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Bourne
Education
Trust
Transforming schools... changing lives

“Everything matters, at all times”

Teddington School Assistant to SENDCo Recruitment Pack



Welcome from our Headteacher, Paul Grills

Thank you for your interest in working at Teddington School. Since my appointment, I have been actively seeking innovative, enthusiastic and dynamic staff to join us on the next phase of our development and I hope you will become part of our team. This pack has been designed to give you a flavour of what Teddington school has to offer, but I would also encourage interested candidates to visit the school for a tour to see us in action.

 Please click the link icon to watch a film about life at our school

At Teddington School, we ensure that the educational experience all students receive is first class. We firmly believe that every child is entitled to an excellent education, which offers breadth of curriculum, academic rigour, opportunity, and enables students to leave equipped with the skills to succeed in whichever future pathway they choose.

Staff at Teddington maintain the highest standards, have a positive outlook, are inventive in their thinking and adopt a 'can-do' approach. We were judged 'Good' by Ofsted in November 2021 and are looking to the future as we work with the whole community and strive for even greater success. We are committed to identifying, developing and retaining talent amongst our staff with a bespoke CPD package in place for all of our team.

Our school is located on a modern and attractive campus that overlooks the River Thames. Inside our school, you will find a professional working environment with a calm and caring atmosphere based on mutual respect between all stakeholders. We pride ourselves on the fundamental principle that teachers have the right to teach and students have the right to learn.

We are proud to be part of The Bourne Education Trust (BET) - a successful multi-academy, across primary, secondary and special education. BET continues to grow a community of like-minded academies with the highest aspiration and dedication to achieving the best outcomes for their learners. They understand that people are the key to success and for this reason, believe in creating great places to work where people feel supported and encouraged to be the best they can possibly be. Staff within their schools can expect to be challenged and motivated to achieve their ambitions, and such is the scale and scope of the Trust's school-to-school support work, successful candidates can expect to receive rapid promotion either through direct placement or via secondments from their home school. As part of BET, we also recognise the hard work of our team by our extended holidays and a well-structured school day, which really supports work/life balance and flexibility.

If you wish to visit us or have an informal discussion with myself or one of the team about the post before applying, please feel free to contact our HR Officer on 020 8943 0033 or you can email hrdepartment@teddingtonschool.org.

We look forward to your application.

A handwritten signature in black ink, likely belonging to Paul Grills.

About Bourne Education Trust

Based in Surrey, Hampshire and Richmond, we deliver the very best educational experience for our pupils. It is responsible for the education of approximately 10,500 pupils and employs just over 1,300 staff. The Trust is organised into both phases and clusters to support specialist and cross-phase collaboration.

The size of its schools range from a one-form entry primary to an eight-form entry secondary school with a sixth form. Schools are equally important and carry the same influence in terms of decision-making within the Trust. Each school has its own head and local governing committee. The Trust is led by a team of 5 senior leaders who report to the CEO, Alex Russell.

Since 2012 it has taken 9 schools from special measures or requiring improvement to good or outstanding. The rest have maintained their good status whilst in the Trust. BET has transformed the finances in 12 of its schools so that no school in the Trust is in deficit.

BET's values are summarised by our strapline: **'Transforming schools; changing lives'**. We absolutely believe that all children regardless of context or background deserve a great education, hence our involvement in schools and communities that have not experienced this. Whilst we want our schools to retain their own identity, all BET schools share environments that are **extremely warm and welcoming, professional, relentlessly positive, highly aspirational and characterised by happy and safe pupils with excellent relationships between them and the staff**. In all classrooms and beyond pupils enjoy creative and effective teaching and learning that fosters belief and confidence.

Our philosophy is to have schools working as effectively as possible and serving their community. We err towards independence on the independence/standardisation continuum but never forget we are one organisation working together. Our schools welcome the support of the Trust and its collective ethos but relish their remit as local schools and the responsibility that brings. Where we have centralised, it has not been driven by us but by the legal framework in which we operate and the requirements of the Academy Trust Handbook.



