

October 2017

Dear Applicant

Teaching Assistant
Permanent Contract
35 Hours per week/ Term time only (39 weeks per year + holiday entitlement)
Prorata salary: NJC 5, £18,712 to £20,378 per annum depending on experience
Start date: As soon as possible

Thank you for your interest in the above post based at Waldegrave School. We are looking for a Teaching Assistant who has Secondary School experience and good interpersonal skills to join our Individual Learning Department. You will have the ability to work effectively with colleagues as part of a team and will be a member of a department where colleagues work closely together to share good practice, develop the resources and support each other.

This is a fantastic opportunity to join our school as we build upon our success with excellent results at GCSE and A level, both of which contributed to us being awarded 'Comprehensive School of the Year 2016' by The Sunday Times.

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.

Please download further details and an application form from the jobs page of our website www.waldegrave.richmond.sch.uk. Please submit your application form addressed to the headteacher, Mrs Philippa Nunn by e-mail to: jobs@waldegrave.org.uk. In case of difficulty downloading the application form, please send an email to jobs@waldegrave.org.uk.

The closing date is noon on **Thursday 2 November 2017**, with interviews taking place the following week.

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



Philippa Nunn
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

- You will be asked to sign a hard copy if you are appointed.
- Waldegrave School 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

Job Title:	Teaching Assistant
Terms and Conditions:	It is anticipated that the nature of the role may require occasional twilight and evening commitments and school trips
Key purpose:	To support the education and welfare of SEN students as directed by the Co-ordinator for Individual Learning.
Responsible to:	Manager of SEN

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 assist with the design and delivery of behaviour management programmes.
- To assist assigned students within and in the 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 feed-back 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 extra-curricular activities (e.g. gardening club)
- To provide library cover as and when necessary
- Other appropriate duties as reasonably required by the Co-ordinator for Individual Learning.
- To take part in training linked to the role.
- To actively collaborate with other schools in the MAT
- To assist with First Aid provision as required.
- To undertake all duties and inter-actions with staff, partner providers and students fairly, without unlawful discrimination and with due regard to our Equal Opportunities Policy

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. You may also be required to work in other local secondary schools within the Multi Academy Trust

Person Specification

Qualifications

Essential

- GSCE Grade C or above in English & Mathematics

Desirable

- 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 inspectors. (2007)
- 69% of students achieved A*-B at A level in 2017
- 93% of students achieved at least 5 good passes including maths and English at grade 4 +; 50% of all grades at A*/A or equivalent in 2017
- 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 1,030 students on roll, plus a further 290 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. Our results have been consistently high year on year (see 2017 headlines above) but we have students of all abilities and we celebrate the progress of every student. Our Progress 8 score in 2016 was 0.77 and we expect a similar outcome when calculated for 2017.

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. Regular 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 or 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 20 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 all years 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.

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.

Richmond West Schools Trust

From Spring 2018 Waldegrave will be part of the Richmond West Schools Trust (RWST). This is a trust led by Waldegrave and Teddington schools to support the rapid improvement of Twickenham Academy and Hampton High. The aim of the Trust is to improve education for all learners in the Trust and to develop collaboration locally. Successful applicants will be active members of the multi-academy Trust and will help develop collaborative practices. We believe that this will bring great opportunities for staff and students in all four schools.

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.