

# Teaching Assistant





# Candidate Letter

Dear Candidate,

Thank you for your interest in joining our highly motivated, innovative team of around 20 teachers and 35 associate staff from all walks of life. We are a highly collaborative, mutually supportive and dedicated staff team.

Working together to understand the unique, complex learning and additional needs of our 120 students, sharing expertise and embedding best practice are all hard-wired into our weekly schedule with daily briefings as well as regular meetings. There is plenty of support for continuing professional development for those who want to progress their careers and for those who want to become even better at what they do.

Expectations for student outcomes are high, but helping them overcome barriers to learning is an equally important part of our role. About 40% of our students have autism or other social communication difficulties, a quarter have speech and language needs and others have physical challenges or complex health care needs. Practitioners at The Abbey gain a significant proportion of their job satisfaction from the little 'wins' every week.

Structure and routine are vital, but the curriculum is an ambitious combination of academic and life-skills learning to prepare our students for future education and training, more independent living and better employment prospects so no two days are the same. We embrace the challenges, seeking solutions and improvements and are not afraid to try new things. We share the 'laughs' and celebrate the achievements.

I very much look forward to receiving your application and perhaps having the opportunity to meet you beforehand, introduce you to our fantastic students and staff and show you our amazing school. In the meantime, if you have any queries not covered in the application pack, please contact the school office on 01252 725059 or email [enquiries@abbey.surrey.sch.uk](mailto:enquiries@abbey.surrey.sch.uk) and one of the team will get back to you. I would also encourage you to have a look at the school website [www.abbey.surrey.sch.uk](http://www.abbey.surrey.sch.uk) if you would like to find out a bit more (the Year 11 leavers' films in the news area give you a fantastic insight into the Abbey School journey for our students).



David Jackson  
Head teacher



# Job Advert

**Teaching Assistants, term time only**  
**30.25 hrs over 5 days**  
**8.50am-3.20pm Mon, Tues, Thur, Fri**  
**8.35am-3.20pm Wed**

**Pay scale WA4-10 to WA4-16**  
**(FTE £20,970 to £24,514 pa)**  
**(Actual £15,158 to £17,720 pa)**

We are a special school for secondary pupils from Years 7 to 11 who have learning and additional needs. We require teaching assistants to work term time only 30.25 hours pw (8.50am to 3.20pm Monday, Tuesday, Thursday, Friday and 8.35am to 3.20pm on Wednesday). You would be working under the direction of a teacher with students supporting whole class learning or with small groups of students or on a 1:1 basis.

The Abbey School converted to Academy status on 1<sup>st</sup> September 2018 and is part of the Weydon Multi Academy Trust (WMAT). We were graded Outstanding by OFSTED in 2009, 2012, 2016 and December 2022.



# Job Description

## Teaching Assistant Job description

The Abbey School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This job description recognizes the requirements of the current pay and conditions regulations and reflects the vision, aims and policies established by the Governors of the school.

### Job details

**Salary:** WA4-10-WA4-16 (FTE £20,970 - £24,514 pa) (Actual £15,158 - £17,720 pa)

**Hours:** 30.25 hours pw (8.50am to 3.20pm Monday, Tuesday, Thursday, Friday and 8.35am to 3.20pm on Wednesday)

**Contract type:** Permanent

**Reporting to:** Head of SEND, Assistant SENCo, Inclusion Manager

### Main purpose

The Teaching Assistant will:-

- Work under the direction of teaching staff/senior managers to support the delivery of quality learning and teaching of pupils with special educational needs.
- Work with children and young people who have a range of significant and often complex SEND for example those with autism, social, emotional and mental health difficulties, moderate learning difficulties, speech language and communication needs and those who exhibit challenging behaviour.
- Undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.
- Encourage the participation of pupils in the social and academic processes of the school, and enable pupils to become more independent learners.
- Undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.



## Duties and responsibilities

### Support for Pupils, Teachers and the Curriculum

- Work collaboratively with teachers, staff members and other professional agencies to provide effective support.
- Awareness of and work within school policies and procedures.
- Work with children and young people with a range of significant and often complex needs and provide an appropriate level of emotional and physical support where necessary.
- Support pupils in developing and implementing their own personal and social development.
- Assist pupils with eating, dressing, hygiene and personal care (including toileting), as required, whilst encouraging independence.
- Provide basic first aid, liaising with senior leaders, lead medical admin and other qualified first aiders. If appropriate referral to health service in emergency cases.
- Administer (or witness the administration) of medications subject to agreement and in line with school policy.
- Provide support under the direction and supervision of teaching staff to assist pupils to access the curriculum and participate fully in school activities.
- Support pupils to understand instructions and encourage and enable independent learning.
- Support inclusion of all pupils.
- Provide support to pupils who have communication difficulties or where English is an additional language.
- Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' needs and responses as appropriate.
- Participate in the planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress.
- Support the teacher in behaviour management and keeping pupils on task.
- Provide support for pupils with challenging behaviour taking account of support plans and risk assessments under the direct supervision of a teacher.
- Support the teacher in monitoring, assessing and recording pupil progress/activities.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- Support the use of ICT in the curriculum.
- Support children's' learning through play and planned learning activities.
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and in line with health and safety requirements.
- Prepare and present displays.
- Support pupils in their social development and emotional well-being, reporting problems to the teacher as appropriate.
- Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate in line with school policies and procedures.



