# Jubilee High School

"Committed to Excellence in Learning & Teaching"

# *Candidate Pack*

# *Teaching Assistant*





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Dear Candidate

Thank you for your interest in the advertised post. The brochure has been designed to give you, a potential applicant, the essential information about Jubilee High (plus details on the vacancy) so you can decide if this will be the next step in your career.

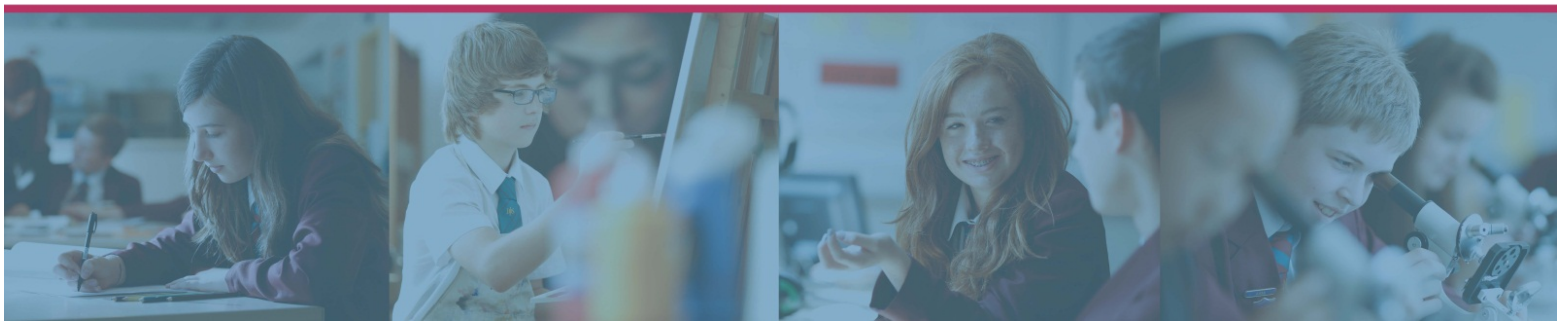
"Committed to excellence in learning and teaching" is our mantra which underpins our school's philosophy. We are a school community which does not stand still. At Jubilee High, we are committed to providing staff with first-class opportunities for training and development. Our aim is to be a centre of excellence where staff aspire to be at the cutting edge of the profession. We want everyone in our school community to feel challenged to succeed but confident of steadfast support.

If this ethos appeals to you, then I hope you will apply to join our team and support our drive to become outstanding and I look forward to receiving your application.

S J Price

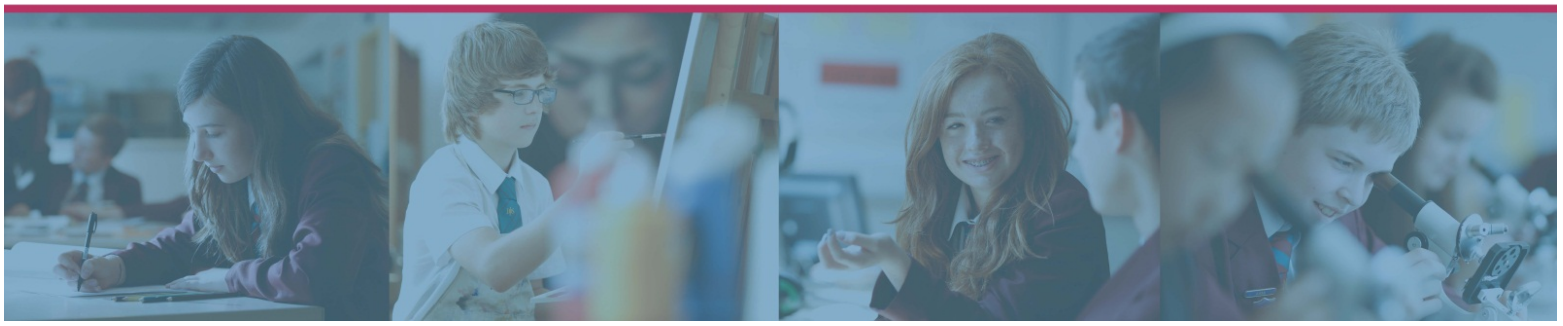
Stephen Price BA (Hons), MA (Ed) NPQH PGCE

Headteacher



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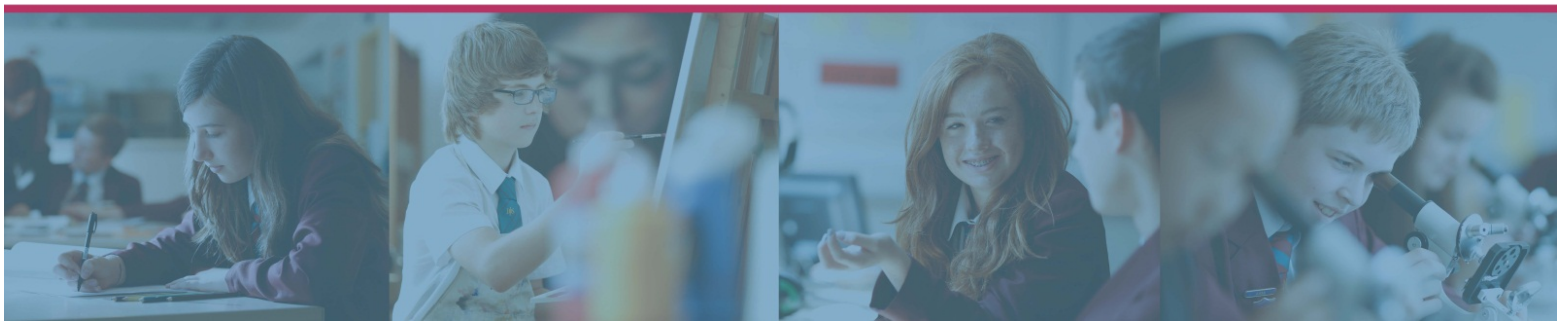
## Job Description

