



HOE VALLEY SCHOOL

ADVANCED TEACHING ASSISTANT

JOB SPECIFICATION

THE SCHOOL

"Hoe Valley School is an inspiring environment at the heart of its community where every student's experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve to their highest potential."

Hoe Valley School is:

- A four-form entry, over-subscribed secondary School that opened in September 2015 to serve the local community of South Woking
- Currently has year 7, 8 and 9 students but will eventually have students up to year 13. Committed to knowing all of our students' talents and strengths and their areas for development. This allows us to personalise the curriculum to stretch and motivate all of our students
- Following the national curriculum offering an extended day allowing time for additional Maths, English and for students to complete their homework during the school day
- A Google School with ICT fully embedded in all curriculum areas
- Committed to learning which is relevant with links to the 'real world' of business, higher education and the local community
- Currently located in the green space of Woking Park close to Woking Town Centre and Station
- Moving to a state of the art new School in September 2018 on Egley Road, Woking
- Committed to supporting our staff to have a good work / life balance, to offering bespoke CPD programmes and trusting our staff to deliver excellent outcomes

THE ROLE

We are looking for a passionate, talented and experienced advanced teaching assistant to join our dedicated team in leading the School on its journey to becoming an established outstanding community School.

The successful candidate will work within a team of Teaching Assistants to contribute to improving standards in English and Maths and work with students on a 1:1 level and with small groups.

Our Advanced TA will also interchange with the class teacher and lead whole class learning as required to allow the teacher to focus on individuals and groups of students in order to ensure the progress of all students. They will inform IEPs, contribute to target setting and review meetings and ensure the provision for SEN students is high quality and meaningful.

The successful candidate will lead on a specific area of SEN provision as meets the needs of the School and reflects the individual's skill-set. Experience of working in phonics, numeracy interventions or ELSA would be an advantage although not essential.

CORE RESPONSIBILITIES

Supporting Teaching and Learning

- To work closely with the class teacher to ensure students are focussed, learning and accessing appropriate tasks
- To help support targeted students in mixed ability groups ensuring they meet the objectives of the lesson
- To plan, deliver and assess student learning in small groups or 1:1
- To ensure that resources and displays are organised and available to promote a purposeful environment for teaching and learning to take place
- To cover lessons if required
- To ensure that the classroom presents a stimulating environment through the display of students' work and other exemplar materials
- To contribute to the enrichment programme
- To interchange with the class teacher to support the learning of all students as required

Supporting Progress and Attainment

- To lead on a specific area of SEND provision
- To promote the inclusion of all students in the school curriculum and to support students with complex needs where appropriate
- To review data on students alongside the SENCO and classroom teachers
- To attend internal and external meetings as directed
- To communicate with parents / carers to celebrate successes and inform them of issues promptly when appropriate
- To attend review meetings and contribute to Education and Health Care Plans as required

Supporting Behaviour and Safety

- To ensure the absolute safety of all students on and off site
- To support identified students who follow alternative curriculum pathways
- To model and enforce excellent standards of behaviour within and beyond the faculty
- To attend year group meetings as required

Supporting School Improvement

- To support the School's marketing and student recruitment plan as required
- To embody the School's values both on and off site

As a new School, job descriptions will evolve as the School grows, develops and moves to its permanent premises. The above list is not exhaustive and maybe subject to amendment in due course in discussion with the relevant employee.

PERSON SPECIFICATION

Essential	Desirable	Assessment Criteria
Qualifications & Competencies		
A* - C grade in English and Maths at GCSE level or equivalent	Evidence of other relevant CPD qualifications	Application form
	E.L.S.A trained	Application form
	S.A.L.T. trained	Application form
Experience		
Experience of working in a Primary or Secondary school setting		Application form & reference
Experience working with young people in both 1:1 and small / whole group settings		Application form, interview & reference
	Experience of using phonics	Application form interview & reference
	Evidence of holding high aspirations for young people	Application form, interview & reference
Skills and Attributes		
<p>Alignment with HVS Values:</p> <p>C - Courtesy : model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect</p> <p>I - Integrity : fair and honest, trustworthy, committed to earn success through hard-work</p> <p>R – Resilience: Not giving up when times are tough, demonstrating endurance</p> <p>C - Community : A strong sense of responsibility to the community to improve the quality of the local environment for its residents</p> <p>L - Leadership : show leadership in thought and action, being open to new ideas and overcoming adversity to achieve success; communicating effectively</p> <p>E - Enthusiasm : a positive attitude towards life, passion, curiosity and a lifelong love of learning</p>		Application form, interview & reference

Excellent interpersonal skills with strong levels of numeracy and written and oral communication		Application form, interview & reference
Be a team player who likes to 'muck in', support all aspects of School life and relentlessly pursue what is best for the students		Application form, interview & reference
Excellent interpersonal skills with strong levels of numeracy and written and oral communication		Application form, interview & reference
Strong attention to detail where only the best is good enough		Application form & interview
Ability to remain calm, good humoured and strategic in challenging contexts		Application form & interview
Able to communicate effectively with peers, students and staff across the School		Interview & reference
Commitment to the ethos of the School		Application form & interview
Safeguarding		
2 satisfactory written references including from current/most recent employer		Application form & reference
A satisfactory enhanced DBS check		