



Salvatorian
College

CANDIDATE INFORMATION PACK

Teaching Assistant



FROM THE HEAD OF SCHOOL

Dear prospective candidate,

I am delighted that you have taken an interest in a vacancy at Salvatorian College. This pack is designed to brief you on the opportunities available as well as the expectations of working as part of a team which is totally focussed on providing the very best education to the pupils in our care.

The College has a long and proud history: founded in 1926 by the Society of the Divine Saviour, a Roman Catholic religious order, the school has evolved over the years to meet the changing needs of pupils, the local, and the national educational context. Salvatorian College remains at the heart of the local community.

Teachers and leaders at Salvatorian College are committed to a carefully structured and enriching curriculum intended to empower pupils to develop the knowledge and skills they need to become effective leaders of good influence.

In addition to academic learning, we foster the spiritual growth of the pupils in our care. They develop a sense of their own worth as unique human beings and are provided with a wide range of opportunities to develop their gifts and talents.

Teachers and leaders build quality relationships with pupils within the context of firm boundaries. Effective systems of behaviour management and leadership support free up staff to focus on delivering quality of education. The learning environment is calm, respectful, and conducive to learning.

Staff at Salvatorian College are highly valued. In return for your outstanding contribution to our community, we can promise you rapid career development opportunities, a wide-ranging CPD programme, extensive opportunities to earn additional income, non-salary benefit schemes, and concessions to work life balance including work-from-home days and lower than average timetabled teaching hours.

I encourage you to read through our website, review our history of examination success, and take a look at our YouTube and other social media channels, to get a feel for school life. You are most welcome to visit us – whether you have decided to make an application or not – I would encourage you to do so. We hope that you discover a community whose values you share, and that you make an application with the same excitement with which it will be received.



With my best wishes,

A handwritten signature in black ink that reads "Alan Bryant". The signature is written in a cursive, slightly stylized font.

Alan Bryant
Head of School



OUR HISTORY



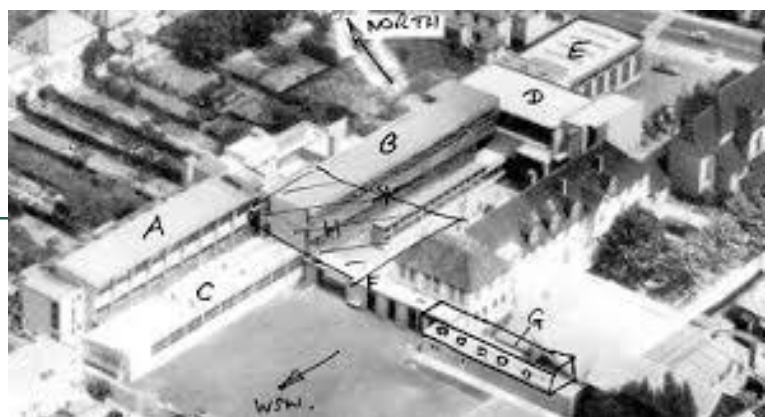
An English province of the Salvatorian Order was founded in 1901, having purchased a large house in Wealdstone, in what was then rural Middlesex. The Order opened a small private school in September 1926 prompted by the wishes of the local Catholic community. An initial group of thirteen boys entered the school.

By the late 1940s, it became clear that the school was outgrowing its original accommodation which was provided in a series of extensions to the Salvatorian Community House. The decision was taken to construct a purpose-built facility for the growing student population.



By the late 1950s the school was again expanding, and the new extensions were opened by the Rt. Rev. David Cashman, Bishop of Caetano in 1961. At this time the school became a Voluntary Aided Grammar School.

In 1979, the sixth form was closed and the College became a comprehensive school for boys aged 11 to 16. The first lay headmaster was appointed in 1981.





In 2012, the College became an Academy, and plans were announced for the complete rebuilding of the campus under the Department for Education's Priority Schools Building Programme.

The school underwent a complete rebuild between 2017 and 2021, and was opened by Bishop John Sherrington in October 2021.



JOB DESCRIPTION

The Learning Support Department at Salvatorian College is a vital and highly effective part of the school, providing support to those pupils with additional learning needs. There is a close-knit team in place led by an experienced SEN Coordinator and a competent and dedicated Assistant SEN Coordinator.

