

June 2019

Dear Applicant

**Teaching Assistant (Access Arrangements and Exam Support)**

**Permanent Contract**

**35 Hours per week / Term time only (38 weeks per year + 2 INSET days)**

**Prorata salary: NJC Scale 12-15, £20,064 to £21,169 per annum depending on experience**

**Start date: September 2019**

Thank you for your interest in the above post based at Waldegrave School. Waldegrave is a school where everyone enjoys learning, feels valued and experiences success. We are a school that believe in a strong supportive environment. This has lead us to being graded as 'Outstanding' by Ofsted in 2018 and awarded 'Comprehensive School of the Year 2016' by The Sunday Times.

We are currently recruiting for a Teaching Assistant. You will be joining a successful Individual Learning Department which prides itself on supporting students with additional needs to reach their full potential. We require a flexible, organised and calm person who can help support the SENCO with Access Arrangements and the Exams Officer with exam support.

At Waldegrave we pride ourselves on having a supportive community environment in which to grow and progress your career. We are a member of the cycle to work scheme and have an active Staff Association who are there to help support staff as well as organise social events. We take staff wellbeing seriously and have an Employee Assistance Programme which offers free counselling and advice.

This pack includes the job description and person specification as well as information about the school and the department. Further information can be found on our website. We will use the person specification as the basis for the selection criteria.

I hope you will decide to apply. Please download an application form from the jobs page of our website [www.waldegrave.richmond.sch.uk](http://www.waldegrave.richmond.sch.uk). Please submit your application form addressed to the headteacher, Ms Elizabeth Tongue by e-mail to: [jobs@waldegrave.org.uk](mailto:jobs@waldegrave.org.uk).

**Closing date for applications is noon on Monday 24 June, however the school reserves the right to bring these dates forward so early applications are encouraged.**

The Waldegrave Trust is committed to safeguarding and promoting the welfare of students; We expect all staff to share this commitment and an enhanced DBS disclosure will be sought.

May I wish you every success, and take this opportunity to thank you for the time and effort I know you will put in to your application.

Yours sincerely



Elizabeth Tongue  
Headteacher

### **Please read these notes before completing the application form**

It will help us if you follow these instructions:

- We would prefer you to fill in your application using Word or a word compatible format and submit it by email. Please include everything you wish the panel to consider on the form rather than in any separate document or covering email. **Only applications submitted on the school's application form will be considered.**
- Please give the full name and title of both your referees, and ensure that the full address, telephone numbers and email addresses are included. Your referees will be contacted if you are short-listed.
- If you are short-listed we will contact you by email.
- Please submit your application form by 12 noon on the closing date to:-

**[jobs@waldegrave.org.uk](mailto:jobs@waldegrave.org.uk)**

- You will be asked to sign a hard copy if you are appointed.
- Waldegrave Trust is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All our staff are required to complete a DBS (Disclosure Barring Service) check and declare previous convictions.
- We are fully committed to equality of opportunity and aim for our staff to reflect the school community. It will help us to monitor the success of our recruitment strategies if you complete the ethnic monitoring information page of the application form. The information you provide will be treated as confidential and will not be made available to the short-listing panel.

## Job Profile

<b>Job Title:</b>	Teaching Assistant
<b>Key purpose:</b>	To support the education and welfare of SEND students as directed by the Director of Inclusion [including liaising with the SENCO and Exams Officer to ensure appropriate support in place for students with additional needs during exam season].
<b>Responsible to:</b>	Assistant Headteacher / SENCO
<b>Terms and Conditions:</b>	It is anticipated that the nature of the role may require occasional twilight and evening commitments and school trips

### Duties and Responsibilities

- To support students' arrival in the morning, break time, lunchtime and departure in the afternoon.
- To take every opportunity to meet the individual needs of students and develop skills necessary for the post (including language, communication, social skills and positive management of behaviour).
- To assist in the analyses of needs and the planning and application of individual programmes.
- To support appropriate school behaviour in line with the Behaviour Policy.
- To assist assigned students within mainstream setting, (this includes in mainstream classrooms and in all other areas of the school inside and outside of lesson times).
- To accompany assigned students on out of school activities (to be negotiated if outside school hours), and to assist at lunch times and break times.
- To communicate with parents/carers, teachers and other professionals as required.
- To act as Key Worker for a named student, assist with and give oral and written feedback on individual progress in all areas and levels of progress and attainment.
- To work alongside other adults as necessary.
- To produce and maintain classroom resources and displays as required.
- To help with the differentiation of work.
- To take part in in-service training, relevant performance management arrangements and other meetings as required.
- To provide information that supports the preparation, monitoring and review of IEPs and to action appropriate tasks from the IEPs.
- To assist with or run extra-curricular activities (e.g. gardening club).
- To provide library cover as and when necessary.
- Other appropriate duties as reasonably required by the Director of Inclusion.
- To take part in training linked to the role.
- To assist with First Aid provision as required.
- To undertake all duties and interactions with staff, partner providers and students fairly, without unlawful discrimination and with due regard to our Equal Opportunities Policy.
- To provide administrative support to SENCO regarding access arrangements.
- To provide administrative support to the exams team at key points of the year.

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work commensurate with the level of responsibility of the role not specifically referred to above.

## Person Specification

### Qualifications

Essential

Desirable

- GSCE Grade C or above in English & Mathematics.
- Additional KS5 qualification, A level, BTec or equivalent.

