

Welcome to

Sunbury Manor School

Graduate Teaching Assistant

Applicants Information Pack



Commitment | Community | Responsibility | Kindness | Respect



- Message from Headteacher
- Message from SENDCO
- Message from Head Students
- About Sunbury Manor School
- Advert
- Job Description
- Person Specification



Message from the Headteacher

Thank you for your interest in our school and I hope that you find all of the information that you need to continue with your application to join our school. Since I joined Sunbury Manor School in September 2021, I have found a vibrant, energetic school with students who want to learn, who want to do well and most importantly, are proud members of their community. Staff are completely committed to our students and to providing a high-quality education in a happy and purposeful environment.

We are incredibly proud of our academic, wider curricular and sporting successes and the contributions and commitment our students and their families give to our school. We are a truly comprehensive school in the heart of the Sunbury On Thames community. Our school is one where students come to be inspired, challenged and supported; in and out of the classroom, a school with high aspirations for every student.

Kind regards,



Michelle Prentice
Headteacher



Message from the SENDCO

Dear Applicant,

Thank you for your interest in the post of Graduate Teaching Assistant (GTA). Meeting the needs of young people with SEND is the responsibility of all staff but the GTA role is within our Learning Support Faculty, which includes the Speech and Language (SLCN) Centre. The Faculty is well-resourced with a base in the main school building.

We are an extremely supportive, friendly and experienced team of support staff and teachers. We work with students across the curriculum and play a vital role in supporting Teaching and Learning. We are passionate about making sure our young people with SEND are supported to access the curriculum, are learning to the best of their ability, and growing into mature, kind and socially-adept individuals.

The majority of the team support students in class but we also offer a range of interventions in the Learning Support base: literacy, language and numeracy teaching, programmes such as Toe by Toe, Word Wasp and Language for Thinking, and small group work which focuses on the development of social communication skills and emotional regulation. We have a number of students with physical disabilities and support staff may be trained to deliver physiotherapy programmes and personal care, on an individual basis. Working in Learning Support at Sunbury Manor School offers you the opportunity to

- build relationships with diverse, energetic and engaging young people
- have a varied and interesting day supporting teaching and learning in a range of subject areas and working with a variety of teachers and young people
- get involved in the wider life of the school from sports clubs and cooking to the Duke of Edinburgh Award Scheme
- make a vital contribution to the learning and progress of our students
- be part of a supportive and cohesive team where everyone's contribution is valued
- have training and CPD with regard to both mainstream education and SEND
- develop your skills and extend your knowledge which will further advance your career

I hope this gives you an insight into our ways of working and we look forward to hearing from you.

Best wishes,

Lucy Ralph

SENDCO

Message from Head Students

Sunbury Manor School is a supportive environment that we believe has encouraged all of us to thrive on our own personal pathways. No matter your ambition you will always be pushed to succeed by both our teachers and students. Not only does Sunbury Manor acknowledge an individual's strengths, but recognises and supports when you need more help.

We feel that one of the greatest aspects about Sunbury Manor School is its unique opportunities that it offers all of its students, covering all areas of interest. One of our amazing sporting opportunities that our school offers is the chance to become a Ball Boy or Ball Girl at the Wimbledon Tennis Championships in Year 9 and 10. Other extra-curricular sporting activities that students are encouraged to participate in consist of football, rugby, netball, badminton, cricket, rounders and many more. These can result in outstanding trips to venues like The Oval for cricket, Twickenham Rugby Stadium and the Copper Box. As well as this, our school provides us with the chance to become Sports Captains and Leaders to gain leadership skills. If sport is not your thing, Sunbury Manor provides multiple amazing opportunities such as Youth Speaks, subject trips, an annual drama production, college trips and the chance to apply to become a prefect, senior prefect, House Captain or Head student.

The school's House System encourages a friendly competitive nature around the school, which promotes involvement in a variety of House challenges and competitions. The Student Council provides a strong student voice, which contributes greatly to decision making within the school. These work together to push the school's five core values; commitment, community, kindness, responsibility and respect. Overall, Sunbury Manor School is a safe and inclusive environment, which guides all students to thrive and develop as people throughout their five years.





About Sunbury Manor

COMMITMENT

COMMUNITY

RESPONSIBILITY

KINDNESS

RESPECT

We aim to be an exceptional school at the heart of the community. We create opportunities for our

A warm welcome to Sunbury Manor School, a proudly comprehensive, mixed 11-16 Single Academy Trust school with approximately 1200 student on roll, with capacity to grow. We are located on the edge of Surrey and Southwest London. We were graded Good by Ofsted in October 2019. Sunbury Manor is a happy, successful and highly inclusive school.

Students in Key Stage 3 study a full curriculum for three years. Option subjects for Key Stage 4 continue to remain broad and balanced. The fundamental role of our school is to provide a high-quality learning experience and all teachers strive to deliver well planned, challenging and engaging lessons. We are committed to maintaining a strong and cohesive teaching staff of qualified subject specialists in all areas of the curriculum. This allows us to provide a high-quality experience in the classroom for all learners. We believe our students deserve the very best when it comes to their learning, which is why we aim to provide quality training and continued professional development for all our staff. This is essential to ensure that all staff are up to date with their subject knowledge and awareness of an ever-changing educational landscape. We are clear in our mind that students learn best when they can develop a trusting relationship with their teachers and support staff; people they know who have their best interests at heart and can guide them to make improvements by monitoring their progress over time. We believe that homework is an essential tool for helping students to develop their skills and become independent learners; something that is clearly essential when it comes to preparing young people for the wider world of further education and work.

