

# Presdales School



**Candidate Information Pack**

**Teaching Assistant**

**Full-time/Part-time, term time + 1 week**

**H4 (£23,893 - £25,119 FTE)**

### Full-time/part-time, term-time plus 1 week

Thank you for your interest in joining our team of outstanding staff. We are looking to recruit enthusiastic Teaching Assistants who are passionate about supporting learners to reach their full potential. The successful candidate/s will have some background knowledge of the secondary curriculum with a willingness to learn more. Guided by teachers, they will be comfortable supporting students in Maths, English and Science as well as across the wider curriculum. They will either have experience of working as a Teaching Assistant in the classroom or have other transferable experience/skills. The SEND team at Presdales is supportive and dynamic. We learn from each other and work exceptionally well together. We look forward to expanding our team and welcoming the successful candidate/s. Please find enclosed in this pack general information about the school and also specific information about the post.

Presdales School is a girls' single sex comprehensive school in Ware for girls aged 11-18, with boys welcomed in to the Sixth Form. Formerly Ware Grammar School for Girls, which opened in 1906, we became Presdales School in the mid-1960s, and a fully comprehensive school in the early 1970s. The mansion house, which fronts the school, and our stunning grounds provide a calm and relaxed atmosphere for our school community. Presdales School is one of nine designated Lead Language Hub schools in England. We work with the National Centre for Excellence at York University, and with other Hertfordshire schools to enhance and improve opportunities for students in Modern Foreign Languages.

We are very proud of the high academic standards that our students achieve, regardless of their starting point. Our motto, 'Achievement for all', runs through all that we do. We understand that every student is an individual, with different interests, strengths and characteristics, and we celebrate the diversity that each one of them brings to our community. We believe that all students, with the appropriate balance of support and challenge, can be successful.

We aim to develop their creativity and independence inside and outside of classroom lessons. There is an extensive range of extra-curricular clubs and activities, including numerous trips throughout the school year, which provide students with the opportunity to develop their leadership skills, to be part of a team and to develop a 'can-do' attitude.

Our vision and values are instilled in our students throughout their time with us, whether this be through our House system, the excellent pastoral care they will receive or the culture of achievement for all that we foster in our community. We want our students to be happy and confident young women who are ready to make a meaningful contribution to our global society.

We are now in Year 3 of our BYOD rollout in school, with our current Year 7, 8 and 9 students using chrome books and our Sixth form using their own devices. Other year groups will be rolled out over the new few years.

We are committed to developing our staff from within. We jointly run, with Richard Hale School an Aspiring Middle Leaders course, and this year we are developing an Aspiring Senior Leaders course. CPD can be through external providers, in-school working groups and individual projects as identified by our teachers. We are keen that all staff continue to develop their skills and knowledge, and have the opportunity to progress their careers into middle and senior leadership if they so desire.

Over the past year we have been working with staff to ensure that all staff have an appropriate work/life balance. Initiatives include: Free Yoga after school on Friday, free flu jabs, continual programme of replacing staff laptops/chrome books, allowing personal deliveries to school, staff can leave at 2.30pm if they are not teaching or needed in a meeting, an extra occasional day off per year for all staff. We believe that staff work more effectively when they have a manageable workload.

I do understand and appreciate the time and effort it can take to complete an application for a job such as this; thank you for considering Presdales School.

Matt Warren  
Headteacher

# Presdales School



## Teaching Assistant

**Full-time/part-time, term-time + 1 week**  
**H4 (£23,893 - £25,119 FTE)**

We are looking to appoint a Teaching Assistant/s who recognise the value of their role as part of the SEND team and whole school community. They may be someone who is just starting out on their career in education, or maybe an experienced Teaching Assistant looking for a new opportunity. It is essential that they have a compassionate approach to supporting students from a range of backgrounds, with varying Special Educational Needs. You will be mainly classroom based and working under the direction of the SENCO, alongside our fantastic team of Teaching Assistants. Our Teaching Assistants are given time to plan and prepare, as well as a weekly joint planning session where ideas and support can be shared within the team.

Presdales School is a girls' single sex comprehensive school in Ware for girls aged 11-18, with boys welcomed in the Sixth Form. We are a school which values all students, irrespective of their age and ability and helps them to exceed expectations through high quality teaching and learning and the opportunity to take part in a wide variety of activities which will enrich their educational and personal development beyond the classroom.