### Experience

- Supporting students with Special Educational Needs, individually and in groups at Secondary School level.

### Knowledge

- Working knowledge and understanding of common mainstream SEN conditions eg Speech Language & Communication Needs (SLCN), Autistic Spectrum Conditions (ASC), Dyslexia, Dyspraxia, Dyscalculia.

### Skills & Attributes

- Commitment to meeting the individual needs of students.
- Enthusiasm.
- Able to work well as part of a team.
- Patience and understanding for students with SEN and multiple needs.
- Willingness to be adaptable- including hours or work (within reason), visits outside school and different approaches to support.
- Numeracy, literacy and ICT skills.
- Good communication skills with children and adults
- Clear spoken English.
- Good organisational skills.
- First Aid Qualification or willingness to undertake training.

## School Information – Waldegrave School

Waldegrave is a successful and over-subscribed comprehensive school for girls aged 11 to 16. Waldegrave introduced a sixth form in September 2014 which also welcomes boys.

The wider success of Waldegrave has been recognised in many different ways:

- Graded “outstanding” by Ofsted.
- 75% of students achieved A\*-B at A level in 2018 (Grade 1 ALPS)
- 84% of students achieved at least 5 good passes including maths and English at grade 4 +; 44% of all grades at A\*/A or equivalent in 2018
- Sunday Times Parent power Top 11-16 school in the country 2011-2015 and Comprehensive of the Year 2016
- Designated a Teaching School (2011)
- Designated a Science College (2004)
- Sportsmark Award, Silver Artsmark, Healthy Schools Award, Eco Schools Award
- Investor in Careers

### Staffing

The school has a staff of 100 teachers, 15 technicians and curriculum support staff, 15 administrative staff and 3 premises staff. School lunches, grounds maintenance and cleaning are provided through competitive contracting. There is a strong commitment to training and professional development, and the work/life balance of all staff.

### Students

There are 1,036 students on roll, plus a further 335 enrolled in the sixth form. In recent years the number of applicants for places at Waldegrave has greatly exceeded the planned admission number. The students come from a wide range of religious, cultural, social and ethnic backgrounds. Approximately 20% of the students are from homes where English is not the first language, and there are 43 home languages other than English spoken amongst the students. The number of students entitled to free school meals is approximately 9%.

### Student Academic Achievement

We are very proud of our results at Waldegrave and we will continue to aim to achieve the very best results possible. In 2018, our Progress 8 score was well above average. 89% of grades for the new style GCSEs were grade 4 and above and 44% of grades were grade 7 and above. Overall our students attained 180 grade 9 results. Click [here](#) for further information on our exam results. Click [here](#) for further information on our exam results.

### Curriculum

The curriculum at KS3 and KS4 is broad, balanced and differentiated so that the needs of individual students are met. Students are placed into eight all-ability tutor groups in years 7 to 11 and these form the basis of teaching groups. The vast majority of teaching is mixed ability and there is very little setting at any age. Home learning is set regularly and seen as an important extension to the curriculum. We offer a wide range of extra-curricular activities such as orchestras, choirs, sports clubs, drama club and maths and science drop in sessions. Productions and musical events are a part of the school calendar. All students in KS4 have a work experience placement. In our thriving and over-subscribed co-ed sixth form we offer an academic curriculum of A level subjects and have a consortium arrangement for some subjects with Teddington School.

### **Pastoral System and Student Voice**

The pastoral system at KS3 and KS4 is based on a year group support structure. Each year is divided into 8 mixed ability form classes of 27 students. Form tutors have the first responsibility for the welfare, progress and attendance of their tutor group. The School Council and Year Councils are led by students who meet regularly to discuss a wide range of issues. These forums provide an opportunity for students to voice their ideas and to influence any aspect of school life. A Head Girl and her Deputy Heads lead a team of senior prefects and perform duties on behalf of the whole school.

Sixth form students are in tutor groups of approximately 24 students and a Head Girl and Head Boy are elected to carry out responsibilities in relation to sixth form.

The school operates a house system which provides opportunities for students in KS3/4 to come together and participate in competitive competitions and charity events. Students also have opportunities to gain leadership skills within the house system and allows students to throw themselves into the life of the school and have fun. We have an active school parliament who contribute to on-going improvements to the school.

### **Site and Buildings**

The school is set in spacious and attractive grounds; we have our own playing fields within the 14.5-acre site. The school has received significant investment over the past in a new sixth form block, dining room and sports hall, and a refurbished performing arts centre. There are well-equipped specialist facilities and good staff room facilities. There are twelve science labs and seven ICT suites.

### **Special Education Needs at Waldegrave**

At Waldegrave the SEN Department has a strong supportive ethos. Students are supported both in and out of class by a team of well qualified SEN teachers, Higher Level Teaching Assistants and Teaching Assistants. The department has a dedicated, warm, welcoming, well-equipped classroom in a wing which includes the Learning Resource Centre (LRC), Learning Zone and Learning Space unit. There is also a small quiet courtyard, The Sensory Garden, where students can sit.

The department is led by the Coordinator of Individual Learning and includes provision for students with diverse needs including Talented, Able and Gifted.

The department runs clubs before school, at break and lunch. Provision is also available until 4pm each day to help students complete their homework. Statemented students or those with an Education, Health and Care Plan (EHCP) are linked to a lead professional and have mentors from within the department to ensure that their learning is individualised and that they are able to access the National Curriculum at an appropriate level.