

Teaching Assistants Hinchley Wood Primary School & Thames Ditton Junior School

Application Pack



Hinchley Wood Learning Partnership
CEO Mr Ben Bartlett

Hinchley Wood Primary School – 3 form entry, Reception to Year 6
Headteacher – Mrs Aisling Hogan

Thames Ditton Junior School – 3 form entry, Year 3 – Year 6
Headteacher – Mrs Emily Fanzo (Maternity Cover)



June 2023

Dear Applicant

Thank you for your interest in joining Hinchley Wood Learning Partnership, within this pack you will find information about us and the application process.

We are looking for enthusiastic Teaching Assistants to support our Teachers in delivering high quality learning. The ideal candidates will have a passion and desire to make a real contribution to the learning and development of our pupils. A relevant qualification and/or previous experience working with children is desirable, although training will be given for the right person new to learning support. This role may also suit someone considering teaching as a future career, and wishes to gain experience supporting teaching and learning.

Good verbal and written communication skills, and the ability to work effectively as part of a team is essential, as well as a love of learning and the desire to support our children achieve the best they can.

Hinchley Wood Learning Partnership is a small, friendly multi academy trust located on the borders of South West London between Surbiton and Esher, Surrey; and includes a 3 form entry primary school, 3 form entry junior school and a co-educational secondary academy supporting students from 11 – 18 years.

This is an exciting time to join our schools, and our growing Trust, helping to shape a new era of development and growth so that all children are able to reach their full potential. We offer:

- highly motivated children with a love of learning
- family friendly term time working
- competitive salary and annual performance progression;
- professional development support;
- two weeks' autumn half term; and
- membership of the Local Government Pension Scheme with generous employer contribution

The successful candidates would be extremely well supported, working alongside a passionate team of teachers. The working pattern is Monday - Friday, term time only, either working from 8.30am-1.30pm or 8.30am-3.15/3.30pm. The actual annual salary, working term time only for 38 weeks per annum can be found within the advert.

Please contact us if you have any pre-application questions or would like to arrange a visit using contact details on the last page.

HWLP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check. Staff, Trustees and Governors have also established a code of conduct, an extract is included within this pack, which applies to all members of the school community.

We look forward to receiving your application by **the date specified in the advert - at the latest** and appreciate the time taken you have to consider and apply for this post. Early enquiries are encouraged.

Yours faithfully

Ben Bartlett
CEO



Location

Hinchley Wood and Thames Ditton are located on the borders of south-west London with good road and public transport links. The M25 and A3 provide convenient road links to other areas.

Hinchley Wood and Thames Ditton both have a railway station offering a regular service to London Waterloo and the K3 bus service links the local area to the nearby towns of Surbiton, Kingston and Esher.



Our schools are located in a lovely area approximately 4 miles south from Kingston upon Thames; a buzzing market town, with extensive venues such as a multiplex and boutique cinemas, gyms, an excellent regional shopping centre and a large selection of bars restaurants and night clubs.

Surbiton, with regular fast rail links to London and out to the south and west, is 2 miles away and further south are the towns of Esher, Cobham and Walton upon Thames which offer a further selection of recreational facilities.





The Hinchley Wood Learning Partnership

Our vision is to inspire all our pupils to be ...

Confident

Have self belief, communicate clearly in any situation

Considerate

Respect others' views and values

Determined

Work hard to achieve the highest possible standards in all aspects of life

Enthusiastic

Willing to learn from mistakes and maintain a positive outlook

Independent

Take responsibility for themselves and their learning



Extract from the Staff Code of Conduct

Our Code of Conduct sets clear guidance on the standards of conduct and behaviour expected from all staff at Hinchley Wood Learning Partnership (HWLP). The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of behaviour and minimise the risk of inappropriate conduct occurring and to safeguard staff and pupils.

School staff are in a unique position of trust and influence as role models for pupils and other staff. Therefore, all staff must adhere to behaviour that sets a good example to all members of the school community. Staff have an individual responsibility to maintain their reputation and the reputation of the school, both inside and outside working hours and the work setting.

CORE PRINCIPLES

The welfare of pupils is paramount and all staff should always act, and be seen to act, in each child's best interests.

Staff should work, and be seen to work, in an open and transparent way. All staff working within HWLP are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

As part of the School's positive safeguarding culture, staff must have a regard for the need to safeguard children's well-being in accordance with statutory provisions. All staff should know the name of the overall Designated Safeguarding Lead (DSL), and must be familiar with child protection arrangements and understand that they have a responsibility to speak up immediately about safeguarding and welfare matters within the school, and to external agencies where necessary, to safeguard and protect pupils.

