



HAMPSTEAD SCHOOL
Learning together Achieving together



Bilingual Support TA

Application Pack



Dear Applicant,

Thank you for your interest in this exciting post at Hampstead School. More information about the school can be found on our website www.hampsteadschool.org.uk.

The job profile and person specification are included in this document. We advertise our roles through TES but please take time to look at website to find out more about Hampstead School.

At Hampstead School, we are committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, staff engagement forums, in-school facilities and services to support staff from different backgrounds. We are keen to explore part-time, job share or flexible working arrangements. Everyone is welcome – we are committed to inclusion across race, gender, age, religion, identity and experience.

The School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced DBS check. Checks will be made with previous employers.

Message from the Head

I started as Head at Hampstead School in September 2020. Reopening the school in the midst of a global pandemic was a baptism of fire but staff, students and parents were incredibly supportive. This is a remarkable school and it is a privilege to work here.



The period since has been made easier by my existing knowledge of the school, having started my career here as a Newly Qualified Teacher. My original spell only lasted four years, a length of time that pales into insignificance when compared to the years of service some have given, but after leaving I retained a strong connection to the school. Hampstead School reflects – and has shaped – my educational values. It is a truly comprehensive school, seeking to serve its local community. It is non-selective in the truest sense; there are no ability bands, selection tests or restrictions based on gender or religion. If you live nearby, if it is your local school, there is nothing to stop you coming here. It is part of a strong local authority working to ensure high standards through co-operation rather than competition.

When Hampstead School gets it right then there are no caveats, no 'yes buts'. Success is not based on a selective admissions criteria or top-down interventions from an academy chain. Success is sustainable, ethically sound and based on an unwavering commitment to equality of access. I can honestly say that I would not have applied for any other headship.



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The School and its Community

Hampstead School is a London Borough of Camden maintained comprehensive school with over 1330 students. The school, with an admission number of 210, is popular locally and oversubscribed.

Founded in 1961 as a mixed comprehensive school, visitors often comment on the mutual respect which is evident between students and staff. This has been recognised; we are the first secondary school in London to be awarded the UNICEF “Rights Respecting School Award” at the highest level.

The diversity of our students is a strength of the school. Over 80% of students are of ethnic minority origin, with over 60 different languages spoken. Around half our students have English as an Additional Language, with a similar proportion eligible for the Pupil Premium.

Sections of the school have been rebuilt over the past few years as part of the Priority Schools Building Programme; our facilities are now world class.



Our Ethos

We expect staff and students to *Think Big, Work Hard and Be Kind*, principles underpinned by the value we place on ambition, critical thought, effort and compassion. This culture is fostered in an atmosphere where the quality of relationships is crucial; our motto, ‘*Learning Together, Achieving Together*’, is reflected in the interactions that take place between staff and students every day.

The impact of this ethos, when combined with the highest expectations of achievement and a belief that every student can and will achieve, is seen in some of our successes and initiatives over the past few years. They confirm that Hampstead School’s reputation for creativity, innovation and inspiration is firmly rooted in rigour:

- One of seven UK schools recognised as an inaugural “Achievement for All” Ambassador School
- Arts Mark Award (Gold) from the Arts Council for England
- Sportsmark
- International School Full Award
- Geography and History Quality Mark
- Sustainable Schools Award (Gold)



- Cultural Diversity Quality Standard (Gold)
- Stonewall Award
- National Champions in the Model United Nations national debating competition
- Our work with New Arrivals recognised as best practice and disseminated to all UK schools
- Enduring relationships with Future Leaders, Teaching Leaders and Teach First.
- Princes Trust kitemark (English)
- Diana Awards from the Prime Minister for our anti bullying and peer mentoring schemes
- Part of the National Association for Able Children in Education (NACE)

We are proud of what we have achieved, never complacent and retain a genuine and positive determination to become exceptional in all areas. We relish our challenges, being fortunate in our committed and enthusiastic staff, all of whom work together for the benefit of our students. A sign of success is that, within a stable workforce, nearly all who leave do so for promotion. Consequently, this creates opportunities to appoint new colleagues with new ideas, enthusiasm, and moral purpose.

More about this role

Bilingual Teaching Assistants play a crucial role in ensuring students with English as an additional language are supported across the school curriculum and achieve to the best of their ability. You will work closely with the Head of Bilingual Support, SLT, class teachers, pastoral staff, external agencies and parents/carers to provide a high quality personalised and inclusive education experience.

Bilingual students will be supported in a variety of ways; whole class, small group setting or one-to-one sessions. You will apply a holistic approach to develop the EAL and refugee students' academic and wellbeing needs.

We are keen to employ hard-working, passionate, enthusiastic and committed individuals who will embrace every opportunity to contribute to our whole school development.

