



## MANOR MEAD SCHOOL VIRGINIA WATER

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Executive Headteacher: Mr Mark Bryant

Head of School: Miss Claudette Sims

June 2025

Dear Applicant

### SENIOR TEACHING ASSISTANT

- S5 Pro Rata £20,796 - £22,683 pa (FTE £26,777 – £28,686 pa)
- 32.5 hours per week, 39 weeks per year
- Core hours Mon-Fri 8.50 am - 3.30 pm term time plus an additional 1 hour 40 minutes per week
- Start Date: 01<sup>st</sup> September 2025 (or as soon after)

We are a Federation of two Outstanding schools for pupils with severe, profound and multiple learning difficulties, some with associated autism. Manor Mead is our Primary School for 4-11 year olds in Shepperton with a satellite provision in Virginia Water; our Secondary School is Walton Leigh, for 11-19 year olds.

Manor Mead Virginia Water requires an experienced person who has lots of energy and enthusiasm to support the educational and care needs of the special children attending our school.

Senior Teaching Assistants are required to be in work from 8.50 am to 3.30 pm and normally work under the direction of the class teacher, plus an additional 1 hour 40 minutes during the week (classroom preparation of teaching resources). This time includes the 20 minutes allocated for the weekly team meeting. In the absence of the Class Teacher from the classroom the Senior Teaching Assistant should assume responsibility for the class group. This is reflected in the pay.

I have pleasure in enclosing an application form and details about the post; the closing date for applications is **Tuesday 8<sup>th</sup> July 2025** Interviews to be confirmed.

Manor Mead School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Following the procedures recommended to safeguard children, we will be taking up references if you are shortlisted for an interview. The successful applicant will be required to undertake a DBS check.

We look forward to receiving your application.

Yours sincerely,

Mark Bryant  
Executive Headteacher



The Federation of Manor Mead  
and  
Walton Leigh Schools



## Safeguarding Children: Child Protection Policy Statement

Through this Child Protection Policy we are supporting these aims of the school:

- To provide a safe and secure environment for our pupils where learning is enjoyable and challenges can be met and overcome
- To work in partnership with parents so we may support each other to the benefit of the child
- To work closely with other professionals to support children and their families
- To enable each child to develop a sense of high self-esteem
- To promote respect of others regardless of race, culture, religious beliefs, gender or disability.

### Responsibilities

#### Governors

The Governing Body recognises its responsibility under Section 175 of the Education Act 2002:

- To safeguard and promote the welfare of children; and to work together with other agencies to ensure there are adequate procedures in the school to identify, assess and support those children who are suffering harm.
- To ensure that all staff have received the level of training they need in the area of Child Protection.
- To ensure that all adults who have substantial access to the children in school have been checked for their suitability e.g. Disclosure and Barring Service checks. Any staff member who is found not to be suitable to work with children will be notified to the appropriate bodies. Clearance is not required for students and volunteers who are not given 'substantial unsupervised access on a sustained or regular basis' to pupils.
- When letting the school for use by other parties, the Governors take responsibility for checking the suitability of the individual or organisation for their suitability of working with children and ensure that similar checks are carried out by the person or organisation who is using the school premises

#### Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL), who is the Head of School, makes sure that all concerns are addressed following the agreed procedures and works with other agencies as appropriate.

#### All adults

All adults working in the school have a part to play in protecting pupils from harm by reporting any concerns they have about a child's welfare in accordance with the school procedures.

### Keeping Children Safe in Education

The school follows the guidance 'Keeping Children Safe in Education'. Systems are in place which are designed to:

- Prevent unsuitable people working with children and young people
- Promote safe practice and challenge poor and unsafe practice
- Identify instances in which there are grounds for concern about a child's welfare, and initiate or take appropriate action to keep them safe
- Contribute to effective partnership working between all those involved with providing services for children and young people.



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Walton Leigh Schools**

