



The
Henrietta Barnett
School
FOUNDED IN 1911

Teaching Assistants for one or more students in KS4 and KS5
Full time
Term time only, immediate start September 2023 - June 2024

The Henrietta Barnett School is a high-performing state grammar school with approximately 800 girls aged 11-18. It is known for its warm, friendly ethos and is regularly at or near the top of the national school league tables.

Job Description

The key role is to provide support for students SEND.

Responsibilities and Tasks:

- Provide one to one support to a student
- Access the curriculum on behalf of the student when they are absent.
- Deliver on line lesson catch up sessions when needed.
- Liaise with subject teachers regarding any pre- and post-teaching materials and to ensure relevant material is sent home for pre- and post-teaching (e.g. lesson PowerPoints and handouts).
- Liaise with subject teachers regarding any reasonable adjustments (such as exam adjustments and ensuring a reasonable, well-lit working environment etc.).
- Liaise with subject teachers, Subject Leaders, Heads of Key Stage, and other staff to ensure that the needs of the student are being met and to ensure all relevant information is passed on.
- Be proactive in working with teachers and other members of the school staff to ensure that the student's needs are met.
- Promote inclusion and acceptance of all students.
- Be aware of, and comply with, all School policies and procedures, paying particular attention to those relating to Safeguarding and Child Protection, Health and Safety, Special Educational Needs, Positive Mental Health, Anti-Bullying, Data Protection and Behaviour Policies.
- Deal promptly with incidents in line with the School's policies and encourage all students to take responsibility for their own behaviour. Report any concerns to the appropriate person.
- Follow the school's Code of Conduct for Staff and promote positive values and attitudes.
- We are committed to the safeguarding of young people and expect all staff to share this commitment. The successful applicant will be asked to apply for an Enhanced DBS certificate.

Pastoral and administrative support:

- Attend staff briefings, meetings and training where appropriate
- Assist with break, lunchtime and after school supervision
- Contribute to, and participate in, school events and activities
- Escort and supervise students on educational visits and out of school activities, including any relevant residential trips as appropriate
- Provide administrative and pastoral support as required

Person Specification:

- An experience and/or interest in teaching, community and youth, health or social work
- Ability to communicate with a wide range of people and a high level of literacy and ICT

- Academic ability to be able to take accurate notes of GCSE or A level lessons in the student's chosen subjects as required
- Ability to engage with, and relate to, a range of young people
- Ability to work as part of a school team, within school procedures and processes
- Excellent time management skills and the ability to prioritise
- Able to commit from October 2023 to June 2024 if possible, which includes a period when the student may go on Exam Leave, although a reasonable notice period will be in place.
- Flexible around any part-time hours in accordance with the student's timetables

Line Manager: Assistant Head (Pastoral and Personal Development)

Salary: Salary: SCP 5-17 (£24,804 - £30,195 FTE) depending on skills, qualifications and experience.

Applications

If you wish to apply for this job, please write a letter of application and fill in the HBS application form, and send both to recruitment@hbschool.org.uk. The closing date for this role is **Friday 29th September 2023**, although applications will be considered as they arrive. Short-listed candidates will be called for interview.