

CANDIDATE INFORMATION PACK



Heckmondwike
Grammar School

JOB TITLE **SEND Assistant**

Are you looking for an exciting and new career opportunity?

Then this will be the job for you.

Could you support our SEND students and guide them to overcome their barriers to learning and reach their fullest potential?

We are delighted to have been named "Secondary School Of The Year", "Soaring 57 places in the UK rankings to 77" out of approx 6000 secondary schools (state and independent) in the latest Sunday Times Parent Power Guide.

And for the second year running we are ranked No 2 in the North of England.

SALARY

Range 11-15
£25,979 to £27,803 pro rata

(£22,819.95 to £24,422.16
actual salary)

TERM/ HOURS

8.00am to 4.00pm
Monday to Thursday,

8.00am to 3.30pm on a Friday

37 hours per week.

Term Time + 5 days

CLOSING DATE

9am Monday 4th March 2024



HECKMONDWIKE
GRAMMAR SCHOOL

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO TWO SATISFACTORY REFERENCES, A SIX MONTH TRIAL PERIOD AND AN ENHANCED DBS DISCLOSURE. WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.

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GRAMMAR SCHOOL

SEND Assistant

About Us:

At Heckmondwike Grammar School, our motivation is for our students to enjoy their school days and to become thoughtful, articulate, confident and responsible members of society. In order to achieve this, we rely on our staff to work closely with students, parents and teachers to provide a supportive community, keeping the well-being of our students at the forefront of everything we do.

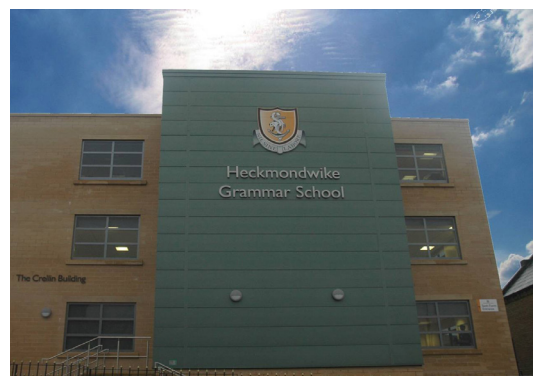
The Role:

We are looking for a motivated, enthusiastic and engaging teaching assistant to work within the SEND department here at Heckmondwike Grammar School. Working within the SEND Code of Practice to promote full inclusion within our school.

We are seeking someone to support the teaching, learning and pastoral care needs for students with a range of special educational needs and disabilities to ensure a positive learning environment for our students.

Duties will include but are not limited to:

- To support SEND students in their learning and participation in the wider life of the school.
- To undertake relevant administrative tasks within the SEND Department.
- Work with class teachers to raise the learning and attainment of pupils



- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.

Responsibilities:

Specific responsibilities are set out in a detailed job description.

What will you bring to the role?

- Outstanding communication and interpersonal skills
- Ability to remain calm under pressure
- Demonstrate a high standard of customer service
- Work well as part of a team, as well as on your own initiative
- Honesty and integrity
- A flexible and open attitude to change
- Suitability to work with children

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In return we can offer:

- Interesting work as a key member of a supportive team
- A learning-centred school where the best possible practice is the priority
- The opportunity to develop personally and professionally
- A vibrant, supportive community of like-minded individuals
- A competitive salary and membership to a Local Government pension scheme

Why Should You Apply?

Heckmondwike Grammar School is a unique school, with students who are eager to learn, keen to know more and want to enjoy their educational experiences. It is exceptional in many ways: a very diverse school community that produces results of the highest quality.

We work effectively with our young people, really care about them and their futures and have an ultimate success measure of enabling them to proceed to where they want to go. Excellent relationships between staff and students are the norm, expectations are high and students perform very well as a consequence.

How Should You Apply?

If you are interested in this position then please visit the vacancies section of our website www.heckgrammar.co.uk/vacancies.

Completed applications should be sent by email to: recruitment@heckgrammar.co.uk.

Further information about the school is available on the school website www.heckgrammar.co.uk

Protection of children:

Disclosure of criminal background of those with access to children.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on <https://www.gov.uk/government/organisations/ministry-of-justice>.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

Safeguarding Statement:

Heckmondwike Grammar School is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.

Full details regarding our Safeguarding Procedures can be found on our website in the Safeguarding section, alternatively, please contact Recruitment to obtain a copy.



