



Therfield School

Excellence Leadership Opportunity



Teaching Assistant Candidate Pack



Dear Candidate,

Thank you for showing an interest in our vacancy for a Teaching Assistant at Therfield School.

This is an exciting opportunity to join a friendly, hard-working and team, and we are seeking an enthusiastic, warm and friendly colleague to join us. We welcome new ideas and strive to provide outstanding support to our school community at all times.

If you feel that you are the right person to fit into our school, please complete all the sections of the application form.

Kind regards

James Malley
Headteacher



Information about the school

Therfield School is an 11-18 mixed comprehensive school situated in Leatherhead. The school currently has nearly 1000 students on roll and has been growing quickly in the last few years. Our sixth form is also growing and our students have a strong track record of securing places at Oxbridge and Russell Group Universities.

We are ambitious for our students. That includes securing excellent academic outcomes, but also involves delivering on the commitment of our motto, "Excellence, Leadership, Opportunity". To us, that means we have a duty to ensure that students leave us fully equipped to make a significant contribution to society and the wider world around them. That means our extracurricular opportunities are vital to our students' development.



As well as running a variety of academic, sports, music and drama clubs, we are a lead participator in the Duke of Edinburgh Award Scheme. We also believe passionately in offering excellent residential trips including visits to Washington DC and New York, Iceland and a ski trip to Austria just some of the opportunities available to our students and staff.



There is a strong sense of collegiality amongst staff and a team ethos that new colleagues really appreciate and, we believe, is unrivalled in most schools. The continuing professional development programme is strong and this is showcased through a hugely successful "TeachMeet" each year, where colleagues across Surrey come together to share the very best pedagogical ideas and techniques. The welfare of our staff, and the demands of their workload, are very important to us and there is a strong staff association who provide a range of events for all colleagues.

We are part of a small multi academy trust (The South East Surrey Schools Education Trust) with two other Surrey secondary schools. This gives us strong opportunities for partnership work building on our inclusive values. We also benefit from close links with our feeder schools and other partner schools locally. We are committed to improving staff wellbeing and are signed up to the Education Staff Wellbeing Charter. We have a modern and fully equipped gym that is available for staff to use and have recently begun to offer staff circuit training sessions once a week.

Our most recent Ofsted inspection took place in May 2024 and we were very proud to receive the feedback below:-

- Pupils benefit from a well-planned and ambitious curriculum.
- The school has high expectations.
- Staff take care to revisit and extend pupils' understanding of key content.
- This results in confident pupils, who remember previous learning well and are ready for the challenge of new learning.
- The school is caring and nurturing.
- Staff build positive, warm and respectful relationships with pupils. This helps pupils to feel happy and safe.
- Pupils behave well in and out of lessons and are kind to and respectful of each other.
- They enjoy school and trust teachers to prepare them well for the next steps in their future.
- The wide offer of visits, clubs, and close links to experts across the local and business communities provides a 'window on the world'.
- Pupils also relish the range of leadership opportunities, including student council and pupils voice projects.
- They are proud of their work and organise their written work coherently, including those in the sixth form.
- The school prioritises reading for all pupils.
- The school checks pupils' reading progress routinely and ensures everyone reads to develop their fluency and confidence.
- Pupils' generally attend well, and attendance is continuing to improve. The school works to understand the reasons for pupils' absence and works well with individual families to address these.
- Pupils behave well in lessons supported by the school's clear routines and high expectations.
- The school is calm and orderly.
- Relationships are positive and based on mutual respect between pupils and staff.
- The wider curriculum promotes pupils' personal development well. The personal, social, health and economic curriculum is used to carefully prepare pupils for their future lives. They learn how to recognise healthy relationships and how to stay safe, both in the community and online.
- The school uses clubs, trips and visitors to broaden pupils' horizons.
- Careers education is well developed.
- Thoughtful events such as work experience and support for individuals ensures that pupils are well informed about future choices.
- The school works positively with staff and parents.
- One parent reflected the views of many when they commented, 'they put pupils' well-being and academic achievement at the forefront of everything that they do.'



