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# APPLICATION PACK

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POSITION:  
**TEACHING ASSISTANT  
(SEND Dept)**



**Churston Ferrers  
Grammar School**

Learning to create a better world



  
**Churston Ferrers  
Grammar School**  
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# WELCOME

## FROM THE STUDENT PRESIDENT

Dear Applicant,

Thank you for expressing an interest in joining our school.

At Churston we pride ourselves on our supportive community that encompasses the core values of the school: Scholarship, Self Development, Active Citizenship, Social Justice and Sustainability. We also believe that as well as working hard, it is equally as important to demonstrate respect and thoughtfulness for others. Emphasising these values enables us to create a positive environment that encourages the aspirations of students and staff alike; they help the school in its commitment to continue to develop and become a better place. As such, we believe that a fundamental characteristic of working at Churston is showing your commitment to these values through all your interactions with our community at school and beyond. By coming to Churston you are not just joining an institution, but a family, whose members' educational and pastoral needs are a constant priority.

Pupils naturally form a positive relationship with the staff that work here. This is vital to their holistic experience as a student and is essential to ensuring their academic success. All of our staff act as role models, providing guidance and encouraging all students to make a difference.

From our own experience, coming to Churston has been one of the best decisions that we could have made and we can wholeheartedly say that we have genuinely enjoyed all of our six years here at Churston. We credit this to the inclusive whole-school community and supportive environment which we believe is what sets us apart from other schools and places of work. As this decision we made years ago has been so beneficial to us, we hope that joining Churston will have the same positive impact on you as it has on us.

As a final message, in more simple terms: if you feel that you share our enthusiasm, drive, passion for education, and eagerness to help others, then you'll fit in perfectly, and we can't wait to meet you!

Charlie Shaw and Daisy Robinson

**Student Presidents**



# WELCOME

## FROM THE HEADTEACHER



**James Simpson**  
**Headteacher**

Welcome to Churston Ferrers Grammar School, and thank you for your interest in the teaching assistant position.

Churston Ferrers is the most westerly of England's co-educational grammar schools, sitting in a beautiful location at the bottom of Torbay with easy access to stunning coast and countryside as well as excellent transport links to Plymouth, Exeter and beyond. We work in partnership with other schools in the area, as well as nationally through the Grammar School Heads Association.

Churston is a school where we all believe in the importance of a truly rounded education that combines academic excellence with outstanding personal development and pastoral care. As an academically selective school, we work with motivated and hard-working students who want to achieve highly. Our outstanding student services team and well-established culture of pastoral support mean that Churston students are able to achieve their goals in a caring, nurturing environment. The school's commitment to the development of our students' wider interests and passions is evidenced by a thriving scene of clubs, societies, sports, arts and trips.

Our students leave Churston with a clear understanding of the positive impact they can have on the world around them. The passions and interests of the Churston staff are central to our development of our students' awareness of the importance of Social Justice, Sustainability and Active Citizenship

We are committed to recruiting and retaining the very best staff to give our students the education they deserve. We have a strong reputation for employee wellbeing: the staff body is a cohesive and welcoming one and our working culture is explicitly protective of family and private time. We are also committed to staff personal and professional development, dedicating resources and support to ensure that everyone feels a strong sense of autonomy, relatedness and competence in their work.

We look forward to hearing from you.

### OFSTED VIEWS

'Leaders provide a broad and ambitious curriculum. There are high expectations for what all pupils can achieve, including those with special educational needs and/or disabilities (SEND). Leaders have a clear vision for the intent of the curriculum.'

'Pupils are happy at school and enjoy strong relationships with staff. They are positive about the education they receive, both in and beyond the classroom.'



## TEACHING ASSISTANT

To commence as soon as possible

Part-time, permanent Contract

- Initially 20hrs per week but with flexibility on the days worked. This will be discussed at interview.
- 39 weeks per annum to include non-pupil days
- Scale 3 Point 14 (actual salary £10,257 per annum)

School Roll 1018 (261 in Sixth Form)



## Churston Ferrers Grammar School

Learning to create a better world

Churston Ferrers Grammar School is a high performing selective school with a long-standing reputation for exceptional pastoral care and personal development. Academic standards are high, both in terms of attainment and progress, and the school is recognised for its innovative and inclusive classroom practice.

The school is well known in the local area for its distinctive family feel, backed up by exceptionally strong pastoral care, which ensures that all students feel able to do their very best academically. This emphasis on student welfare is underpinned by a wide range of extra-curricular activities to build confidence and self-esteem.

We are seeking to appoint a teaching assistant to work within our outstanding SEND department. Therefore, knowledge or experience of any areas of SEND may be an advantage, but training will be provided.

