



**HOE VALLEY SCHOOL**  
**GRADUATE ASSISTANT TEACHER**  
**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**

We are looking for a passionate, talented graduate assistant teacher who would like to pursue a career in teaching to join our dedicated team in our 'outstanding' school.

The successful candidate will work alongside the SENCo and a dedicated team of Teaching Assistants to contribute to improving standards in English and Maths. They will be responsible for small group interventions and work with students 1:1 as well as providing classroom support.

Our graduate assistant teachers will also interchange with the class teacher and lead whole class learning as required to allow the teacher to focus on individuals and groups of students in order to ensure the progress of all students. They will inform, contribute to target setting and review meetings and ensure the provision for all SEND students is high quality and meaningful.

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.

Experience of working with young people or ELSA training would be an advantage.

## **CORE RESPONSIBILITIES**

### **Supporting Teaching and Learning**

- To work closely with the class teacher to ensure students are focussed, learning and accessing appropriate tasks
- To help support targeted students in mixed ability groups ensuring they meet the objectives of the lesson
- To plan, deliver and assess student learning in small groups or 1:1
- To ensure that resources and displays are organised and available to promote a purposeful environment for teaching and learning to take place
- To cover lessons if required
- To ensure that the classroom presents a stimulating environment through the display of students' work and other exemplar materials
- To contribute to the enrichment programme
- To interchange with the class teacher to support the learning of all students as required

### **Supporting Progress and Attainment**

- To lead on a specific area of SEND provision
- To promote the inclusion of all students in the school curriculum and to support students with complex needs where appropriate
- To review data on students alongside the SENCO and classroom teachers
- 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 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
- To attend year group meetings as required

## PERSON SPECIFICATION

Essential	Desirable	Assessment Criteria
<b>Qualifications &amp; Competencies</b>		
A* - C grade in English and Maths at GCSE level or equivalent	Evidence of other relevant CPD qualifications	Application form
	ELSA trained	Application form
	SALT trained	Application form
<b>Experience</b>		
	Experience of working in a Primary or Secondary school setting	Application form & reference
Experience working with young people in both 1:1 and small / whole group settings		Application form, interview & reference
	Experience of running literacy or maths interventions	Application form interview & reference
	Evidence of holding high aspirations for young people	Application form, interview & reference
<b>Skills and Attributes</b>		
<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
<b>Safeguarding</b>		
2 satisfactory written references including from current/most recent employer		Application form & reference
A satisfactory enhanced DBS check		