsibilities:**

#### **Support for Students**

- Supervise and provide particular support for students, including those with special educational needs, ensuring their safety and access to learning activities
- Monitor students' responses to learning activities and adapt strategies accordingly
- Assist with the development and implementation of individual learning, pastoral and personal care programmes and interventions, in liaison with class teachers and the Interventions Team
- Assist with the development of Individual Learning Profiles and Student Passports
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Ensure effective use of feedback to students on their learning and encourage student engagement with feedback

- Assist in areas that require development, e.g., language, reading, spelling, numeracy, fine motor skills, gross motor skills, physiotherapy exercises, social skills and learning behaviour
- Act as Key Worker or mentor to a particular SEN student or small group of students, following the department's Key Worker programme
- Plan for and use a range of strategies, equipment (including ICT) and techniques to promote learning
- Liaise with colleagues to ensure appropriate support for students
- Support successful transition, KS2 – 3, KS3 – 4 and KS4 onwards
- Assist with learning and enrichment activities out of lesson times, including before and after school and at lunch times.

### **Support for Teachers and the Learning Environment**

- Create and maintain a purposeful, orderly and supportive environment
- Use strategies, in liaison with the teacher, to support students to achieve their goals
- Assist with the planning of learning activities
- Create differentiated learning activities for individual students in liaison with the class teacher and/or SENCo
- Provide detailed and regular feedback to teachers on student achievement, progress, problems, etc
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers as appropriate
- Administer routine tests and support examination access arrangements

### **Working Partnerships**

- Provide relevant information to the SENCo and other colleagues in order to support the school's work with students with Special and/or Additional Needs
- Undertake any reports required for colleagues in a timely and professional manner
- To contribute to the safeguarding and protection of children and young people
- Attend and participate in relevant meetings as required

### **Maintaining Professional Competencies**

- To operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them
- To attend training and professional development sessions as required
- To meet regularly with the designated line manager to discuss case load of identified students and other activities, make use of advice and supervision to develop competencies

### **Supporting the School**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals

- Maintain confidentiality of information in line with the policies and procedures of the school
- Complete the administrative duties relevant to the role
- To undertake other duties, appropriate to the post, as may be required from time to time

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age</li> </ul>
<b>Qualifications</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• GCSE English &amp; Maths at grade C or above</li> <li>• Good numeracy/literacy skills</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• NVQ 2 for Teaching Assistants or equivalent qualifications or experience</li> <li>• Training in the relevant learning strategies e.g. literacy</li> <li>• First aid training/training as appropriate</li> </ul>
<b>Knowledge, Skills &amp; qualities</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to children and adults</li> <li>• Effective use of ICT to support learning</li> <li>• Use of other equipment technology – video, photocopier</li> <li>• Basic understanding of child development and learning</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> <li>• Ability to carry out tasks independently</li> <li>• A proactive and positive approach</li> <li>• Initiative</li> <li>• Ability to build good working relationships with a range of professionals and parents</li> </ul>

#### **Other Specific Duties:**

- To keep up to date with school information e.g. the weekly bulletin, staff handbook and to clear your pigeon hole daily
- To participate in any arrangements for the appraisal of your performance
- To continue personal development as agreed
- To engage actively in the appraisal process
- Whilst every effort has been made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to be courteous to colleagues and to provide a welcoming environment to visitors and telephone callers
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**For all staff:**

- You have specific responsibilities under Health & Safety/Child Protection legislation to ensure that you:
- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Cooperate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable
- Report any safeguarding children/child protection concerns to a designated safeguarding lead or another senior member of staff
- Required to attend safeguarding training as requested

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in job commensurate with the grade or job title.

**W J Hemmingsley**  
**Headteacher**