



HOE VALLEY SCHOOL

TEACHING ASSISTANT

JOB DESCRIPTION & PERSON SPECIFICATION

SALARY: COMPETITIVE

"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."

THE SCHOOL

Hoe Valley School is:

- An outstanding, heavily oversubscribed secondary school which opened in September 2015 to serve the local community of South Woking
- Delivering innovative and exciting lessons to years 7, 8, 9, 10 & 11
- 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 and English along with time for all students to complete their homework during the compulsory day
- A Google School with ICT fully embedded in all curriculum areas
- Committed to learning which is relevant with links to the 'real world' of business, higher education and the local community
- In a state of the art new School completed in September 2018 on Egley Road, Woking with a dedicated Personalisation area
- Committed to supporting our staff to have a good work / life balance by offering longer school holidays, bespoke CPD programmes, minimising paperwork and meetings and ultimately by trusting our staff to deliver excellent outcomes

THE ROLE

Are you considering a career in teaching but would like to gain some school experience first?

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 the SENCO who will share and learn from one another as the School grows. The successful candidate will lead on a specific area of SEND provision and develop an area of expertise to meet the needs of the School and reflect the individual's skill-set.

Our new Teaching Assistant will contribute to improving standards in English, Maths and Science. They will work with students on a 1:1 level and within small intervention groups. Experience of working with young people 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, Maths and Science within the age range 11-16 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

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 SEND 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 in line with school policy
- To attend year group meetings as required

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
	ELSA trained	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
	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		