



# **SEND Teaching Assistant (Maternity Cover)**

## **Recruitment Information Pack**

*Tant Que Je Puis*

**Position:** SEND Teaching Assistant  
**Actual Salary:** £17,152 to £17,463  
**Scale:** 3 (point 5 to 6)  
**Contract type:** Maternity Cover - Part time (32.5 hours per week, term time only)  
**Start date:** November 2021

Would you like to work at a school that has a prestigious past, a wonderful present and a bright future? Would you like to work in a well-established school, proudly rated Good by Ofsted in September 2018? If so, we would like to hear from you.

Our aim is to prepare our boys for the world, both academically and socially. We expect hard work, good manners and in turn provide learning opportunities where all can fulfil their potential. Our motto, "Tant Que Je Puis" (As Much As I Can) is at the heart of our School community and we actively encourage both staff and students to strive for this aspiration. If you share our vision, we would strongly encourage you to apply.

This is a new and exciting opportunity for a dynamic and highly motivated Teaching Assistant, for maternity cover from November 2021, to provide support for SEND and EAL students across the school from KS3 to KS5. Working with an established and successful team to further strengthen the support we provide to all pupils.

Enfield Grammar School is an 11-18 boys' comprehensive school located in the heart of Enfield Town. For more information about the School, please visit [www.enfieldgrammar.org](http://www.enfieldgrammar.org)

#### We Offer:

- Access to opportunities for self-development and regular Continuing Professional Development sessions.
- Opportunities for career progression.
- A health care plan, including reimbursement for optical, dental, physiotherapy and a range of other areas, 24/7 GP access and free counselling.
- On site gym facility.
- Strong commitment to equality, diversity and inclusion.

#### You Will:

- Be passionate and proactive about supporting students of all abilities.
- Be a committed individual who contributes regularly to the School community.
- Have full working knowledge of relevant current policies, codes of practice and legislation.
- Be adaptable, resilient and have a desire to make a lasting difference to the lives of our students.
- Have the highest standards at all times to ensure maximum progress and outcomes for our students.
- Be a positive person able to work effectively as part of a team.

#### How to Apply:

To apply please complete and submit an application form to [applications@enfieldgrammar.org](mailto:applications@enfieldgrammar.org), online via the TES portal, or the DfE website <https://teaching-vacancies.service.gov.uk>, by completing an application form that is available on our website under 'About Us/Work for Us'. If you have any questions regarding the role, please contact Ms Ladas, SENDCo, on 020 8363 1095.

The School is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to receipt of satisfactory Enhanced DBS check and pre-employment checks.

**Closing Date: Thursday 14 October 2021 at 12 noon**

**Interview Date: Week commencing Monday 18 October 2021**

#### Ofsted 2018:

*"Pupils, sixth form students and staff are proud of their school."*

*"Leaders use funding for pupils who have SEN and/or disabilities effectively. The leaders of SEN track the progress of these pupils carefully. Pupils who have SEN and/or disabilities make good progress."*

*"Teachers have applied the training the school has developed to ensure that they improve the quality of pupils' learning. Pupils said they really enjoy those subjects."*

*"Leaders train teachers well to improve the quality of their teaching. This training is having a marked positive impact on pupils' learning and their progress."*

**Please note that we will be shortlisting for this role as applications are received, so the closing date is subject to change.**

# Letter from the Headteacher



Dear Applicant

Thank you for your interest in Enfield Grammar School. We really are a wonderful school that values hard work, kindness and an ability to empathise with, inspire and care for boys in the 21st Century. I'm very passionate about boys' education and believe all boys have the ability and the desire to love, empathise, care for and respect themselves and others and these "soft" skills are modelled by all our adults in the school.

We are looking for a Teaching Assistant who shares our passion, our ethos and expectations, who can motivate and inspire students to be the best that they can be.

Ideally, we would love you to visit us to see us in action. You will see the students in every year group take pride in being part of our school community. Once seen, we would be confident you would apply to join us. If you would like to visit then please contact Mrs Plumb, PA to the Headteacher, who will be pleased to be of assistance.

