



HOE VALLEY SCHOOL
TEACHING ASSISTANT
JOB DESCRIPTION & PERSON SPECIFICATION
SALARY £21k -£24k DEPENDENT ON EXPERIENCE

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 their highest potential."

Hoe Valley School is:

- An oversubscribed secondary school that opened in September 2015 to serve the local community of South Woking
- Rated 'Outstanding' by Ofsted in March 2024
- Delivering innovative and exciting lessons to years 7-13
- Committed to ensuring our students leave us with excellent academic outcomes, the skills to be 'work-ready' and the traits of excellent global citizens
- Following the National Curriculum, where Maths and English are taught every day
- A Google School with ICT fully embedded in all curriculum areas
- Continuing to build a STEAM-focussed academic Sixth Form, which opened September 2023
- 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
- 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

Your Opportunity

Are you interested in working with children and young people to help them achieve their true potential? We are looking for a passionate, talented and rigorous Teaching Assistant to join our dedicated team in supporting the School on its journey to becoming an established outstanding community school.

The Role

The successful candidate will be part of the Personalisation Team, led by the SENCO, who will share and learn from one another as the School continues to grow. They will lead on a specific area of SEND provision (such as small group tutoring) and develop an area of expertise to meet the needs of our cohort and reflect the individual's skill-set. Experience working with students with ASD would be desirable but not essential.

Our new Teaching Assistant will contribute to improving standards in English, Maths and Science. They will work with students with an EHCP on a 1:1 level and within small intervention groups. They will share the School's vision and the belief that all young people can achieve at high levels. There is an opportunity to

be involved in setting up and managing EAL provision for the next academic year under the guidance of the SENCo.

The role is 40 hours per week, term time only. Working pattern 8am to 4:30pm to include a half hour unpaid lunch.

Colleague Benefits

3 week Christmas holiday

Longer summer holidays than comparable secondary schools

High quality lunch provision as we employ our own chefs

Modern new building

Reduced gym membership at Sportsbox, our neighbouring sports facility

Cycle to work scheme

Access to convenient and free parking

Applications are considered as they are received, we reserve the right to make an appointment prior to the closing date.

Only fully completed School application forms received will be accepted as valid applications.

PERSON SPECIFICATION TEACHING ASSISTANT

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 or ELA 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		
Alignment with HVS Values: C - Courtesy: model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect I - Integrity: fair and honest,		Application form, interview & reference

trustworthy, committed to earn success through hard-work R – Resilience: Not giving up when times are tough, demonstrating endurance C - Community: A strong sense of responsibility to the community to improve the quality of the local environment for its residents L - Leadership: show leadership in thought and action, being open to new ideas and overcoming adversity to achieve success; communicating effectively E - Enthusiasm : a positive attitude towards life, passion, curiosity and a lifelong love of learning		
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		DBS Process