



# Teaching Assistant

14.5 hours per week, term time + 1 week  
Grade: H4, £23,893-£25,119 (FTE) + fringe allowance  
Start date: September/October 2024

We are looking to appoint a Teaching Assistant who recognise the value of their role as part of the SEND team and whole school community

Presdales School is a single sex comprehensive school in Ware for girls aged 11-18, with boys welcomed into 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 successful applicant 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.

*The school is committed to safeguarding and promoting the welfare of young people and expects 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:**

**9.00am, Monday 16<sup>th</sup> September 2024**

**Please submit:**

- A letter of application, no more than two sides of A4, outlining how you meet the person specification
- 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)**

Please note that CVs will not be accepted. Prospective applicants are welcome to visit the school prior to the application process. Please contact the Head's PA at the above email address if you wish to arrange a visit.





# 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

### Vision and Purpose

*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.*

### Main Responsibilities

- 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, confidentiality 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.*

**[recruitment@presdales.herts.sch.uk](mailto:recruitment@presdales.herts.sch.uk)**