- Assist in the development of pupil support plans, target card, progress reviews and student profiles.
- Support the work of volunteers and other teaching assistants in the classroom.
- Undertake pupil record keeping and maintenance of records as requested.
- Invigilate examinations and tests.
- Assist with the supervision of pupils before school and during transition, break times, lunchtimes and after school clubs as required.
- Provide cover to supervise a class and/or small group on an unexpected non timetabled basis only.
- Assist in escorting and supervising pupils on out of school visits and activities under the direction of a teacher.
- Maintain a clean, safe and tidy learning environment.
- Monitor and manage stocks and supplies for the classroom.

### **Support for the School**

- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend morning briefings, staff meetings and parents evenings as required.
- Participate in training and other learning activities and performance development as required to meet individual pupil and staff needs.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

The Teaching Assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the WMAT staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teaching Assistant will carry out. The postholder will be expected to undertake any duties which may reasonably fall within the level of responsibility and competence of the post, as directed by the headteacher or line manager.



# Person Specification

CRITERIA	QUALITIES
<b>Requirements and skills</b>	<p>It is essential that the post holder:-</p> <ul style="list-style-type: none"> <li>• Is suitable to work with children.</li> <li>• Has the ability to communicate clearly and effectively with students, staff and parents/carers.</li> <li>• Has a flexible and adaptable approach to both work and to the behaviours of students</li> <li>• Has a good understanding of the way children learn</li> <li>• Has good organisational skills</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Friendly, caring, patient, fair, and consistent</li> <li>• Calm under pressure</li> <li>• Willing to go the 'extra mile'</li> <li>• Enthusiastic with a positive attitude</li> <li>• A supportive member of school activities</li> <li>• Keen to build on skills and be prepared to learn</li> <li>• Accurate in all record keeping</li> <li>• A team player</li> <li>• A sense of humour</li> <li>• Flexibility</li> <li>• A good time keeper</li> </ul>



## The Abbey can offer:

- Amazing students who want to learn
- A brand new, state of the art, English classroom
- Excellent IT facilities in a modern school fit for 21<sup>st</sup> century teaching
- A range of CPD opportunities to support professional development inside and outside the classroom.
- A range of evidence-informed strategies to support teaching and learning inside the classroom.
- A consistent approach to behaviour which ensures learning is not disrupted.
- A welcoming and supportive staff community
- Opportunities to collaborate across a range of mainstream and specialist provision schools within the Weydon MAT.
- External leadership/NPQ opportunities, including supporting masters' applications and aspiring senior leader's development programme
- On site car parking
- Westfield Health Cash Plan

<https://www.westfieldhealth.com/individual/health-cash-plan>





# Project 2022

The Abbey is currently undergoing huge investment as we expand from a 2 to 3 form entry school to support Surrey County Council's SEND Sufficiency Strategy.

Once completed, 'Project 2022' will provide The Abbey with:

- 15 x general classrooms (nine of these will be brand new)
- A brand-new specialist Computing classroom
- A brand-new Food Technology classroom
- A brand-new specialist Art room
- A brand-new specialist Music/Drama classroom
- A brand-new Design Technology classroom
- Two specialist Science labs (one of these will be brand-new)

In addition, there will be:

- A new, purpose-built Learning Resource Centre (LRC)
- A full size sports hall and two new PE storage areas
- A brand-new multi-use games area (MUGA)
- A brand-new staff room
- A brand-new school office
- A new, fully-furnished waiting area for parents, carers and visitors to the school
- A brand-new conference/meeting room
- 4 additional therapy rooms
- New boys' and girls' PE changing rooms
- Five additional offices
- Two new disabled toilets
- A state-of-the-art staff workroom

This is a really exciting time for The Abbey as we watch the transformation of our school allowing us to expand and flourish in our new buildings with their first-class technology.

Over the past 18 months and as part of Project 22 we have completely refurbished our IT network and systems across the school. More than £200,000 has been spent on achieving this. All classrooms are now equipped with state-of-the-art interactive whiteboards, wi-fi and an internet-based phone system. Every student has also been provided with their own Chromebook fully funded by the school to aid their learning which came at no cost to our parents. These are regularly used in lessons.



# How to Apply

Please complete the application form provided (or download a copy from the school website <https://www.abbey.surrey.sch.uk/1270/vacancies> ) and send to:

**Zoe Mackie,**  
**Operations Manager**  
**The Abbey School, Menin Way, Farnham GU9 8DY**  
**e-mail: [recruitment@abbey.surrey.sch.uk](mailto:recruitment@abbey.surrey.sch.uk)**

**The Abbey School reserves the right to interview candidates before the closing date.**

**PLEASE NOTE THAT NEITHER COVERING LETTERS OR CVs WILL BE ACCEPTED**

Closing date for applications: Tuesday 12<sup>th</sup> September 2023 (Midnight)  
Interviews: Friday 22<sup>nd</sup> September 2023

**We are accepting application forms during the school summer holidays. Any queries will be dealt with at the beginning of September.**

**We look forward to receiving your application to join our  
dedicated and passionate team**

**The Abbey is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Enhanced DBS, Children's Barred List and Right to work in the UK checks are required for this post.**

**The Abbey School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.**

Enclosures/attachments:

- Application Form
- WMAT Staff Prospectus
- FPN for Applicants

