

# St Bede's School

*'Christian Education at its Best'*



## **SEND Support Assistant** **Full-time or Part-time**

To start ASAP

**Application Deadline: 09:30 on 29 September 2023**

64 Carlton Road, Redhill, Surrey, RH1 2LQ Telephone: 01737 212108

*Belonging*

*Education*

*Determination*

*Excellence*

*Service*

**Ofsted**  
Outstanding  
Provider



## About St Bede's

At St Bede's we are proud to serve roughly 1900 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In March 2023 Ofsted carried out an inspection of St Bede's and judged the school outstanding. The report acknowledged that pupils behave exceptionally well and they are happy and safe. They are unfailingly respectful to each other, to staff and to visitors and their positive attitudes mean that lessons are rarely disrupted. The inspection highlighted that leaders in subjects across the school have created an ambitious curriculum. Teachers have a very high level of subject knowledge and expertise which they use to provide pupils with explanations that are rich in details, bringing the subject to life.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and maths results achieved at GCSE. Both departments achieved fantastic results at 4 and 7 grades.

Measure	2019	2022	2023
Attainment 8	58.27	61.01	58.63
Progress 8	+0.73	+0.69	TBC
EBACC	54%	59%	45%
EBACC entered	84%	70%	57%
4+ English	92%	92%	92%
4 +Maths	89%	92%	94%

**Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.**

Please see our staff prospectus for further information about working at St Bede's.

*"Pupils enjoy their time in class and describe their lessons as 'inspirational'. The content of these inspirational lessons reflects the high expectations that staff have for what pupils can accomplish."*  
*Ofsted 2023*

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## SEND at St Bede's

St Bede's school has a good track record of ensuring the academic and pastoral development of all individuals. Our work with students with special educational needs has gone from strength to strength in recent years.

Our SENDCo manages the SEND support team which consists of four Senior SEND Support Assistants (SSAs), twelve SSAs and an administrative assistant who coordinates exam access arrangements.

Our Senior SSAs are responsible for interventions for different groups of students. The SSAs provide in class support as well as 1:1 support to our SEND students. Our SEND administrator coordinates access arrangements and provides effective administration and high quality support to the SEND team.

We believe that it is everyone's responsibility to identify, plan and make provision to meet the needs of students with special educational needs. The SEND support team strives to support all staff in this work, by providing guidance, working to support identified students in the main curriculum, assessing students and by making specialist plans.

In March 2023 Ofsted carried out an inspection of St Bede's and judged the school outstanding. The report acknowledged that teachers put in place well targeted adaptations to support pupils with SEND. The report highlights that these pupils are then able to achieve the same ambitious goals as their peers. The inspection highlighted that teachers are able to do this because of the work they do with leaders to identify the specific needs that pupils have. The report also acknowledged the monitoring of action plans for pupils with SEND by leaders is exemplary, with the excellent support for pupils with SEND continuing into the sixth form.

St Bede's supports the professional development of its staff and takes staff wellbeing very seriously. Support staff are valued members of the school community and fill vital roles. They are respected for the expertise they bring to their area of work.

This role is offered as part-time or full-time and working hours will be discussed at interview. Full-time SEND support staff are employed to work 36 hours per week for the 39 term time weeks of the academic year (including inset days). Normal working hours are Monday to Friday 08:30 to 16:10 with a half hour unpaid lunch break.

The annual gross salary for full-time SEND Support Assistants is £19,417. Annual salary reflects the contractual hours and weeks per year and is calculated using a Surrey Pay formula which includes payment in respect of statutory annual leave allowances. Salary is paid in 12 equal monthly instalments.

**There is no entitlement to take leave during term time. All holidays must be taken during school breaks.**

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## Job Profile

St Bede's is a voluntary-aided school in which staff are employed by the Governors and are firmly expected to work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. We expect all staff to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

**Role Purpose:** To provide and deliver learning activities for SEND pupils under the professional supervision of the SENDCo, senior SEND staff and/or qualified teachers. There is a requirement to prepare and deliver lessons and assess, record and report on development, progress and attainment, all of which contribute to pupils' learning and development.

### Key deliverables include:

- Provide practical support as part of a team carrying out a range of practical activities using knowledge of professional standards values and practice, together with a broad understanding of learning strategies, requiring the post holder to provide and deliver learning activities under the professional supervision of the SENDCo, Teaching Assistant (Higher Level) or a qualified teacher.
- Carry out a range of duties to given standards under some supervision, which may include overseeing an activity and/or use of tools and equipment.
- Plan and organise own workload and /or activity on a day-to-day basis within clear procedures.
- Need to understand the objectives of lessons/interventions sufficiently to allow effective support of work.
- Assist in meeting pupils' need for encouragement, reassurance and comfort and attend to their personal requirements and physical care while encouraging independence at all times.

**Contract** The contractual basis of this post is the current Surrey Pay scheme and any other regulations currently in force.