Churston Ferrers Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service check, and references will be taken for all shortlisted candidates.

If you wish to hear more about the role please contact Mr A King, SENDCo - [alistair.king@churston.torbay.sch.uk](mailto:alistair.king@churston.torbay.sch.uk).

Please submit your application and supporting document via the online form on the vacancy page of the school website.

Closing date: 9am Monday 30th September 2024.

Interviews: To be advised.

We reserve the right to interview prior to the closing date of this advertised post and we also reserve the right to withdraw an advertised post at any time.

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# HOW TO APPLY

Please read the enclosed job description and person specification very carefully.

Please complete the Support Staff application form which can be accessed from our school website <https://churstongrammar.com/information/vacancies>. This will automatically be received by the school.

Please ensure your supporting statement relates to the competencies outlined in the person specification.

If you experience any technical issues in the completion of your application, please email [support@churston.torbay.sch.uk](mailto:support@churston.torbay.sch.uk) with the subject title of 'URGENT – Teaching Assistant application technical issues'.

**CLOSING DATE FOR APPLICATIONS:** 9am Monday 30th September 2024.

**INTERVIEW DATE:** To be advised.

## References

References will be taken for candidates shortlisted for interview prior to the interview date.

Churston Ferrers Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service check.

## Queries

If you have any queries regarding this job vacancy or would like to discuss this post in further detail, in the first instance, please contact Mr A King, SENDCo - [alistair.king@churston.torbay.sch.uk](mailto:alistair.king@churston.torbay.sch.uk).

Thank you for your interest in our school. We look forward to receiving your application.

# JOB DESCRIPTION

## Teaching Assistant

### Responsible to SENDCo

- To inspire and challenge all our learners so that they acquire the confidence, skills and qualifications needed to achieve their personal aspirations
- To encourage the quest for excellence in academic, sporting and cultural fields
- To promote self-esteem within a caring community
- To bring together diverse local, national and international communities in the pursuit of sustainable learning

### KEY RESPONSIBILITIES

1. To support SEND students both in and out of lessons, this may be on a 1:1 basis.
2. Assist teachers with adapting resources for student needs where appropriate, e.g. enlarging worksheets.
3. Supervising and assisting students with needs at breaks and lunchtime.
4. Meeting with students to gain their viewpoints on how their learning in lessons is working for them and what can be done to support them.
5. Assist with the development and implementation of Individual Education/Behaviour/Medical/Personal Care programmes.
6. Establish constructive relationships with pupils and interact with them according to individual needs.
7. Encourage pupils to interact with others and engage in activities led by the teacher.
8. Assist with the planning of learning activities where appropriate.
9. Promote good pupil behaviour and encourage pupils to take responsibility for their own behaviour.
10. Establish constructive relationships with parents/carers and teachers.
11. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to appropriate persons.
12. Contribute to the overall ethos/work/aims of the school.
13. Attend and participate in relevant meetings and training as required.
14. Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Whilst every effort has been made to set down the main duties and responsibilities of the posts, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes.

This document outlines the duties currently required but it is not a comprehensive or exclusive list.

# JOB DESCRIPTION (continued)

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## Teaching Assistant

### **Desirable experience**

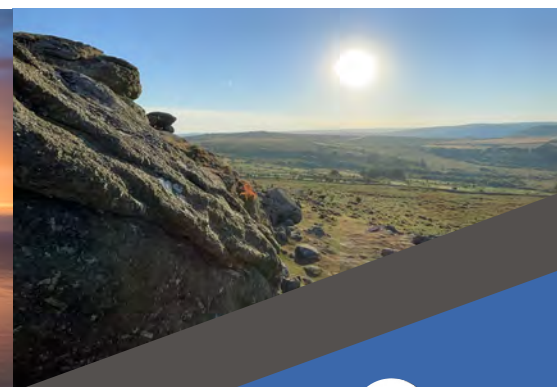
- School experience
- Experience working with children/young people
- Computer skills
- A knowledge of autism and emotional support strategies
- Trauma training
- De-escalation techniques

### **Qualities**

- Outgoing, confident and empathetic
- Open-minded and non-judgemental about adolescent and SEN issues
- A sense of humour
- A willingness to undertake a range of tasks and support across the full curriculum



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@CFGS



churston-ferrers-grammar-school



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Telephone: 01803 842289

[secretary@churston.torbay.sch.uk](mailto:secretary@churston.torbay.sch.uk)

<https://churstongrammar.com>

**Headteacher**

Mr James Simpson, BA(Hons), MA, FCCT

**Chair of Governors**

Ms Sarah Sadler-Smith