Please click the link icon to visit the Bourne Education Trust website



Our Promise

Every pupil can expect to:

- Be known by our staff
- Experience an aspirational culture in which we refuse to accept barriers to achievement
- Have ambitious targets and access to appropriate resources to support their learning
- Meet and talk with our staff regularly about their learning and progress
- Learn within the classroom with appropriate support and to receive extra help when necessary
- Have their learning and progress and that of their peers effectively tracked
- Experience peer-to-peer support within the classroom rather than having total reliance on adults
- Experience a caring and supportive culture in which every individual is safe and can thrive.



About Our School

Our Location

Teddington School is situated on the banks of the River Thames, in the London Borough of Richmond upon Thames, in a **£36m modern, attractive campus**. The local area has lots of open and green spaces and has become a desirable area to both have a family but also enjoy the benefits of living close to **Central London and Kingston-upon-Thames**.

 Please click the link icon to access the virtual tour of our school

The school is well serviced by public transport, with Hampton Wick train station a five-minute walk. We offer free car and cycle parking for all staff members.

Our Benefits

- A shorter academic year (36.8 weeks per year) – meaning more holiday time and work-life balance
- Students leave school at 2pm on Fridays, giving the opportunity for an earlier finish
- A twilight CPD programme creating time off in lieu for longer holidays
- A commitment to reducing staff workload
- A 24/7 Employee Assistance Programme to support your mental health and wellbeing
- Visible SLT with an open-door policy to support your day to day
- Outstanding ECT training and support in partnership with the Xavier Education Trust
- Shared resources and lesson planning
- Great opportunities for career progression
- A professional network of over 20 schools across the MAT to share and receive expertise, guidance and support.

“Staff at all levels speak about a clear ‘open door policy’ in the school. They feel that leaders take clear consideration of their workload and wellbeing. They value the training they receive”

Ofsted 2021

 Please click the link icon to access the performance tables for Key Stage 4

 Please click the link icon to access the performance tables for Key Stage 5



“Teaching takes place within a supportive and inclusive classroom environment...Teddington is a caring environment where diversity is recognised and celebrated”

“This is a school where pupils enjoy their lessons, feel happy and feel safe. Pupils are respectful towards one another and value the positive relationships they have with staff”

Ofsted 2021



Advert: Assistant to SENDCO

36 hours per week

(Actual hours negotiable, to be worked between 8am-5pm in agreement with the Line Manager)

39 weeks (term time plus two weeks) - 52 (preferred) weeks per year, negotiable

Salary Range: NJC 16-25, Starting Salary: £25,364 - £32,265

We are seeking to appoint an Assistant to SENDCO to be a key part of our SEND and Inclusion department to provide a strong level of knowledge and support to both our students and staff for the smooth running of the department.

The post holder will undertake a range of general clerical, manual and administrative duties to support the SENDCO, all SEND staff and students. The role will include managing the provision for all students identified for additional support. There is the opportunity to pursue specialist qualifications through this post for the right candidate.

A job description and person specification, together with an application form are available to download from our school website.

Closing date for applications:

Friday 3 February, 12 noon

Interviews:

Tuesday 7 February

Please email your completed application form to Kim Bradstreet (kbradtstreet@teddingtonschool.org) Please note that we are unable to accept or consider CVs.

Candidates are encouraged to apply early as we reserve the right to close the advert early, should a suitable candidate be found.

Teddington School is committed to safeguarding and successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check.



“The value placed on newly qualified teachers is phenomenal. I have never felt like my comparatively few years of experience teaching has ever held me back. I was made to feel as valued and worthy of opportunities in progressing my career as much as any other member of staff”

Hollie Pleavin, Head of Year 7



Job Description: Assistant to SENDCo

Grade: NJC 16-25

Hours: 36 hours per week/39-52 weeks per year

Responsible to: SENDCO, Headteacher

Role Description and Key Purpose

- To support the SENDCO with all students identified as requiring SEND support throughout their time at school.
- To undertake a range of administrative tasks that support the smooth running of the SEND department
- To work with the SENDCO to manage the needs of identified students by providing appropriate support from defined resources, including interventions, measuring progress, liaison with staff, students, parents and outside agencies

Specific duties and responsibilities

- Assist the SENDCO with the identification, assessment and provision for students with identified additional needs
- To assist in ensuring the school meets statutory requirements for its SEND provision, including EHCP's and Annual Reviews
- To liaise with feeder schools, where relevant, for appropriate transition information.
- Timetabling intervention and LSA support in classrooms
- Advising and liaising with staff to ensure students have access to an inclusive curriculum
- Managing and deploying available resources, under direction, to ensure they are used efficiently and effectively
- Coordinating SEND best practice and sharing information across the team
- Provide efficient administration support for the department including minute taking and organising agendas

The Board of Trustees, Local Governing Committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust's Health and Safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.



