



HOE VALLEY SCHOOL

TEACHING ASSISTANT

JOB SPECIFICATION

THE SCHOOL

“Hoe Valley School is an inspiring environment at the heart of its community where every student’s experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve to their highest potential.”

Hoe Valley School is:

- A four-form entry over-subscribed secondary School that opened in September 2015 to serve the local community of South Woking
- Currently has year 7, 8 and 9 students
- Committed to knowing all of our students’ talents and strengths and their areas for development. This allows us to personalise the curriculum to stretch and motivate all of our students
- Following the national curriculum offering an extended day allowing time for additional Maths, English, Enrichment and project based learning
- A Google School with ICT fully embedded in all curriculum areas
- Employing outstanding, experienced teachers and teaching assistants
- Committed to learning which is relevant with links to the ‘real world’ of business, higher education and the local community
- Currently located in the green space of Woking Park close to Woking Town Centre and Station which allows us to deliver PE, dance, drama, music and assemblies at Woking Leisure Centre and enjoy formal lunches together with top catering company, Tremblays, at Woking Football Club
- Moving to a state of the art new School in September 2018 on Egley Road, Woking
- Committed to supporting our staff to have a good work / life balance, to offering bespoke CPD programmes and trusting our staff to deliver excellent outcomes

THE ROLE

We are looking for a passionate, talented and rigorous practitioner to join our dedicated team in leading the School on its journey to becoming an established outstanding community School.

The successful candidate will be part of a team of Personalisation Assistants led by a SENCO who will share and learn from one another as the School grows.

Our new Teaching Assistant will contribute to improving standards in English and Maths and work with students on a 1:1 level and with small groups. Experience of working on phonics and with EAL students would be an advantage although not essential. They will share the school's vision and the belief that all young people can achieve at high levels.

CORE RESPONSIBILITIES

Supporting Teaching and Learning

- To support the teaching of English and Maths within the age range 11-18 and within other subjects as required
- To help support students in mixed ability groups ensuring they meet the objectives of the lesson
- To plan, prepare and deliver small group / whole class learning under appropriate supervision
- To ensure that resources and displays are organised and available to promote a purposeful environment for teaching and learning to take place
- To ensure that the classroom presents a stimulating environment through the display of student's work and other exemplar materials
- To contribute to the enrichment and extra-curricular programmes

Supporting Progress and Attainment

- To promote the inclusion of all students in the school curriculum and to support students with complex needs where appropriate
- To attend internal and external meetings as directed
- To communicate with parents / carers to celebrate successes and inform them of issues promptly when appropriate
- To attend review meetings and contribute to Education and Health Care Plans as required

Supporting Behaviour and Safety

- To ensure the absolute safety of all students on and off site
- To support identified students who follow alternative curriculum pathways
- To model and enforce excellent standards of behaviour within and beyond the faculty
- To attend year group meetings as required
- To be part of the school and lunch break duty rota.

Supporting School Improvement

- To support the school's marketing and student recruitment plan as required
- To embody the school's values both on and off site

As a new School, job roles will evolve as the School grows, develops and moves to its permanent premises. The above list is not exhaustive and maybe subject to amendment in due course in discussion with the relevant employee.

PERSON SPECIFICATION

Essential	Desirable	Assessment Criteria
Qualifications & Competencies		
A* - C grade in English and Maths at GCSE level or equivalent	Evidence of other relevant CPD qualifications	Application form
Experience		
	Experience working with young people in both 1:1 and small group settings	Application form & interview
	Experience of working in a Primary or Secondary school setting	Application form, interview & reference
	Experience of using phonics	Application form & interview
	Evidence of holding high aspirations for young people	Application form, interview & reference
Skills and Attributes		
<p>Alignment with HVS Values:</p> <p>C - Courtesy : model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect</p> <p>I - Integrity : fair and honest, trustworthy, committed to earn success through hard-work</p> <p>R – Resilience: Not giving up when times are tough, demonstrating endurance</p> <p>C - Community : A strong sense of responsibility to the community to improve the quality of the local environment for its residents</p> <p>L - Leadership : show leadership in thought and action, being open to new ideas and overcoming adversity to achieve success; communicating effectively</p> <p>E - Enthusiasm : a positive attitude towards life, passion, curiosity and a lifelong love of learning</p>		Application form, interview & reference
Excellent interpersonal skills with strong levels of numeracy and written and oral communication		Application form, interview & reference
Be a team player who likes to ‘muck in’, support all aspects of School life and relentlessly pursue what is best for the students		Application form, interview & reference

Strong attention to detail where only the best is good enough		Application form & interview
Ability to remain calm, good humoured and strategic in challenging contexts		Application form & interview
Able to communicate effectively with peers, students and staff across the School		Interview & reference
Commitment to the ethos of the School		Application form & interview
Safeguarding		
2 satisfactory written references including from current/most recent employer		Application form & reference
A satisfactory enhanced DBS check		