Therfield School

Job Profile: Teaching Assistant

Therfield School Vision and Aims

Therfield's Vision and Aims are at the centre of all that we do. We aim to achieve:

The Best for All - Excellence, Leadership, Opportunity

At Therfield we aim for our young people to:

Strive for Excellence

- Gain the best qualifications they have the potential to achieve
- Develop enquiring and independent minds that will equip them for lifelong learning
- Develop the self-worth, self-discipline and respect for others that will make a positive impact on their community and their lives

Become Leaders

- Develop the skills that will enable them to support one another to achieve extraordinary things
- Know the difference between right and wrong, to take responsibility for their actions and to stand up for what they believe in

Seize Opportunity

- Learn from experience to develop the adaptive skills and flexibility of mind to play a successful part in a changing global environment
- Celebrate achievement in its many forms
- Embrace learning and life as an adventure, and have the confidence to take advantage of the opportunities available to them now and in the future

Key Accountabilities:

Supports the teacher with their responsibility for the development and education of children in schools. Uses routine supervision and care skills to support students.

Salary

Salary in Range of SESSET 4- FTE range from £24,624 - £26,360 Actual range from £18,755 - £20,078
Term time only (32.5 hours over 38.6 weeks)

Accountable to: SENCO

Key Tasks:

Under the direction and supervision of the class teacher:

- Assists in the delivery of educational work programmes by participating in day-to-day learning activities
- Discusses with, and reports back to the teacher on the planning and assessment of students work
- Organises and maintains the learning environment
- Works as part of a team to ensure that the well-being, behaviour and personal development of students enhances their learning opportunities and life skills
- Maintains confidentiality inside and outside the workplace
- Understands and applies school policies



Therfield School

Teaching Assistant - Person Specification

Essential	Desirable
1. Qualifications	
<ul style="list-style-type: none"> • Good general education 	<ul style="list-style-type: none"> • 5 GCSEs including English and Maths • Willingness to take further training
2. Experience	
<ul style="list-style-type: none"> • Able to undertake routine tasks under direction • Able to plan and prioritise regular and irregular tasks • Able to clarify and explain instructions • Evidence of successful team working • Ability to assist with the organisation of the learning environment • Able to maintain records and files 	<ul style="list-style-type: none"> • Experience of working within a school setting • Able to clarify and explain instructions to young people • Knowledge of national educational developments
3. Skills	
<ul style="list-style-type: none"> • Good level of written and spoken English • Numerate • Basic IT skills • Able to develop specific knowledge and expertise to work with groups of students to deliver aspects of the curriculum 	<ul style="list-style-type: none"> • Excellent organisational skills • Ability to manage and innovate ideas effectively
4. Personality	
<ul style="list-style-type: none"> • Able to follow instructions • Ability to communicate sensitively and effectively with colleagues, parents and students. • A good manager of time • Hardworking and committed • Sound judgement • Able to deal efficiently and sensitively with a wide range of people • Flexible and responsive to change • Self-starter, enthusiastic and determined • Able to maintain confidentiality 	
5. Values	
<ul style="list-style-type: none"> • Demonstrable commitment to the values of comprehensive education • Demonstrable commitment to teamwork and whole school improvement • Demonstrable commitment to the protection and safeguarding of children 	<ul style="list-style-type: none"> • Commitment to whole school improvement strategies

The school is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be required to undertake an enhanced disclosure check by the Criminal Records Bureau.



Therfield School

Our Benefits



Continued Professional Development

A comprehensive programme of CPD is available to all staff starting with a broad induction program for all new staff.

Our ECTs and SCITTs take part in a planned programme of training

We host an annual TeachMeet developing and sharing practice from across Surrey.



Career progression

We are committed to support the career development of all colleagues with programmes in place for aspiring middle and senior leaders.

We have a long standing record of career progression for colleagues



Financial

We offer competitive salaries at all levels, and fall within the London Fringe category. All staff have access to the Teacher's Pension or Local Government pension Scheme.



Community

We have a well-supported Staff Room Association which organises regular social events providing colleagues with the opportunity to mix outside of school.

We are proud to have a supportive and friendly staff group who will always go the extra mile for each other.

We have a fortnightly 'good practice' staff draw to celebrate achievements and build positive relationships.

As a member of the RFU we are allocated tickets for the 6 Nations and other major competitions, which are available for staff to purchase via a ballot.

We run a two week timetable with school finishing at 2.30pm every other Friday.



Family First

We are a supportive family centred school and adopt a policy where 'no one misses their child's nativity'

We have a comprehensive special leave policy which gives staff the opportunity to enjoy a successful work life balance



Location

Our school is within easy access to the M25 and bus and rail links. Leatherhead station, which is a 10 minute walk, is on the main lines from London Waterloo, Victoria, Guildford and Dorking.



Staff Welfare

We purchase a confidential Employee Assistance programme that is available to all staff 365 days a year and includes a team of trained wellbeing and counselling practitioners.

New staff have buddies assigned to be able to help them transition into the school and feel comfortable in the new surroundings.

We have a modern and fully equipped gym that is available for staff to use.



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