



## Teaching Assistant – Recruitment Information







Thank you for your interest in the post of **Teaching Assistant** at Ashlyns School.

The information included in this pack will give you an insight into our school; the high aspirations we have for our students and the excellent support and opportunities given to Ashlyns staff. [View our Prospectus here.](#)

Ashlyns is a popular and oversubscribed school. We became a full secondary school in September 2013 following the re-organisation of the education provision in Berkhamsted, and now have over 1,350 students. The school has undergone significant refurbishment with continuing improvements in progress following the school's expansion to eight forms of entry in September 2017. This is an exciting time to join our school and make your impression as we continue to grow and build on our success.

The school was rated 'Good' by Ofsted in May 2018 and is focused on continuous improvement with the aspiration to be rated 'Outstanding' at our next inspection. [View our Ofsted report here.](#)

Ashlyns is a thriving school with a rich heritage. Originally established for the most vulnerable in society, the school continues to emphasise the traditional values of respect, honesty and hard work. These values, combined with high expectations, innovation and creativity, mean that Ashlyns is a school which encourages and helps students to develop and make the most of their abilities and interests.

If you want to provide outstanding learning opportunities for students within a forward-thinking, hard-working school community, we would like to hear from you. We welcome visits from prospective candidates prior to application; please see contact details at the end of this pack.

A handwritten signature in black ink, appearing to read 'Shapland'.

**James Shapland**  
Headteacher

A handwritten signature in black ink, appearing to read 'Julie Laws'.

**Julie Laws**  
Chair of Governors



## Aspire and Achieve

- In our recent staff survey, 100% of Teaching Staff are proud to work at Ashlyns School and of what the school does
- Strong track record of staff development
- Strong leadership at all levels
- Supportive and ambitious board of governors
- Friendly, supportive and collaborative staff
- Popular and oversubscribed: "Pupils are incredibly proud of their school and clearly enjoy attending" (Ofsted 2018)
- Excellent behaviour for learning: "Pupils work diligently, reflectively and with enthusiasm. Teachers consistently create and sustain trusting relationships" (Ofsted 2018)
- Above Average Progress at KS4 +0.37; Above Average Progress at KS5 +0.20
- KS4: 84% students achieved grades 9 – 4 in English (national 67%)
- KS4: 75% students achieved grades 9 – 4 in Maths (national 60%)
- KS5: 60% of A Level entries graded A\* to B
- KS5: 94% of applicants secured a place at their first or second choice University
- Thriving Student Ambassador and Leadership Programme - Sports Leadership Academy of the Year
- Superb extra-curricular opportunities including World Challenge, Duke of Edinburgh, music concerts and trips abroad (skiing, MFL, sports and music)
- A magnificent 40 acre site blending impressive Georgian style buildings with modern development, most recently a new Sixth Form Block and state of the art gym

## **Why choose to work at Ashlyns School?**

Ashlyns provides a well resourced, exciting environment for staff. Our systems provide flexible working and a truly collaborative culture. As well as joining our experienced and close-knit team, there are other benefits that come with the role:

### **Health/ Wellbeing support**

Free use of on-site gym with weekly staff fitness sessions

Free access to mental health support, physiotherapy

Free annual flu jab

Dedicated and active Staff Wellbeing/Social Team

Excellent staff facilities: *ample on-site parking, large staff room, free tea and coffee, departmental offices*

Staff Occasional Day (school usually schedules this annually)

### **Wealth**

London fringe allowance pay scale

Career Average Pension

Elective - Paid lunch duty available plus lunch allowance

Herts Reward Scheme: *savings at supermarkets, on leisure activities*

Cycle to work scheme

### **Family**

Children of Staff Admission Rule





Our Georgian style, listed building is an impressive sight. Built in 1935 as a foundling hospital, it is steeped in history; its very fabric has an ethos of looking after children. Our school has been used as the backdrop in films and TV programmes – most recently in the BBC's 'Call the Midwife' and Netflix's 'The Crown'.

Ashlyns School is located on the edge of the market town of Berkhamsted in south west Hertfordshire, recently named The Sunday Times' best place to live in the south east of England. Berkhamsted

is surrounded by Chiltern countryside, is within easy reach of London (30 minutes to Euston by rail) and has great transport links with M25, M1 and A41.

We have lovely staff accommodation for colleagues moving to the area, subject to availability, in our on-site lodges. Berkhamsted is easily commutable from many nearby towns including Aylesbury, Hemel Hempstead, Luton, St Albans and Watford.





## **Job Description**

**Post Title:** Teaching Assistant  
**Salary:** H3 plus Fringe Allowance  
**Responsible to:** SENco

Job descriptions are subject to review and amendment. This job description may be amended at any time following discussion with the Headteacher and is to be reviewed periodically.

### **MAIN (CORE) DUTIES**

To support individual students on a one-to-one basis as well as leading small group work and being part of the Team around the Child.

