

Information Pack

Teaching Assistant

Responsible to:	SENDCO
Start date:	ASAP
Salary:	£28,980 - £30,312 pro rata Hay Grade 5, range 6-9
Days:	Monday to Friday, 36 hours per week, term time only
Closing date:	Friday 18 th October 12:00 p.m. <i>The Trust reserves the right to interview and appoint a suitable candidate before the closing date.</i>

We are seeking to appoint an intelligent, enthusiastic, motivated and committed individual with excellent communication skills to join our team. You will work with the Inclusion team to ensure an excellent quality of provision to support students with Special Educational Needs and Disabilities (SEND) to ensure they feel happy and secure and make good progress across the curriculum.

About The Charter School Bermondsey

The Charter School Bermondsey is an Ofsted "Good" (2022), four-form entry, mixed, 11-16 free school that opened in September 2013. The school is located in a new state-of-the-art building, just a stone's throw from Bermondsey Underground and boasts fantastic spaces for staff and students, including modern science laboratories.

We believe that all pupils have the potential to flourish, through great teaching and providing the right environment and opportunities. Our core values of aspiration, integrity, exploration and resilience underpin our mission and support our pupils to become happy, independent and confident young people. These drive all aspects of school life, from our high expectations for students, through to exciting opportunities to explore the world around us.

Will you join us in reaching our aspirations?

If you share our values and are excited by the prospect of making a real difference to our pupils with special educational needs, we want to hear from you.

Contact us

For further information about the school and our SEND provision, please go to www.charterbermondsey.org.uk and <https://charterbermondsey.org.uk/about-us/send-information/>

If you have any questions, contact us at recruitment@charterbermondsey.org.uk or 0203 542 6506.

How to apply

Our preferred method of application is via the TES website, however, you can also download an application form from our website.

NOTE: The Charter School Bermondsey is fully committed to the safeguarding of children. This post is subject to an enhanced Disclosure and Barring Service (DBS) check prior to appointment. The school also carries out other necessary checks including identity, right to work in the UK, proof of qualifications and two references (including most recent employer)

Job Description

Teaching Assistant

Role summary

- To work as part of a team to ensure all students on the SEND register have their needs met.
- To support SEND students in the classroom, individually and as part of withdrawal groups.
- To ensure SEND students are fully included in all aspects of school life.
- To carry out professionally the provision identified in exam access arrangements.
- If applicable, to provide support for EAL students in the classroom, individually and as part of withdrawal groups.

Teaching

- To assist in setting up suitable withdrawal programmes for designated pupils to meet a range of SEND.
- To teach and oversee withdrawal programmes for designated pupils.
- To assist teachers in devising strategies which support the learning of pupils.

Other Activities

- To help assist with the record keeping within the department.
- To assist the SENDCO in coordinating support in partnership work with other stakeholders.
- To assist in administering Annual Reviews of EHCPs.
- To assist in administering Exam Access Arrangements.
- To support both pupils, staff and parents in a wide variety of settings.
- To support in timetabling and provision mapping of students within the Inclusion Faculty.
- Implement agreed learning activities and teaching programmes.
- To work as part of a team, both whole school and department.

Assessments and Reports

- To support in writing Individual Education Plans for pupils.
- To support in reporting and documentation of the SEND/Inclusion Department.

Educational Methods

- To work with departments and individual teachers to meet the needs of pupils by identifying difficulties that may arise in any curricular context and taking steps to overcome them.
- To give advice and support to colleagues on all matters connected to Special Educational Needs and to promote Inclusion across all curriculum areas.
- To attend staff CPD along with teaching staff.

Other

- To carry out any other duties commensurate with the role as directed by the Principal.

All members of The Charter School Bermondsey staff are expected to:

- Support the Principal and Trustees in delivering the educational vision of The Charter Schools Educational Trust.
- Work towards and support the school vision and objectives outlined in the school development plan.

- Communicate The Charter Schools Educational Trust values, aims, policies and plans to staff, students and parents.
- Actively foster the ethos and values of the school.
- Build an expectation of high achievement for all.
- Help to create the best environment to promote and secure the achievement of students and staff.
- Have a sense of Corporate Responsibility for the outcomes of pupils at The Charter School Bermondsey.
- Comply with and support at all times the school's policies and procedures on safeguarding.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Uphold and enhance the school's reputation by ensuring positive, courteous relations with students, parents, colleagues and other stakeholders.
- Be willing to go above and beyond expected levels of commitment to ensure the success of the school.
- Be proactive in ensuring appropriate allocation of resources and evaluate against outcomes.
- Undertake other reasonable duties related to the role as required from time to time.
- Develop and encourage good relations between the school and the local and wider community.
- Work closely with other schools, locally, nationally and internationally.
- Represent the school at marketing and other external events.
- Engage actively in professional development for yourself and colleagues.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the school, following appropriate consultation.

Person Specification

Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> • Further Education Qualifications (E.g. A Levels, NVQ 4. Higher Diploma etc.) 	<ul style="list-style-type: none"> • Further training in the area of SEND
Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Successful experience working with children/ students/ young people 	<ul style="list-style-type: none"> • Working with young people or adults with SEND
Ability/ skills	
Essential	Desirable
<ul style="list-style-type: none"> • Imaginative and able with ability to relate well to students • Evident skills of clear communication – written and oral • Ability to assess and teach small groups and/or individuals in basic skills • Ability to support within the classroom and provide feedback and suggestions • Ability to observe colleagues and offer advice and suggestions as to how to meet the needs of SEND students in the mainstream classroom • Ability to support with tracking of student progress • Excellent organisational skills and administrative skills 	<ul style="list-style-type: none"> • Ability to liaise successfully with outside agencies and parents • Understanding of legislation and policy with the Inclusion agenda • To have a sound understanding of the SEND Code of Practice and to be aware of the work of the SENDCO
Equal opportunities	
Essential	Desirable
<ul style="list-style-type: none"> • Understanding of school's equal opportunities policy • Understanding of equal opportunities issues in the classroom 	
Disposition	
Essential	Desirable
<ul style="list-style-type: none"> • Ability to work hard and be able to do so under pressure, prioritising appropriately, and maintaining good humour • To be interested in students as individuals, in how they learn • To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues both within and outside the department 	