I recognise that preparing an application is a time-consuming process and I would like to thank you in advance for submitting your application.

As an inclusive school, we would welcome applications from all backgrounds, especially those representative of our diverse student population. I am a Headteacher who is fully committed to equality of opportunities for all of our stakeholders.

Please do not hesitate to contact Ms Ladas, SENDCo, should you require further details about the role on 020 8363 1095 or at [office@enfieldgrammar.org](mailto:office@enfieldgrammar.org)

Yours sincerely

C Lamb  
Headteacher





# About the School



Enfield Grammar is a successful school with a strong tradition and excellent reputation. We were rated 'Good' in our recent Ofsted inspection (September 2018) and continue to strive to improve outcomes for students. We take great pride in our comprehensive CPD programme that allows all staff to develop their practice and expand their skill set.

Enfield Grammar School is rightly proud of its fine traditions and examination achievements. We are also a school which is intent on ensuring that the breadth and quality of education will, as far as is possible, equip all of our students to meet the rapidly changing demands of the future.

We are a Specialist Sports College and converted to Academy status in August 2011. There is a strong commitment to supporting staff development.

The School is based on two sites. The Upper School is a mixture of original 16th and more recent 20th Century buildings and is situated just off the Market Square in the centre of Enfield Town. The Lower School, some five minutes' walk from the Upper School, is a 17th Century listed building which houses Years 7 and 8. The school roll is approximately 1100 boys, of whom some 210+ are in the Sixth Form.

The School has a strong commitment to extra-curricular activities of all forms and it is expected that all potential members of staff would be willing to support this commitment. As a comprehensive school dedicated to serving the local community, as it has done since 1558, we admit 180 boys each year, representing the full range of ability from diverse ethnic and cultural backgrounds.



# SEND Department



The SEND/EAL department is a vital part of the school community, directly bridging the link between the inclusion teams and curriculum teams in order to provide support for all of our boys. As a department, we pride ourselves in working alongside all staff and external professionals to ensure that no boy is left behind and all of our pupils have every opportunity to access the fullest possible curriculum.

The department consists of the SENDCo, SEND Administrator, HLTA and team of 10 Teaching Assistants. We work continuously alongside teachers and students to provide a range of interventions from Wave 1 – High quality first teaching for all. When more specialist help is required, students are invited for Wave 2 – Interventions all the way to Wave 3 – Highly Personalised interventions.

In addition to these supporting measures each Teaching Assistant plays the role of Keyworker, a fundamental role in the life of EHCP student at our school. As a Key Worker, each Teaching Assistant forms a special working relationship with both pupil and family to ensure they are supported both academically and pastorally. We also coordinate provision from a number of external agencies for those with additional needs such as Educational Psychologists, CAMHS, Speech and Language Therapists and more.



# Job Description



## PURPOSE OF JOB

To assist in the academic and learning support and integration of pupils educational needs, disabilities and English as an additional language.

Subject to the supervision of the subject teacher and at the direction of the SENDCo, the teaching assistant will assist groups or individual boys with learning difficulties and/or EAL to access the curriculum.

## TEACHING AND LEARNING

1. Establish productive and supportive relationships with individual students, acting as a role model and setting high standards for work and behaviour.
2. Provide support for individual students inside and outside the classroom to enable them to fully participate in the curriculum and other activities.
3. Support class teachers in planning and preparation for students with additional needs and other tasks in order to support teaching and learning.
4. Use strategies, in liaison with the SENDCo and Classroom Teacher, to support students to achieve excellent outcomes.
5. Assist with the implementation of EHCPs.
6. Provide differentiated resources for SEND/EAL students.
7. Supervise specific small group SEND intervention programmes.
8. Contribute to reports on the needs and provision of the students and use detailed knowledge and information to support students' learning.
9. Assist in the implementation of student profiles and help monitor students' progress.
10. Act as a role model for students, promoting good behaviour and dealing with conflict in line with School policy.
11. Attend relevant training.
12. Work with other professionals, such as speech therapists and educational psychologists, as necessary.
13. Assist in supporting individual and small groups in order to access the curriculum, under the supervision of the subject teacher.
14. Manage time efficiently in order to plan and share information with subject teachers.
15. Work in partnership with the subject teacher to get the best outcome for SEND and EAL students.
16. Support the extra-curricular activities of the department, e.g. homework clubs.
17. Support students outside of the classroom during unstructured times.