We provide a caring environment where all students are supported, as well as challenged, to ensure that there is no limit to their potential. We prepare our students for a world that is constantly changing by encouraging them to be independent learners who are determined, confident and who never give up. Alongside academic excellence there is a strong focus on enjoyment, excellent behaviour and respect for all.



*The school is committed to safeguarding and promoting the welfare of young people and expect staff to share this commitment. All posts are subject to a safer recruitment process which includes enhanced criminal records and barring checks, scrutiny of employment history, referencing and other vetting checks, including online searches.*

**Closing date for applications: Monday 5 February 2024, 9.00 am**

(We reserve the right to close applications before this date, so early applications are advisable)

**We expect to interview: TBA**

Please submit:

1. A letter of application, no more than one side of A4, outlining how you meet the person specification
2. A completed application form (available on the school website)

*Presdales School is committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from all suitable candidates and encourage those from underrepresented groups, and/or with protected characteristics, to apply.*

You can post your application to the school, or send by email to [recruitment@presdales.herts.sch.uk](mailto:recruitment@presdales.herts.sch.uk)

## Person Specification – Teaching Assistant



We are looking for a candidate who is able to demonstrate the following essential or *desirable* requirements

Skills
<ul style="list-style-type: none"><li>• Ability to relate to a diverse group of young people</li></ul>
<ul style="list-style-type: none"><li>• Good communication skills</li></ul>
<ul style="list-style-type: none"><li>• Good IT skills</li></ul>
<ul style="list-style-type: none"><li>• Ability to keep up to date records and information</li></ul>
<ul style="list-style-type: none"><li>• Good organisational skills</li></ul>
Knowledge
<ul style="list-style-type: none"><li>• Preferably an understanding of the KS3 and/or KS4 curriculum with a willingness to learn more</li></ul>
<ul style="list-style-type: none"><li>• Knowledge of potential difficulties which may be experienced by students with SEND</li></ul>
Qualifications/ Attainment
<ul style="list-style-type: none"><li>• A GCSE or equivalent in English and Maths</li></ul>
Experience
<ul style="list-style-type: none"><li>• Experience of either supporting teaching and learning within a secondary school, or other relevant experience of supporting young people</li></ul>
<ul style="list-style-type: none"><li>• Experience of working collaboratively within a group/team</li></ul>
Attitudes/Approach
<ul style="list-style-type: none"><li>• Enthusiastic</li></ul>
<ul style="list-style-type: none"><li>• Flexible attitude to work and working hours</li></ul>
<ul style="list-style-type: none"><li>• Willingness to undertake additional training as required</li></ul>
<ul style="list-style-type: none"><li>• Ability to work under own initiative</li></ul>
<ul style="list-style-type: none"><li>• Effective time keeper</li></ul>
<ul style="list-style-type: none"><li>• Willingness to develop in the job and to undertake new challenges</li></ul>
<ul style="list-style-type: none"><li>• Committed to safeguarding and promoting the welfare of young people</li></ul>

## Job Description – Teaching Assistant

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*Support the Learning and Progress of students at KS3 or KS4 in line with The SEN Code of Practice enabling them to reach their full potential.*

Key duties:

- Work with individual students and small groups, under the direction of the teacher, to support learning in the classroom
- Adapt schemes of work/resources to make them accessible for students with SEND.
- Work collaboratively with teaching staff to develop and implement learning support for students, including planning resources/activities
- Support teachers and the SENCO in identifying student needs and to assess progress
- Plan and run one-to-one/small group interventions, in liaison with the SENCO, and outside agencies (such as speech and language) where necessary
- Run a regular well-being/nurture group for students with SEMH needs
- Communicate with parents/carers and outside agencies to support student learning
- Develop skills necessary to work effectively with students
- Attend recognised training relevant to your role
- Occasionally attend school trips to support students with SEND
- Feed-back to the SENCO/class teachers about individual students' learning and behaviour
- Where necessary: attend and contribute to EHCP reviews (and other multi agency meetings)
- Undertake admin tasks within the SEND department (such as scanning and uploading documents, typing-up notes, preparing information sheets/posters etc)
- Attend the annual Open Evening to welcome parents/carers and students to the SEND department
- Attend occasional inset days, as directed by the SENCO/SLT
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentially and data protection, reporting all concerns to an appropriate person.
- Take responsibility to complete all safety checks, eg online training, when directed

*Whilst this job description is current, and every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified. Employees will be expected to comply, following consultation, with any reasonable request from the Headteacher to carry out tasks and duties that are of a similar level, but not specified in the job description.*