I am very excited about developing the school further and working with colleagues with differing strengths, but who all share an unwavering passion for education, and a commitment to improving the life chances of all our students. If you are one of these talented people, we would love to hear from you.

Matthew Sadler
Head



Job Profile: Bilingual Support Teaching Assistant

Hampstead School is committed to safeguarding & promoting the welfare of children and young people. All staff are expected to share this commitment.

Direct Reporting	Head of Subject / Faculty
Line Management	No line management responsibility
Grade	Scale 4
Main Purpose	<ul style="list-style-type: none"> To provide support to students with English as an Additional Language (EAL) To work with individual EAL students, small groups and support in whole classes within an agreed system of supervision under the direction of the Head of Bilingual Support, differentiating tasks according to the students' needs To support/organise the implementation of educational initiatives To facilitate and encourage a learning experience which provides EAL students with the opportunity to achieve their individual potential To monitor and support the overall progress and development of EAL students To contribute to raising standards of EAL student attainment and to provide and monitor opportunities for personal and academic growth
Faculty Standard	Duties and responsibilities
Culture	<ul style="list-style-type: none"> Assist the Head of Bilingual Support to ensure the provision of a range of activities that complement the school's strategic objectives Foster positive relationships across the school community and contribute to maintaining a safe, orderly and inclusive environment Contribute to a culture of high staff professionalism, including implementing the school policies and procedures To play a full part in the life of the wider school community in implementing its vision, mission and ethos and support staff and students to do likewise, adhering to all school policies Contribute to the wellbeing and safeguarding of all students Liaise with parents, carers and guardians, help to organise meetings and assist with small translation jobs To attend appropriate events, such as Parents' Consultation Evenings, to assist with translation and interpretation
Operational & Strategic Planning	<ul style="list-style-type: none"> To assist in the development of appropriate resources and schemes of learning for one to one, pairs or small group learning situations To make an effective contribution to the selection and preparation of EAL teaching resources that meet the diversity of students' needs and interests Contribute to break-time supervision duties and extra-curricular activities To adapt a flexible growth mindset approach to the responsibilities that go with working in the Modern Foreign Languages faculty A degree of flexibility is expected to support the Head of Department with faculty literacy cover arrangements, events, visits, interventions etc
Teaching	<ul style="list-style-type: none"> Collaborate with classroom teachers to ensure EAL students are provided with clearly structured teaching and learning activities to motivate students to advance their learning Support EAL students in class, adapting resources and working in partnership with subject teachers to deliver parts of the lesson such as starters, plenaries and setting of home learning tasks Teach small groups of EAL students in withdrawal delivering the aspects of a parallel curriculum and making sure EAL students of all proficiency levels have access to the curriculum and achieve to the best of their ability Provide EAL students with support during homework club and after school to ensure that home learning is completed on a regular basis Ensure a high quality learning experience for EAL students, meeting internal and external quality standards Use a variety of delivery methods, which stimulate learning appropriate to student needs, learning styles and demands of the subject. Maintain high expectations in punctuality, behaviour and standards of work



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	<ul style="list-style-type: none">• Carry out termly reviews to ensure delivery of support reflects outcomes
Curriculum & Assessment	<ul style="list-style-type: none">• Carry out termly reviews to ensure delivery of support reflects outcomes• To deliver differentiated resources, as directed by the Head of Bilingual Support• To monitor and evaluate EAL students' responses to learning tasks and modify approach accordingly• Contribute to review documents, setting appropriate targets and outcomes• Communicate regularly with subject teachers and the pastoral team to relay concerns regarding progress• Provide support during GCSE and A Level examinations
Behaviour	<ul style="list-style-type: none">• Sustain high expectations of behaviour for students, built upon relationships and routines, which are understood clearly by all• Ensure high standards of student behaviour in accordance with the school's behaviour policy in a consistent, fair and respectful manner• Promote the school's anti-bullying or harassment strategies
SEND & EAL	<ul style="list-style-type: none">• Provide clearly structured teaching and learning activities to motivate EAL students to advance their learning in line with their Education Health Care Plan (EHCP) or Special Educational Need or Disability paperwork• Support EAL students to learn in a range of classroom settings, including working with individuals, small groups and whole classes• Maintain ambitious expectations for all pupils with SEND and EAL
Professional development	<ol style="list-style-type: none">a. To take part in the school's staff development programme by participating in training and professional developmentb. To take initiative and ownership for personal and professional development including subject knowledge and pedagogyc. To actively and self-confidently engage in the Performance Management processd. To maintain professional standards at all times, adhering to the staff policye. Engage with statutory guidance at all times (eg. Keeping Children Safe in Education)
Organisational management	<ol style="list-style-type: none">a. Communicate effectively with the parents of EAL students and external professionals as appropriateb. Where appropriate, to communicate and co-operate with persons or bodies outside the school and in so doing, promote the school's ethosc. Follow school policies related to communicationsd. Maintain accurate and up-to-date information/records
Pastoral Care & Welfare	<ol style="list-style-type: none">a. Ensure the protection and safety of students and staff through effective approaches to safeguarding as part of the duty of careb. Promote the general progress and well-being of studentsc. Liaise with Pastoral Leaders and support with the implementation of the school's Pastoral Systemd. Expect and encourage students' full attendance to all lessons and their full participation in school life
Quality Assurance	<ol style="list-style-type: none">a. To ensure the effective operation of quality assurance systemsb. To establish and follow standard operating proceduresc. To develop strategies which contribute to the school's behaviour policy