“I started working at Teddington School in the midst of the pandemic, and although a strange time, I have never felt so supported at work. There is a real feel of team culture, where everyone is happy to help anyone. It is so nice to work at a school where you do feel empowered to take risks in your teaching and are so supported in your own professional development with opportunities available. I am proud to say that I work at Teddington School!”

Rebekah O’Hanlon, Teacher of PE



Job Description (continuation page): Assistant to SENDCo

- Arranging Annual Reviews and ensuring associated administration is effective and complete
- To liaise with parents and students as required to coordinate their needs and input
- To be the first point of contact for all SEND enquires from external parties
- To be involved with the exam access arrangement process
- Maintain accurate records and ensure confidentiality is maintained at all times
- To undertake First Aid at Work training and provide support for pupil first aid and welfare duties (if required)
- To comply with the school requirements for Health and Safety and GDPR
- To play an active role in emergency evacuation procedures
- Where possible, supporting out of usual hours information evenings and events if required
- Any task which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments
- To provide general support as required by the Headteacher



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The purpose of this job description is to set out in general terms the management, purpose, and responsibilities of a specific job at Teddington School. It is not intended to be a comprehensive listing of every task that an employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in contracts of employment. It will be reviewed regularly, and it may be subject to modification or amendment at any time after consultation with the post-holder.

Person Specification: Assistant to SENDCo

Essential	Desirable
A strong standard of education, incl. Maths & English	Degree educated OR other Level 7 qualification OR qualified HLTA status OR Qualified Teacher Status
Proven knowledge of SEND and best practice	Evidence of CPD in relation to SEND and or Administration
Proven knowledge and understand of secondary schools SEND provision	First aid qualification
Ability to write reports, letters and communication effectively with all stakeholders	An understanding of the requirements for exams access arrangements
Strong Microsoft Office Programmes knowledge	Knowledge of Arbor
Experience of completing administrative tasks with fixed deadlines	
Excellent communication skills	
Attention to detail and planning	
Experience of working both independently and in a team with strong interpersonal skills	
Able to take a flexible approach to their workload and priorities	
Have a commitment to inclusion and equal opportunities	

Teddington School has a commitment to placing the promotion of equality, diversity and inclusion at the centre of every aspect of its work and we want all our staff to feel valued, appreciated and free to be who they are at work. Our staff body represents many different cultures, backgrounds and viewpoints, reflecting the makeup of our student population and ensures that all students have role models to guide them throughout their journey at Teddington.




“One reason I love working at Teddington School is the community feel and supportive environment that is built on strong professional relationships and mutual trust between all staff members. Since becoming part of the Bourne Education Trust the professional network of multiple schools working together enables me to carry out my role with greater confidence and there are a wider range of career development opportunities”

Joe Taylor, Subject Leader, Science



How to Apply

Interested candidates should complete an application form which can be downloaded from the school website.

 Please click the link icon to visit the vacancies page to download an application form


Completed forms should be emailed to hrdepartment@teddingtonschool.org marked for the attention of Kim Bradstreet, HR Officer.


Please note that we are unable to accept or consider CVs.

Useful Information

For further information about this vacancy please use the following contact details, quoting Ref: **Assistant to SENDCo**.

 Kim Bradstreet, HR Officer

 020 8943 0033

 hrdepartment@teddingtonschool.org

How to find us

 Please click the link icon to access a map of the area

Safeguarding

Teddington School is committed to safeguarding and protecting the welfare and safety of its staff and pupils, and follows safeguarding interview procedures. We expect all candidates to meet the highest standard of safeguarding and successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check.



Teddington School Leadership Team



Paul Grills
Headteacher



Karen Barham
Deputy Head



Chris Daniel
Business Manager



Kirk Campbell
Assistant Head



Alison McGrandles
Assistant Head



Kath Corrigan
Assistant Head



Natalie Fenton
Assistant Head



Dale Spick
Assistant Head