**Job Family:** Children Learning & Educational Support **Grade:** 4

**Responsible to:** SENDCo (or senior SEND staff as designated)

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## **Accountabilities & Tasks**

*The key accountabilities are numbered below. Additional information/responsibilities are shown as bullet points under each accountability and are not considered to be exhaustive.*

### **1 Support Delivery**

1. Provide specialised support /interventions for individuals or groups. This may include leading on a specific allocated intervention, under the supervision of senior staff.
  - Carry out the allocated responsibilities as detailed for numeracy, literacy, physical disabilities or Social, Emotional and Mental Health (SEMH) contained within the appendix to this job specification
  - Work as required in the classroom to support students with special education needs
  - Contribute to identification, assessment, monitoring, review and evaluation for students with special education needs;
  - Under direction of SENDCo / Higher Level Teaching Assistant, plan, organise, deliver and monitor programmes of support for students with special education needs
  - Plan and deliver one to one and small group programmes in literacy, numeracy, spelling and social skills
  - Contribute to the wider school community (running a club etc.)
2. Use of specialised equipment and/or tools.
3. Monitoring and assist with routine tasks such as cleaning equipment, tidying up and maintaining supplies of materials and equipment.
4. Carry out personal care routines as appropriate.
5. Care and respond to pupils' needs in routine, pre-agreed tasks (including routine medical needs)
6. Occasionally provide support with whole class supervision for teachers' planned lessons.

### **2 Planning & Organising**

1. Plan and organise own work and/or intervention to meet given priorities.
  - Plan lessons jointly with teachers and prepare material in advance of lessons;
  - Adapt programmes of work and assist teachers in planning new programmes/differentiation
2. Assess the range and volume of work to be undertaken for the days or weeks ahead and plan to ensure it is completed to time and to an appropriate standard.

### **3 Finance & Resource Management**

1. Operate and check equipment is safe to use and properly adjusted, carry out appropriate maintenance and use equipment in the correct and safe manner.

### **4 Analysis, Reporting and Documentation**

1. Maintain and submit records following relevant school policies & procedures.
  - Write reports and keep student records as required

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## 5 Work with others

1. Respond to individual needs and/or answer simple queries politely and ask for assistance where necessary.
2. Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures.
3. Liaise and work in partnership with key leads for other activities that may impact on own areas of responsibilities.
  - Collaborate effectively with colleagues and share good practice

## 6 Duties for all

1. Values: To uphold the values and behaviours of St Bede's School.
2. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
3. Health, Safety & Welfare: To maintain high standards of health, safety and welfare at work and take reasonable care for the health and safety of yourself and others.
4. Core National Standards for Supporting Teaching & Learning
  - To understand and carry out role in line with agreed standards, expectations & qualifications.
  - Contribute to and influence children's learning and personal development.
5. To have regard to and comply with safeguarding policy and procedure as appropriate.

## 7 Additional Requirements

- 7.1 Carry out any other task which might reasonably be required.

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## Person specification

	Essential	Desirable
Christian Commitment	<ul style="list-style-type: none"> <li>Strong personal commitment to the ethos of St Bede's School</li> <li>Able to work effectively within an explicitly Christian context</li> </ul>	<ul style="list-style-type: none"> <li>Personally committed and practicing Christian, member in good standing of any denomination served by the school</li> <li>Informed and thoughtful about current Christian issues</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>A good standard of education – (Minimum GCSE Grade C in English &amp; Mathematics or equivalent experience demonstrable by testing)</li> <li>Experience of working with children / young people with Special Educational Needs</li> </ul>	<ul style="list-style-type: none"> <li>A sound knowledge of the strategies and objectives required to effectively support pupils with a range of SEN</li> <li>Experience of working with pupils with SEN in Key Stages 3 &amp; 4, providing guidance and support to aid their progress</li> <li>Knowledge of safeguarding</li> <li>Any SEND qualification / certification</li> </ul>
Experience / Skills	<ul style="list-style-type: none"> <li>Effective collaboration and teamwork</li> <li>Confident in communicating with colleagues and students</li> <li>Demonstrate initiative</li> <li>Confidentiality</li> <li>Problem solving – identifying problems and finding solutions</li> <li>Good IT skills in a variety of software packages</li> <li>Ability to supervise students effectively</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and experience of using SIMS</li> <li>Knowledge and experience working with students with ASC (Autism Spectrum Condition) and SEMH (Social, Emotional, Mental Health) needs</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Friendly, positive disposition</li> <li>Flexible and co-operative</li> <li>Self-motivated and hardworking</li> <li>Patience and perseverance</li> <li>High standards of personal presentation</li> <li>Willingness to learn new skills and undertake training</li> <li>Confident to lead small group interventions</li> <li>Committed to professional development and prepared to undertake training as required by the role</li> </ul>	

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## How to apply

If you would like to apply, please complete our application form for support posts and send it to us with a supporting statement (no longer than 2 sides of A4) which explains what attracts you to the post, as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

[peopleteam@st-bedes.surrey.sch.uk](mailto:peopleteam@st-bedes.surrey.sch.uk)

If you have any queries please ring the People Team on 01737 214048 or send an email to [peopleteam@st-bedes.surrey.sch.uk](mailto:peopleteam@st-bedes.surrey.sch.uk)

**The deadline for receipt of completed applications is 09:30 on 29 September 2023.**

We look forward to hearing from you.

Our data protection policy for job applicants is available [here](#).