Extra-curricular and leadership opportunities are wide and varied enabling our students to experience different challenges and activities including; debating competitions, board game clubs, Duke of Edinburgh, Wimbledon ball girl/boy trials, home cooking club, trips to Barcelona, WW1 battlefields and many more.

Please take a moment to read our prospectus and newsletter, we hope it gives you a sense of the wonderful opportunities we offer. We also welcome visitors to our school if you would like to take a tour.



Graduate Teaching Assistant

Salary: £23,276—£27,619 FTE | Term time & Permanent | Start date: January, 2024

Required for January, 2024 or ASAP

Are you passionate about education and supporting teenagers?

Do you have experience of working in a secondary school or with SEND pupils?

We are seeking to recruit a number of enthusiastic and motivated Graduate Teaching Assistants to join our Learning Support Team. The role is to assist and support the integration of students with physical disabilities and /or special educational needs within a mainstream school.

You will be supported by strong leadership in the school coupled with a fantastic team spirit and genuine collegiality across the team and across the school. Staff are engaged with professional development and are supported in exploring new ideas.

Sunbury Manor School is a mixed, 11-16 Single Academy Trust. We are proudly comprehensive and serve a wide community on the edge of Surrey and Southwest London, that is vibrant and ambitious. Sunbury Manor is a Good school (Ofsted, October 2019).

The role is for a minimum of 34 hours per week during term time (08.15 to 3.45pm) and in addition to the competitive salary, we also offer Westfield 24/7 Employee Assistance Programme, Westfield Health Cash Plan, Westfield Rewards (discounts from hundreds of leading retailers, restaurants and destinations), cycle to work scheme, free gym membership at the neighbouring leisure centre, staff laptop and an active staff Health & Wellbeing group.

To reserve the right to interview and appoint at any stage in the recruitment process, therefore early application is advised.

Closing date: 8th January 2024 @ 9 am

Interview date: w/c 8th January 2024

IMPORTANT— Only open to new applicants that currently live and have the right to work in the UK.

Sunbury Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Job Description

Graduate Teaching Assistant

Core purpose:

To support students with special educational needs, including those with physical disabilities. access the curriculum in lessons and make progress with their both their learning and their social/ emotional development. There may be opportunities to support a student's physical or social communication needs away from the mainstream class.

Key Accountabilities:

Supporting the student

1. To assist in the support and inclusion of students with special educational needs and disabilities within the school through, for example, repeating, clarifying and breaking down explanations and instructions into smaller steps, reading, scribing, finding visuals, creating task boards, supporting students at unstructured times or navigate the school site
2. To enable students to learn as effectively as possible both in class, in groups and 1:1
3. To implement agreed programmes of study with individuals or groups in or out of the classroom
4. To enable students to develop their independence
5. If applicable, assist in the preparation of differentiated resources/materials
6. If applicable, to deliver a physiotherapy programme as devised by the Link NHS Physiotherapist
7. If applicable, to deliver a programme as devised by the Link Speech and Language Therapist
8. To assist with the supervision of, and encourage good behaviour, amongst students
9. To establish inclusion and acceptance of all students in the school
10. To consistently promote positive values, attitudes and behaviour
11. To work collaboratively with colleagues as part of a professional team
12. To attend and contributes to meetings with external agencies
13. To record and monitor students' progress

Supporting the school

1. To liaise, advise and consult with other members of staff in the support of the student(s)
2. To contribute to reviews of the student's progress including Annual Reviews
3. To participate in relevant professional development and attend INSET
4. To be aware of and follow school policies and procedures

The list of duties in the job description should not be regarded as exclusive or exhaustive. The intention is that the Pastoral Support Worker will move up with the year group to which they are initially attached. However, in addressing the specific needs of a particular year group we need to ensure we retain flexibility and the ability to reorganise as appropriate. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the school reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

Person Specification

Graduate Teaching Assistant

Criteria	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree 	<ul style="list-style-type: none"> • Post-graduate qualification in SEND, preferably in SLCN
Experience	<ul style="list-style-type: none"> • Experience in a secondary school setting 	
Skills and knowledge	<ul style="list-style-type: none"> • Excellent interpersonal skills • Excellent communication skills, both written and spoken • Effective ICT skills • The ability to implement strategies which have significant impact on student performance 	<ul style="list-style-type: none"> • Knowledge of the SEND Code of Practice 2014 and The Equalities Act 2010
Personal qualities	<ul style="list-style-type: none"> • Ability to work effectively in partnership with school staff, other professionals, parents and students • Flexible, resilient, able to work under pressure and meet deadlines. • Ability to initiate and follow through to completion • Commitment to raising standards and achieving the highest level of achievement for pupils within the school • Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school • Commitment to the school's ethos, aims and its whole community • Commitment to equality • Able to follow direction from line manager • Able to appropriately deal with confidential information and maintain confidentiality at all times • Ability to maintain appropriate professional boundaries • Excellent team work • Passion for supporting young people to achieve their full potential • Efficient and meticulous in organisation • Ability to be proactive and willing to act accordingly • Commitment to the highest standards of child protection and safeguarding • Recognition of the importance of personal responsibility for health and safety 	