The Teaching Assistant will be required to:

- provide enthusiastic and committed support in the classroom for individual students with statements of special Educational Needs.
- work with students with auditory, visual, physical, learning, behavioural, social and emotional needs.
- work closely with teaching and support staff, the SENCO and other outside agencies
- lead interventions and support after-school homework clubs.

Key accountabilities

- Support the teacher in the development and education of pupils with special needs
- To work with the students in class individually or as part of a small group, ensuring students keep to the task in hand
- To liaise with teaching staff about lesson content and plan with teachers to deliver effective support strategies with identified pupils in class
- Clarify and explain the nature of the tasks set, checking the students have understood what is expected
- Assist in meeting students' needs, giving encouragement and reassurance
- Record the work done with the students, maintain records and pupil files
- Contribute to Annual Reviews of students' progress
- Feedback regularly to the SENCO about work done, progress made and difficulties faced by the students in their lessons
- Be a committed team member and be keen to develop within the role and take full advantage of our performance management
- Maintain confidentiality inside and outside the workplace
- Understand and apply school policies

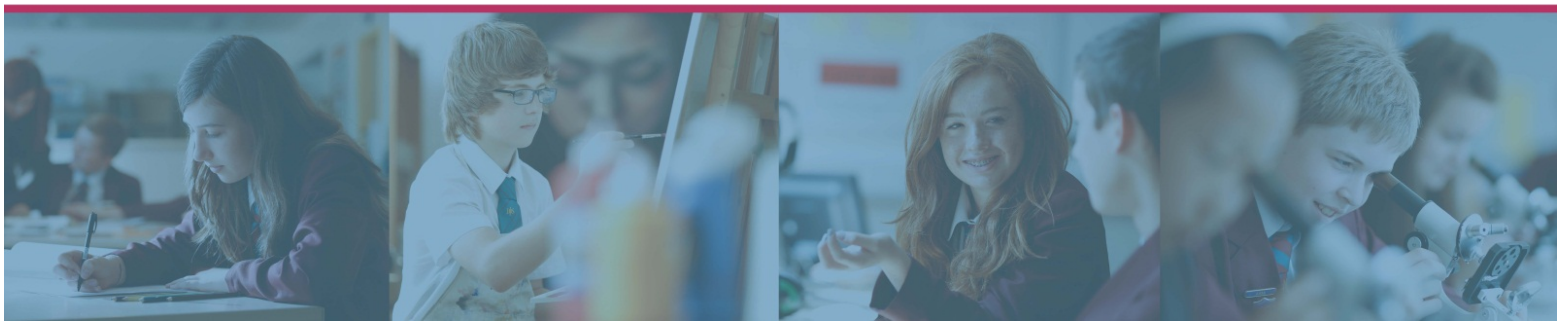


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## Teaching Assistant: Person Specification

| | |
|---|---|
| Knowledge/Qualifications | • A good standard of education<br>• Maths & English GCSE or equivalent (minimum C grade)<br>• Good level of numeracy<br>• Good level of literacy (written and spoken English)<br>• Able to support students in research using all media<br>• Good IT Skills – ability to use Word, Excel and Internet Search Engines, for example |
| Skills/Abilities | An ability to:<br><br>• follow instructions<br>• plan and prioritise regular and irregular tasks<br>• have a flexible and positive approach to work<br>• manage one's time<br>• inspire & motivate students<br>• support students in accessing the curriculum<br>• have a consistent approach to behaviour management<br>• maintain confidentiality |
| Experience | • Relevant experience with young people<br>• Knowledge and understanding of education (desirable)<br>• An understanding of Special Educational Needs (desirable) |
| Professional & personal qualities | An ability to:<br><br>• work as part of a team<br>• maintain appropriate adult/student boundaries<br>• relate effectively to and earn the confidence of staff, students and parents<br>• be sensitive to students' needs and concerns<br>• have a keen interest in all aspects of school life<br>• be smart and well presented<br>• have a commitment to equal opportunities<br>• commit to ongoing professional development |
| Special factors | • An ability to move around the school quickly to be in place for the start of lessons |



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## Contact details and how to apply

Designated contact for this vacancy:

- Name Mrs D Kirton (SENCO)
- Number 01932 884800
- Email address d.kirton@jubileehigh.surrey.sch.uk

Please complete the school's application form and return this electronically with any requested supporting documentation to: j.roberts@jubileehigh.surrey.sch.uk. Please note that CVs will not be accepted.

To support your application you are asked to write a letter to Mr Simon Baker (Head of School) in which you

- outline how your experience to date equips you for the role of Teaching Assistant

Closing date: on receipt of application

Interview will take place shortly after processing of submitted application

The school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to demonstrably share this commitment. Any successful candidate will be required to undertake an enhanced disclosure check.



