



Cobham Hall

Recruitment Pack

Teaching Assistant at new SEND School
(Full Time - Starting January 2025)





Cobham Hall



Dear Applicant

Thank you for your interest in the position of Teaching Assistant at Cobham Hall from January 2025. Chiltern Way Academy Trust, in partnership with Cobham Hall, are opening a centre of excellence with provision to specifically target students with educational challenges. The new Special Educational Needs School will cater to 11–16-year-old pupils with Autism, Emotionally Based School Avoidance (EBSA), and Social Communication and Interaction difficulties. The provision aims to re-engage students who are missing out on valuable learning experiences.

A dedicated and specifically tailored curriculum has been designed and is ready to be delivered. It aims to be as engaging and nurturing as possible and will be delivered to small groups of children within a setting that is both inspiring and beautifully tranquil. The admissions process has started with students on roll from January 2025.

This is a fantastic opportunity for someone to be part of a pioneering new school, to assist in the delivery of lessons and make a difference to young people's educational prospects. Please do get in touch with any questions at spencel@cobhamhall.com.

Pay and Benefits

Salary £18,720 per annum

The School also offers:

- Contributory Pension Scheme
- Comprehensive induction and on-going opportunities for Professional Development
- Small class sizes
- Use of the School fitness room, tennis courts and swimming pool
- Free onsite parking
- Lunches and refreshments provided
- Cycle to Work Scheme
- Access to 150 acres of Grade II* designed parkland



JOB DESCRIPTION

Reports to: Classroom Teacher

The responsibilities of the Teaching Assistant will include the following:

- To support the learning of students who have an autism diagnosis within a structured teaching situation or individually as required
- To assist in promoting the learning and personal development students to whom you are assigned and be a positive advocate and role model
- To be aware of lesson objectives and to assist students in making progress
- To be passionate about supporting students with additional learning needs and to attend training on high incidence learning difficulties and Autism Spectrum Condition (ASC) as directed by the Director of the SEND School
- To engage in a discourse with teaching staff about planning, and to assist in the preparation and development of resources
- To help teachers maintain a classroom or rooms to the highest standard: supporting the comfort, safety, self-esteem and learning of the students
- To be familiar with students' SSD profiles and to use this knowledge to inform support of students
- To monitor students' progress and achievement, bringing issues of concern to the attention of the class teacher
- To maintain records of intervention where appropriate and to make them available for inspection upon request by the Director of the SEND School or another member of senior staff
- To work with students as directed to maintain personal confidence and promote positive behaviour
- To assist the classroom teacher to maintain both the health and safety of all students and good order and discipline: to do so within the School's policies and guidelines
- To support students in their entitlement to examination concessions in internal and external examinations
- To contribute when appropriate to any multi-disciplinary discussion of students' needs/progress and to attend regular student support meetings as required
- To participate in relevant staff development alongside those related to students
- To play some part in the cycle of school and self-evaluation, planning monitoring and the delivery of school improvement
- To become familiar with, understand, and adhere to School policies and procedures
- To maintain confidentiality in and outside the workplace
- To undertake any duties of an appropriate nature as may be reasonably required by the Headmistress



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Supporting Teaching and Learning

To help and support the classroom teacher to deliver effectively in the following areas:

- To support with all associated preparatory, assessment, recording and reporting work, in a subject specialism and/or other curriculum areas
- To demonstrate skills in, and understanding of, a variety of teaching and learning strategies
- To impart, knowledge skills and understanding to each pupil following modified and individualised schemes of work that deliver the National Curriculum both within and, if appropriate, outside the prescribed Key Stages and programmes of study for each subject delivered
- To regularly review the methods of teaching and programmes of work
- To actively and demonstrably support and promote literacy, numeracy, ICT and Key Skills via their curriculum areas
- To actively and demonstrably support and promote the personal, social and moral development of the students via their curriculum area
- To keep abreast with current thinking and development by attendance at appropriate courses, reading and other means of professional updating and training
- To participate in meetings at the school which relate to the curriculum or the organisation and administration of the school
- Supporting the curriculum as appropriate for groups and individuals





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Supporting, Caring and Mentoring

To help and support the classroom teacher to deliver effectively in the following areas:

- To know well and to be actively responsible for each individual pupil within the group sharing their successes and challenges
- To intervene and provide support in promoting the general progress academically, socially and personally of all pupils within the group and to encourage them to take as full and active a part in the wider life of the School as possible
- To liaise with colleagues, parents, educational support services and other agencies as appropriate
- To lead or contribute significantly to any pertinent or necessary recording, reporting or assessment
- Adopt and implement the values and principles of the School's stated policies on safety, care, control and behaviour management

To deliver effectively in the following areas:

- Provide care, support, guidance, discipline and encouragement for all students
- Act fairly and with compassion whilst creating professional boundaries
- Act as a positive role model for staff and students
- Work successfully alongside parents, stakeholders and outside agencies in fulfilling responsibilities
- Interact appropriately with all members of the School community and its stakeholders





PERSON SPECIFICATION

Personal Qualities

- Commitment to the ethos of the new SEND School and to Cobham Hall School
- Enthusiasm
- Creativity
- Approachability
- Professionalism and integrity
- Adaptability

Personal Skills

Able to:

- Motivate and inspire students at all levels
- Work as part of the new SEND School and the wider whole School staff team
- Have excellent IT skills
- Be a good administrator
- Have excellent interpersonal skills

Qualification and Experience Criteria

Experience in supporting students with specific learning difficulties and students on the autistic spectrum is an advantage. Training will be provided for the right candidate.

Closing date for applications: **Tuesday 29 October 2024**



How To Apply

1. For more information, and to apply, [please follow this link](#) to the Mill Hill Education Group job portal and select "Cobham Hall School" as your location.
2. Your application form should be completed in full by **9.00am on Tuesday 29 October 2024**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview. Interviews will take place before the closing date for suitable applicants and we reserve the right to appoint if a suitable candidate is found.

The Mill Hill Education Group is committed to safeguarding the welfare of children. The Group applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for persons barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.



Cobham Hall

A day and boarding school for girls and boys aged 11-18

**NOW WELCOMING APPLICATIONS FROM
GIRLS AND BOYS IN ALL YEAR GROUPS.**

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