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HECKMONDWIKE GRAMMAR SCHOOL

HECKMONDWIKE GRAMMAR SCHOOL JOB DESCRIPTION

POST TITLE:	SEND Assistant
SALARY GRADE:	Range 11-15 £25,979 to £27,803 pro rata (£22,819.95 to £24,422.16 actual salary)
CONTRACT TYPE:	Permanent
WORKING HOURS:	8.00am to 4.00pm Monday to Thursday, 8.00am to 3.30pm on a Friday 37 hours per week. Term Time + 5 days
RESPONSIBLE TO:	SENDCo

Main Purpose

- To support SEND students in their learning and participation in the wider life of the school.
- To undertake relevant administrative tasks within the SEND Department.

The post holder will contribute to the SEND provision within school (under direction of the SENDCo), in line with the requirements of the SEN Code of Practice (2015). They will contribute to the success of a high performing team and provide excellent support for all students on the SEND register.

The SEND Assistant is responsible for the implementation of the SEN Code of Practice (2015) within school, under the guidance and direction of the SENDCo. All references to SEND in this document include students with special educational needs or disabilities.

Duties and responsibilities

In class support:

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all students including, where appropriate, those with special educational needs and disabilities (SEND).
- Support the teaching of a broad and balanced curriculum aimed at students achieving their full potential in all areas of learning.
- Model being attentive to the teacher, and support SEND students to stay on task.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Identify struggling students and provide prompts and reminders to start tasks.

- Re-explain tasks and break instructions down into smaller steps as required.
- Provide additional scaffolding for students with SEND as required and know when to remove this scaffolding.
- Offer bespoke one-to-one or small group support to students who need additional modelling or support.
- Praise and encourage students to remain on task and motivated.
- Other tasks as directed by the teacher, for example supervising other students whilst they reteach concepts to students with SEND.
- Observe student performance and pass observations on to the class teacher.
- Use ICT skills and relevant strategies to advance students' learning.
- Undertake any other relevant duties given by the class teacher.
- To provide students with SEND with support to access assessments and examinations.
- To support the effective transitions of SEND students within school e.g. from one Key Stage to another.

Outside of the classroom support:

- Fulfilling the role of 'key worker' for a number of specified students on the SEND register. For the identified students this will include: check-in meetings with these students, regular phone calls to parents/carers, involvement in in-person meetings regarding the students and ensuring their Pupil Passports and any SEND Plans are updated.
- Being the initial point of contact for queries relating the postholder's Key Worker students
- Administrative tasks as directed by the SENDCo.
- Fully participating in a programme of CPD and training which contributes to the success of all students with SEND.
- Amending and modifying resources ahead of lessons to ensure accessibility for students with SEND.

Wider SEND responsibilities:

- Maintain accurate Provision Maps for all students with a My Support Plan (except those with an EHCP, who remain the direct responsibility of the SENDCo).
- Be a key point of contact for parents/carers, including making regular phone calls and/or running meetings.
- Write, monitor and undertake termly reviews of all My Support Plans (except those with an EHCP, who remain the direct responsibility of the SENDCo).
- Ensure SEND records are maintained and kept up to date.
- Ensure SEND referrals are monitored, assessed and reviewed in liaison with the SENDCo.
- Promote SEND students' inclusion in the school community and access to the curriculum, facilities, and extra-curricular activities.
- Supporting the SENDCo in coordination and assessment for Access Arrangements.

Health and safety

- Promote the safety and wellbeing of students, and help to safeguard students' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's Child Protection Policy.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's performance development procedures.

Other areas of responsibility

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that The SEND Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.



SEND Assistant: Person Specification

General – KS3, 4 and 5

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths NVQ Level 3 Teaching Assistant or (Equivalent) 	<ul style="list-style-type: none"> Educated to degree level Recent SEND training Recent leadership training First-aid training, or willingness to complete it
Skills	<ul style="list-style-type: none"> Good literacy and numeracy skills Good organisational skills Ability to build effective working relationships with pupils and adults Knowledge of how to help adapt and deliver support to meet individual needs Knowledge of SEND, the needs of students and the challenges they face Excellent verbal communication skills Active listening skills The ability to remain calm in stressful and challenging situations Good ICT skills, particularly using ICT to support learning Ability to work 1:1 with students to promote active engagement and support progress 	<ul style="list-style-type: none"> Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils Knowledge of guidance and requirements around safeguarding children Skills and expertise in understanding the needs of all pupils Understanding of roles and responsibilities within the classroom and whole school context

	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> • Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • High expectations of students and self • Ability to work on own initiative and as part of a team • Commitment to promoting the values and ethos of the school • Passionate belief and commitment to achieving the best outcomes for all pupils, and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people 	
Experience	<ul style="list-style-type: none"> • Experience of working with young people. • Experience of working with vulnerable children. • Experience of supporting students with SEND. • Experience of working within a secondary school and/or sixth form college. • Successful experience of implementing strategies, which will help to raise achievement and enable students to access their learning and full potential. 	<ul style="list-style-type: none"> • Experience of communicating with parents and other stakeholders. • Experience planning and delivering learning activities • Experience of assisting class teachers in delivering the curriculum • Experience of supporting students during examinations and assessments.