PROFESSIONAL BEHAVIOUR AND CONDUCT

- Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Hinchley Wood Learning Partnership expects staff to treat each other, pupils, parents/carers and the members of the wider community with dignity and respect at all times. All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are given the highest priority.
- Staff must have regard for the ethos and values of the Hinchley Wood Learning Partnership and must not do or say anything which may bring the School or Trust Board into disrepute.
- Staff should act in accordance with the school's policies and procedures at all times.



Job Description: Teaching Assistant

Job Purpose

- To support the Teacher / Higher Level Teaching Assistant in the smooth and effective running of the class
- To consistently promote positive values, attitudes and behaviour
- To support all pupils in their learning and development, in small groups or with individual pupils as directed, treating them with respect and consideration
- To have high expectations of all pupils' achievement and a commitment to raising educational standards
- To encourage all pupils to participate in all aspects of school life and become more independent
- To encourage the social and emotional development of pupils
- To work effectively with individual pupils and small groups under the direction and supervision of a qualified teacher / Higher Level Teaching Assistant
- To promote the inclusion and acceptance of all pupils
- Attend planning and preparation meetings as required (these may take place out of school hours)
- To work collaboratively with colleagues as part of a professional team

Planning & Expectations

Working within school policies and procedures to:

- Prepare classroom as directed for lessons and clear afterwards
- Assist in the display of pupils work
- Promote equal opportunities for all pupils
- Contribute to the planning of opportunities for pupils to learn which may include out-of-school contexts in accordance with school policies and procedure
- To assist the teacher and Higher Level Teaching Assistant in the planning and development of work programmes, work activities and support programmes for pupils
- Assist in the preparation of teaching resources/materials
- Help to implement lesson plans
- Provide constructive feedback to the pupil and teacher (both verbal and written)

Monitoring & Assessment

- Assist the Teacher / Higher Level Teaching Assistant in evaluating pupils' progress
- Monitor pupils' responses to learning tasks, participation and progress, providing constructive feedback to pupils, supporting them as they learn
- Record pupils' responses to tasks and participation etc and provide constructive feedback
- Contribute to maintaining records of pupils' progress

Teaching and Learning Activities

- Communicate effectively and sensitively with pupils to support their learning
- Promote and support the inclusion of all pupils in learning activities
- Use behaviour management strategies in line with the school's policy and procedures which contribute to a purposeful learning environment
- Advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes under the supervision and direction of the teacher.
- Recognise and respond effectively to equal opportunities issues as they arise, including challenging stereotyped views and by challenging bullying and harassment, following relevant policies and procedures.
- To assist with the supervision of, and encourage good behaviour, amongst pupils
- Organise and manage safely the learning activities, the teaching space and resources
- To work with individuals or small groups under the supervision of the teacher or HLTA which may be carried out in the classroom or outside the main teaching area
- To implement agreed work programmes with individuals or groups in or out of the classroom
- Teaching Assistants may be required to cover the class in which they work for short periods each day.



Professional Values & Practice

- Have high expectations of all pupils and promote and reinforce pupils' self esteem
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities ensuring compliance with relevant school policies and procedures and making sure the individuals involved understand it is unacceptable
- Understand and implement school safeguarding and child protection procedures and comply with legal responsibilities
- Assist in maintaining positive behaviour throughout the school as well as on planned visits and journeys
- Be committed to raising the educational achievement of pupils
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils (inc SEN pupils)
- Carry out all aspects of the role effectively and to seek help and advice when necessary
- Liaise sensitively and effectively with parents, carers, and outside agencies (e.g. school psychology service) recognising their roles in pupil's learning and ensuring confidentiality.
- Continually seek to improve own practice, including through observation, examination and discussion with colleagues and seek advice or guidance as necessary

Other duties

- Maintain a safe environment for pupils, staff and visitors to the school
- Meet and communicate with parents (e.g. at open evenings) as necessary
- Supervise pupils off site on school trips and other external visits
- Provide support and assistance for children's pastoral needs, e.g. dressing, caring for sick, injured or distressed children
- Provide physical support and maintain personal equipment used by the children at the school. Administer medicine as agreed ensuring relevant school policy and procedures have been adhered to
- Supervise pupils in the playground, at lunchtime (including in the hall/canteen)
- Engage meaningfully with training in any form aimed at strengthening and broadening their repertoire of skills relevant to their teaching assistant role
- Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the Teacher or Higher Level Teaching Assistant.