### **SUPPORTING A STUDENT OR GROUP OF STUDENTS**

- To assist a student or group of students to access all areas of the curriculum as effectively as possible
- To support students with college placements and to liaise between the school and the college.
- To assist with the development and implementation of Individual Education / Behaviour Plans
- To be part of relevant statement reviews
- To monitor and evaluate student performance
- To support specific learning needs as required; to deliver individual interventions as required
- To provide support and challenge to enable learning within group and individual learning situations
- To establish a positive working relationship with students
- To encourage positive learning behaviour
- To act as a skilled supporter to enable effective learning
- To assist students learning by preparing materials in advance and modifying where necessary
- To encourage inclusion and acceptance of all students and their special needs
- To provide praise and promote the development of a student's self esteem
- To facilitate and actively encourage independent communication with other students
- To encourage the development of independence and self-reliance

### **SUPPORTING THE TEACHER**

- To support the teaching staff and other professionals in the development of a suitable programme of support
- To assist with the planning of learning activities
- To work together with teaching staff and/or other professionals to contribute to a system for recording progress
- To contribute to the maintenance of the student's progress records in accordance with the SEN Code of Practice
- To participate in the review of the Individual Education Plan

- To provide clerical/admin support e.g. photocopying, filing, administer coursework etc. when required to do so by their line manager

### **SUPPORTING THE SCHOOL**

- To work within the Inclusion Department to offer a positive learning experience for students
- To interact with the wider school community
- To take part in any required training/professional development sessions
- To take part in national strategies and learning initiatives
- To be aware of school policies
- To be an active part of the invigilation and access arrangements team To work with external agencies and alongside parents To support staff development with regards to Inclusion
- To accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

### **PROFESIONAL STANDARDS**

- Set a good example in terms of professional dress and appearance, punctuality and attendance
- Uphold the school's behaviour policy, uniform regulations and code of conduct in a consistent, firm and non-confrontational manner
- Attend team and staff meetings as appropriate, contributing actively whenever possible

### **ADDITIONAL DUTIES**

- To play a full part in the life of the school community, to support its distinctive mission and ethos
- This position will also involve taking on other appropriate roles and duties as and when directed by the Headteacher



## Person Specification

The Governors are looking for an exceptional support staff member to play their part in driving and shaping the future of Ashlyns School. Our person specification is underpinned by our educational philosophy. This centres around a shared view that a child's starting point should not define their destiny and an understanding of, and belief in, the difference that school can make.

The successful candidate will share a commitment to:

- our core values of respect, trust, honesty and hard work
- high standards of academic achievement for all students
- excellent pastoral care, support and guidance
- developing the experiential element of school life to ensure that students leave our school as well-rounded individuals ready to take their place in the world

	Essential Desirable	
<b>Qualifications</b>		
1. A good standard of general education, including a C grade at GCSE (or equivalent) in English and Maths	X	
2. A relevant qualification in Childcare and/or Education		X
<b>Experience</b>		
3. Experience of working with young people		X
<b>Knowledge</b>		
4. Needs of young people	X	
5. Child development and the ways in which children learn	X	
6. Understanding of relevant policies/codes of practice		X
7. Safeguarding	X	
8. Equal opportunities	X	
9. Training in the relevant learning strategies e.g. literacy	X	
<b>Skills</b>		
10. Good numeracy/literacy skills	X	
11. Effective use of ICT to support learning	X	
12. Ability to relate well to young people and adults	X	
13. Work constructively as part of a team	X	
14. Good organisational skills	X	
15. Liaise and communicate effectively with others	X	
16. Supervise young people under clearly defined behaviour management policies	X	
17. Assist young people on an individual basis, in small group and whole class work	X	
18. Help professional staff to achieve their objectives	X	
19. Demonstrate the ability to learn and adapt from previous experience		X
20. Monitor, record and make basic assessments about individual progress		X
<b>Personal Qualities</b>		
21. Good role model	X	
22. Ability to relate calmly and assertively with adults and students	X	
23. Strong interpersonal skills	X	
24. Energetic, creative and imaginative approach to solving problems	X	
25. Co-operative, flexible and responsible	X	
26. Able to prioritise and work under own initiative without direct supervision	X	
27. Reliable, well organised and committed to high standards	X	
28. Able to maintain confidentiality	X	



## Application Guidance

Candidates should be aware that there are 2 components to the online application via Teach in Herts:

1. Online application form (including personal statement); CVs will not form part of the application process and should not be submitted.
2. Covering Letter: please attached this as a separate document. It should not exceed 2 sides of A4 (font size no smaller than point 10) and should be distinct from the personal statement within the application form.

When nominating referees, please provide a telephone number and email address. One of these must be the Headteacher of your current school, if you are currently employed as a teacher. Please note that, if you are shortlisted, your references will be taken up before the interview day.

If you are appointed, you will be required to complete an online Disclosure and Barring check. This post is exempt from the Rehabilitation of Offenders Act 1974; shortlisted candidates will be asked to complete a Criminal Records [Self-Declaration Form](#).

We would be delighted to show you around our school.  
Please contact Clare Richardson, HR Officer, on 01442 863605 to arrange a visit.

**Ashlyns School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to an Enhanced Criminal Records Disclosure from the Disclosure and Barring Service, along with other relevant employment checks, including overseas criminal background checks, where applicable.**

**All new employees and volunteers will be required to undertake safeguarding training on induction which will be updated regularly in line with statutory guidance.**

**As an equal opportunities employer, Ashlyns School is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.**

**We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Ashlyns School. We operate an anonymised shortlisting process.**