	Essential	Desirable
Other	<ul style="list-style-type: none"> • Flexible and work as part of a team to achieve a common goal • Energy, self-confidence and the ability to 'give more' when the occasion demands it • Ability to contribute to wider school life • Ability to work under pressure and to meet deadlines • Ability to maintain a sense of perspective in all working conditions • Ability to maintain appropriate relationships and personal boundaries with students 	<ul style="list-style-type: none"> • Participated in residential or educational visits



Ethos, Values & Aims

Ethos

At Heckmondwike Grammar School our ethos for the whole school community is based on the school motto “Nil Sine Labore” – Nothing Without Work.

We expect a lot from our students and staff and recognise that hard work brings rewards.

Values

The principal values of our school community are:

- Respect
- Responsibility
- Excellence

Aims

Heckmondwike Grammar School has provided the best education for able students since 1898. As we embrace the opportunities and challenges of the 21st century, we will continue to uphold the traditions, values and high expectations of an exceptional grammar school within an innovative, creative and progressive framework.

At Heckmondwike Grammar School, we work together as a team to achieve academic excellence and personal potential by:

- Providing students and staff with every opportunity to flourish and develop their skills and talents as individuals.
- Providing academic rigour and nurturing ambition and aspiration in our students, such that they become the leaders of the future in high calibre careers, via top university education or direct employment.
- Celebrating diversity, by creating a vibrant, safe and happy school, with a strong sense of community, respect and responsibility to both ourselves and others.
- Challenging and stimulating the minds of our students through excellent teaching, diverse learning opportunities, and a rich, balanced, academic curriculum, such that students develop a life-long love of learning.
- Working hard and playing hard via an extensive extra-curricular programme based on the House system that enriches and extends the curriculum, encouraging students to explore and develop their personal interests and skills.
- Working in close partnership with parents and members of the wider community to provide the best possible education for our students.



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STAFF BENEFITS

Detailed below are some of the benefits that will be available to you when you join us.

Pension

- For Teaching colleagues we operate the Teachers' Pension Scheme.
- For Operational colleagues we operate the West Yorkshire Pension Fund.

Training and Development

- We offer a new staff buddy system, where you will be paired with an existing member of staff from another Department, and you will be invited to regular catch up meetings
- Regular professional development sessions are held for all colleagues, who undertake annual performance development reviews, to support any training needs.

Parking

- We have a large car park which allows us to offer free parking to all our colleagues, and you will be issued with a parking permit when you join us.

Cycle to Work Scheme

- Should you wish to cycle to work we have a salary sacrifice scheme in place and we have cycle bays on site for you to use.

Health and Wellbeing

- We offer access to Sovereign Health Care membership. Get money back on your everyday health costs. Good All Round helps cover everyday health expenses, so paying for check-ups and treatment isn't as much of a worry. Starting from just £2.22 a week, Good All Round gives you money back on a range of health costs including dental check-ups and treatment, glasses, contact lenses, prescription charges and much more.* No medical is needed and dependent children under 18 are covered for FREE.
- Free access to counselling and the Life Coach, all details will be treated in the strictest confidence.
- The opportunity of benefiting from a free flu vaccination each year, which take place in school for your convenience.

Social Events

- We hold a staff golf event each year, which is open to all colleagues and is intended to be a fun and competitive event, which is usually followed by a meal at a nearby restaurant.
- Complimentary staff breakfasts at the end of term.
- Our end of year barbeque for staff is also very popular and a highlight to the end of the academic year.
- There are numerous ad-hoc social events throughout the year.

Extra-curricular Societies

- On a voluntary basis, all staff are encouraged to run extra-curricular societies. Staff who do so are provided with a free lunch for the whole week.

Refreshments

- Free tea, coffee and biscuits provided each day.
- Meals are provided if you attend a parents evening or after school event.