General

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of safeguarding child protection matters.
- All staff members participate in the school's performance management scheme
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the post holder.



Teaching Assistant : Person Specification

Qualifications and Experience	<p>Essential</p> <ul style="list-style-type: none">• Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and maths.• Experience of working with children/young people• NVQ for Teaching Assistant or equivalent qualification and/or experience <p>Desirable</p> <ul style="list-style-type: none">• First Aid Qualification• Experience of supporting students with autism
Knowledge and Skills	<p>Essential</p> <ul style="list-style-type: none">• Good verbal and written communication skills appropriate to the need to communicate effectively with students, colleagues and other professionals.• Ability to work constructively as part of a team, understanding school roles and responsibilities including own• Good standard of numeracy and literacy skills• Ability to use basic ICT packages and equipment effectively• Ability to absorb and understand a wide range of information <p>Desirable</p> <ul style="list-style-type: none">• Ability to lead and support small group activities• Working knowledge of behaviour management strategies.• Understanding of child development and learning principles.• Knowledge of requirements regarding curriculum delivery and learning strategies
Personal Qualities	<p>Essential</p> <ul style="list-style-type: none">• Ability to build and form good relationships with students and colleagues.• A diplomatic and patient approach• Able to deal appropriately with confidential information/situations• Able to follow direction from line manager• Efficient and meticulous in organisation.• Able to form good relationships with students, staff and service users.• Initiative and ability to prioritise one's own work.• Desire to enhance and develop skills and knowledge through CPD.• Commitment to the highest standards of child protection and safeguarding.• Recognition of the importance of personal responsibility for health and safety.• Commitment to the school's ethos, aims and its whole community• Recognition of the importance of personal responsibility for health & safety.• Ability to show empathy



Why join the Hinchley Wood Learning Partnership?

The Hinchley Wood Learning Partnership offers a positive and innovative learning environment supported by pupils, staff, parents/carers and governors. We value our staff and the professionalism and experience they bring to the school, and wherever possible we have tried to anticipate and build in holistic support.

Job Satisfaction and Progression

HWLP has a very good record of staff retention & job enhancement opportunities, we offer a pleasant and supportive working environment and excellent staff : pupil working relationships. To improve working environments for staff we are committed to an on-going programme of investment. Over the last year this has included a rolling programme of classroom/corridor and office decoration and updating of ICT infrastructure.

Early Career Framework

We have an established programme of support for newly qualified teachers, and those in their second year of teaching. This includes regular support meetings, a dedicated mentor, CPD sessions and ECT support network.

CPD

We have an excellent CPD programme and many opportunities in school for staff to extend their professional knowledge and develop their skills. As a result, we have a very good record of staff gaining internal and external promotions and sharing good practice across departments.

There is a warm convivial atmosphere among the staff in our schools and mutual support between teaching and associate staff, to ensure effective teaching and learning and the best outcomes for our pupils.

Staff have opportunities to work on cross curricular projects with pupils and colleagues, and this is actively encouraged.

Secure School Finances

In this time of uncertainty within education, the school is well placed to weather the storm including:

- Robust school finances during a period of much financial uncertainty
- STP&CD pay rises approved each year to date for all Teaching and Associate staff
- Performance Related Pay outcomes fully funded

Other Benefits include:

- Supportive staff body
- Employee Assistance Programme – available to staff and their immediate family
- Membership of either of the following pensions schemes, including a generous employer contribution;
 - Teachers Pension Scheme
 - Local Government Pension Scheme
- Cycle to Work salary sacrifice scheme.
- Staff Benefits Scheme
- Use of Gym at HWS
- Occupational Health support.
- Recognition of previous maintained school or Academy continuous service.



The Application Process

Please download, complete and return the application form by the closing date specified. This can be emailed to the address below or sent by post to:

HR Department
Hinchley Wood School
Claygate Lane
Esher
KT10 0AQ

Please email any questions and completed applications to hr@hinchleywoodschool.co.uk

We are committed to meeting our data protection obligations and for information on how we collect, use, share and store your data within the recruitment process please click [here](#)

Hinchley Wood Learning Partnership is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced check by the Disclosure and Barring Service (DBS).