Following a retirement and one of the team moving on, we are seeking recruit two Teaching Assistants to the department.

This role would suit an experienced Teaching Assistant or alternatively someone with transferrable skills, keen to apply them to an educational context.

The Role

Job title: Teaching Assistant

Contract: Permanent, full-time, 36 hours per week

Salary: NJC Scale H1-3 (points 1-6) for support staff in Outer London (£23-25k FTE, depending on qualifications and experience)

Reporting to: SENCO

Key Responsibilities

- Use specialist curriculum and learning skills to support pupils.
- Assist with the development and implementation of Summary Education Plans.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Work with teachers to establish an appropriate learning environment.
- Work with teachers in lesson planning, evaluating and adjusting lessons plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers and participate in feedback sessions/meetings with parents as directed.
- Administer and assess routine tests and invigilate exams/tests.

- Provide general clerical/administrative support, e.g. administer coursework, produce worksheets for agreed activities, etc.
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies, e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities through specialist support.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference, ensuring all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos and aims of the school.
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Participate in training and CPD activities as required.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.

This Job Description is non-contractual which means that the Headteacher may require variations in line with the changing needs of the school within the competence of the post holder.



PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
1 Experience of working with children in the 11-16 age group	✓	
2 Very good numeracy and literacy skills	✓	
3 An NVQ 3 for Teaching Assistants or equivalent qualification or experience.		✓
4 Trained in relevant strategies, e.g. literacy and/or in a particular curriculum or learning area.		✓
5 First aid training		✓
6 Good IT skills	✓	
7 Experience of using IT in a classroom situation		✓
8 Experience of using pupil information management systems such as SIMS		✓
9 Knowledge of relevant policies, codes of practice, and awareness of relevant legislation	✓	
10 Knowledge of the national curriculum and other relevant learning programmes/strategies	✓	
11 Understand the principles of child development and the learning process		✓
12 Be able to self-evaluate own learning needs and actively seek learning opportunities	✓	
13 Be able to relate well with children and adults	✓	
14 Be able to work constructively as part of a team and understand classroom roles and responsibilities	✓	
15 Understanding of data protection and confidentiality		✓
16 Understanding of safeguarding	✓	
17 Flexible attitude towards work and willingness to go 'above and beyond'	✓	
18 Ability to work under pressure	✓	
19 Commitment to supporting the ethos and values of the school	✓	



BENEFITS

We offer remuneration commensurate with the qualifications and experience of the successful candidate. In addition, we offer the following:

- Access to Local Government Pensions Scheme
- Cycle to work scheme
- Complimentary Friday breakfast
- Staff fitness classes
- Additional pay available for lunchtime and morning duties
- Occasional work-from-home days
- Employee Assistance Programme



WHAT OUR STAFF SAY

What do you like about working at Salvatorian College?

- "Collegiality and centralised behaviour systems. Calm and well-resourced environment."
- "The students are good and behave well. They are thoughtful."
- "Friendly staff - Effective and clear systems/procedures - Strong teaching resources - New and spacious classrooms"
- "Sense of community support from Head of School and other members of the Senior Management Team"
- "Very friendly and understanding management and supportive team."
- "Excellent leadership, discipline, instilling humanity and Catholic values, good relationship with the community and feeder schools, cares about staff and their well-being."
- "Clear expectation and policies. Promoting the common good. Creating a caring community among students."
- "Motivated staff completing statutory duties and offering wide enrichment programme. Good sets of Progress 8, Attainment 8 results."
- "My contribution and ideas are taken seriously."
- "Consistent effort from everyone in the school. Strong communication around individual students. Effective behavioural strategies. Lots of Senior Management Team visibility. Good lesson resources. Consistent, flexible, and well-planned CPD."
- "Leadership team that are approachable who care and support their staff. I feel confident to ask for support if I need it."

APPLICATION PROCESS

To apply, please complete the application form on the TES Jobs website, ensuring that your referees include your current or most recent employer: <https://www.tes.com/jobs/employer/salvatorian-college-1065202>

If you have any questions regarding the role, or to arrange a visit to the school, please contact:

TELEPHONE

(+44)20 8863 2706

EMAIL

recruitment@salvatorian.harrow.sch.uk

The School of First Choice
salvatoriancollege.com

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