# Job Description



## ADMINISTRATIVE DUTIES

1. Undertake other duties from time to time as the Headteacher requires.
2. Keep updated records about the students supported and any intervention programmes carried out.

## OTHER DUTIES

1. To undertake other duties and responsibilities commensurate with the grade of post, as required.
2. To operate within agreed legal and ethical boundaries particularly in regard to child protection and safeguarding.
3. To carry out duties in accordance with health and safety legislation and school policy.
4. To promote inclusion and equality of opportunity for all students in accordance with school policy.
5. To take responsibility for personal professional development, in conjunction with the Line Manager, keeping-up-to-date with developments related SEND and EAL.

# Person Specification



QUALIFICATIONS	Essential	Desirable
<ul style="list-style-type: none"> <li>Excellent numeracy/literacy skills at GCSE grade C+</li> </ul>	X	
<ul style="list-style-type: none"> <li>Degree or equivalent</li> </ul>		X
<ul style="list-style-type: none"> <li>Level 2 Certificate in Supporting Teaching and Learning in Schools (or equivalent)</li> </ul>		X
EXPERIENCE		
<ul style="list-style-type: none"> <li>Experience working with secondary school age children.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Experience of working with pupils with additional needs.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Successful experience of supporting pupils in their learning to a high standard in a comprehensive school.</li> </ul>	X	
KNOWLEDGE		
<ul style="list-style-type: none"> <li>Understanding of the SEND Code of Practice.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Knowledge and understanding of strategies for raising achievement and motivating pupils.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Ability to demonstrate an understanding of child development and learning.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Fluent in a language other than English.</li> </ul>		X
SKILLS		
<ul style="list-style-type: none"> <li>Ability to provide guidance and support to students in the classroom.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Ability to communicate clearly, both orally and in writing with students, parents, staff and other professionals.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Excellent interpersonal skills and the ability to work as part of a team.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Excellent ICT skills including Microsoft Excel and Word.</li> </ul>	X	
<ul style="list-style-type: none"> <li>A commitment to promoting equality of opportunity in a diverse, multi-cultural community.</li> </ul>	X	



# Safeguarding



Enfield Grammar School is committed to safeguarding and promoting the welfare of children, and safe recruitment of staff is central to this commitment. We will ensure that our recruitment practices are robust, and that our selection procedures prevent unsuitable people from gaining access to children. All adults who work with or on behalf of children and young people in our school must be competent, confident and safe to do so.

All posts working with children should be aware of, and share the commitment to safeguard and promote the welfare of children and young people when applying for jobs within Enfield Grammar School.

This commitment is expressed through the following requirements:

## Recruitment

Failure to adhere to the following requirements means that an applicant will not be employed to work at Enfield Grammar School.

- Applicants will be required to undertake an enhanced DBS (Disclosure Barring Service) check if an offer of employment is made and will not be able to take up post until a satisfactory check has been received.
- Applicants are required, when completing an application for a post within the school, to supply full education and employment history since leaving secondary school, with explanations for any gaps.
- An applicant's personal commitment to safeguarding children and young people will be explored through the interview process.
- Successful applicants must show proof of identity and qualifications certificates, along with various other pre-employment clearances before a firm offer of employment is made.
- Prior to taking up post, applicants will be expected to sign the School's Code of Conduct, which commits them to upholding the highest standards in public life, both in the way they undertake their professional duties, and in their personal conduct.

## Employment

Failure to adhere to the following requirements may result in summary dismissal:

- To participate in induction processes, professional line management and annual appraisal, where the employee's ability to safeguard children, young people or vulnerable adults through professional involvement and personal conduct will be guided and assessed.
- To undertake mandatory training, including child protection training, as appropriate to their duties.
- To familiarise themselves with all relevant policies and procedures, produced by the School, including procedures for managing allegations against staff.