The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities reasonably assigned to them by Senior Management.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This job description may be amended at any time in consultation with the post holder, Governing Body and/or Senior Management as required. Trade union representation will be welcomed in any such discussions.

All candidates must have a strong working knowledge of safeguarding practices and be committed to safeguarding and promoting the welfare of children and young people.



Person Specification: Bilingual Support Teaching Assistant

Criteria		Essential	Desirable
Values and disposition	The ability to <i>Think Big, Work Hard</i> and <i>Be Kind</i> – and foster this in others	•	
	A commitment to an ambitious, inclusive, comprehensive education	•	
	High expectations and a relentless focus on improvement	•	
	A positive, proactive, creative, solutions-focused approach	•	
	A team player who recognises the importance of a collegiate ethos	•	
	Reflective, self-aware, and keen to listen and understand	•	
	A commitment to supporting wellbeing and work-life balance	•	
	A commitment to developing your own Continuing Professional Development	•	
Excellent record of punctuality & attendance	•		
Experience	Successful, relevant experience at a school, college or specialist setting	•	
	Ability to work 1:1 with students and small groups	•	
	Ability to support the faculty with Literacy cover arrangements	•	
	Evidence of delivering specific schemes of learning and understanding how to adapt materials and approaches to meet student need	•	
	Experience of strategies to promote inclusion and positive behaviour	•	
	Experience in more than one school		•
Knowledge and skills	Knowledge of second language acquisition and stages of progress	•	
	Ability to engage with, analyse and act on data	•	
	An efficient, organised worker with good ICT skills	•	
	Strong communication skills in verbal and written capacities	•	
	Knowledge of how students learn and the range of strategies which need to be applied to facilitate effective learning	•	
	Conversant knowledge of issues pertinent to bilingual and refugee children	•	
	Conversant in the use of relevant educational computer software such as SIMS/PARS/Satchel One/Microsoft Teams	•	
	Ability to interpret EHCP and specialist content with a view to maximising outcomes through efficient delivery of recommendations	•	
	Ability to maintain robust paperwork and records of support and impact	•	
	Ability to speak and write fluently in a language other than English		•
Equality, Diversity and Inclusion	Awareness of the equality, diversity and inclusion agenda	•	
	A commitment to ensuring student individual needs are addressed	•	
Qualifications	Right to Work in the UK	•	
	A good level of general education including English and Maths (Level 2 or equivalent)	•	
	Educated to degree level or equivalent (Level 6 or equivalent)		•

All candidates must have strong working knowledge of safeguarding practices and be committed to safeguarding and promoting the welfare of children and young people.



Timeline of events for this post

Date	Event
Monday 12 th June 2023 @ 0900	Deadline for applications
Thursday 15 th June 2023	Interviews

What can Hampstead School offer you?

“Staff said that they are proud to be members of the school, and feel well supported.” (Ofsted, 2021)

Our employee package includes personalised training, a comprehensive package for ECTs starting a career in teaching, placement on leadership programmes for middle leaders, financial and professional support for MA degree programmes and National Professional Qualifications, and engagement in the wider programmes offered by Camden Learning.

We are keen to ensure a positive life-work balance. Staff are granted time-off for a range of personal days as well as access to a free 24-hour employee assistance package and annual flu jabs. We were the first school in London to achieve the Optimus Wellbeing Award for Schools and a staff working group continues to drive this important work forward.

Our location, minutes from Cricklewood Station and only a short distance from the transport hub in West Hampstead, mean that staff benefit from Inner-London weighting but have flexibility in where they choose to live.

Benefits include, but are not limited to:

- Free access to a staff gym on site
- Employee Assistance Programme
- Annual flu jab
- In-house professional development programme
- TOIL days in recognition of twilight CPD
- Bespoke leadership development pathways
- Time off for personal days (e.g. nativity plays, graduations)