

The Matthew Arnold School



Teaching Assistant

Application Pack



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WELCOME FROM THE HEADTEACHER



Dear applicant

The Matthew Arnold School (part of the Bourne Education Trust 'BET') is looking to appoint a Teaching Assistant to join our current team from September 2023.

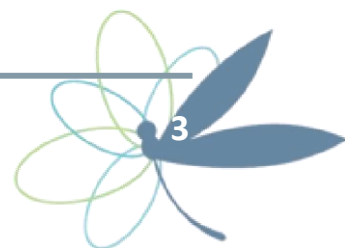
We are looking to recruit an enthusiastic, highly motivated, well-organised Teaching Assistant to join our successful school and support our SEND department and SEND students. You will be working alongside individual or small groups of students to support them in accessing all areas of mainstream education.

Experience is desirable but full induction and training will be given and opportunities exist for teaching assistants to develop their careers and to specialise in different subject areas.

I hope this application pack will give you an insight into our organisation and I look forward to welcoming you when you visit.

Yours faithfully

Zelia Munnik
Headteacher



JOB DESCRIPTION

Grade: PS3, ,£13,970 pro rata (£19,313 FTE)
Hours: Monday – Friday, 8.15am – 3.30pm, with a 40 minute unpaid lunch break
32.08 hours per week, 36.8 weeks per year

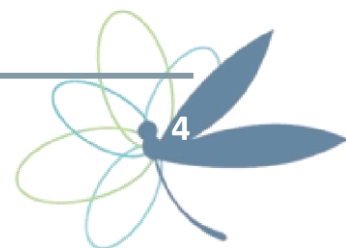
Responsible to: SENDCo

Role Description and Key Purpose

- Support the SENDCo with all students identified as requiring SEND support throughout their time at school.
- Work with the SENDCo to manage the needs of identified students by providing appropriate support from defined resources, including interventions, measuring progress, liaison with staff, students, parents and outside agencies
- Provide some additional support for identified students

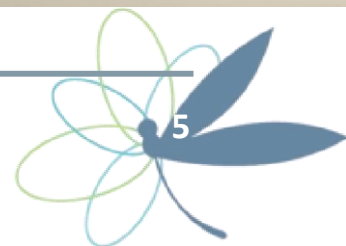
Specific duties and responsibilities

- Assist the SENDCo with the identification, assessment and provision for students with identified additional needs
- Assist in ensuring the school meets statutory requirements for its SEND provision, including EHCP's and Annual Reviews
- Liaise with feeder schools, where relevant, for appropriate transition information
- Timetabling intervention and TA support in classrooms
- Advise and liaise with staff to ensure students have access to an inclusive curriculum
- Manage and deploy available resources, under direction, to ensure they are used efficiently and effectively
- Coordinate SEND best practice and share information across the team
- Provide efficient administration support for the department including minute taking and organising agendas
- Arrange Annual Reviews and ensure associated administration is effective and complete
- Liaise with parents and students as required to coordinate their needs and input
- Be the first point of contact for all SEND enquires from external parties
- Be involved with the exam access arrangement process
- Maintain accurate records and ensure confidentiality is maintained at all times
- Support small groups of students with identified needs as required
- Be active in issues of student welfare and support, including supporting at break and lunch times
- Undertake First Aid at Work training and provide support for pupil first aid and welfare duties (if required)



- Comply with the school requirements for Health and Safety and GDPR
- Play an active role in emergency evacuation procedures
- Where possible, support out of usual hours information evenings and events if required
- Any task which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments
- Provide general support as required by the Headteacher

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The purpose of this job description is to set out in general terms the management, purpose, and responsibilities of a specific job at The Matthew Arnold School. It is not intended to be a comprehensive listing of every task that an employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in contracts of employment. It will be reviewed regularly, and it may be subject to modification or amendment at any time after consultation with the post-holder.



Application Process

Thank you for your interest in this role. We look forward to receiving your application. The closing date for applications is midday on Monday 20th February 2023. Interviews will take place week commencing Monday 27th February 2023.

To apply for this position, you must complete a Bourne Education Trust application form and email it to hallm@matthew-arnold.surrey.sch.uk. (CVs without a fully completed application form will not be considered). It is also important that you include a telephone number for both daytime and evening so that we can contact you by telephone if necessary.

If you have any further questions or would like to arrange an informal appointment to discuss the role with Kirsteen Moore, SENDCo, please contact Makella Hall, Head's PA on hallm@matthew-arnold.surrey.sch.uk

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval (DBS) as part of our rigorous approach to safeguarding our children.



