



# WHITMORE HIGH SCHOOL

Headteacher: Susan Hammond MA  
Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD  
Telephone: 020 8864 7688  
[www.whitmore.harrow.sch.uk](http://www.whitmore.harrow.sch.uk)  
Email: [office@whitmore.harrow.sch.uk](mailto:office@whitmore.harrow.sch.uk)

July 2022

Dear Colleague

## TEACHING ASSISTANT POST – Fixed Term (September 2022 to July 2023)

Thank you for your interest in applying for the above role at Whitmore High School.

Whitmore is a happy, successful school and we are seeking to appoint someone to join our team and make a positive impact on students' lives.

Staff here are supportive, caring and committed to a collaborative approach to teaching and learning. As a new member of staff, you can expect a warm welcome and a wide range of CPD opportunities to develop your career. Our state-of-the-art building provides excellent resources for both staff and students.

I do hope the attached Job Description, alongside the information on our website, inspires you to make an application and we look forward to welcoming successful applicants for interview.

The closing date is at **9.00am on Thursday 1<sup>st</sup> September 2022**

I look forward to hearing from you.

Yours sincerely

Susan Hammond  
Headteacher

**When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.**

Whitmore High School is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment.

Our CP Policy is available on the school's website [www.whitmore.harrow.sch.uk](http://www.whitmore.harrow.sch.uk)

All appointments are subject to an Enhanced Disclosure and Barring Service check and pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Under the Rehabilitation of Offenders Act 1974, this post is listed as an exempted employment. You therefore need to reveal all spent convictions during the recruitment and vetting process.



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## TEACHING ASSISTANT POST FIXED TERM (September 2022 to July 2023)

Salary is Scale G2 (£15,162 per annum) for 30 Hours 40 Minutes a week, term time only. The hours are as follows:

8.50am to 3.20pm on Monday, Thursday and Friday  
8.50am to 3.40pm on Tuesday and Wednesday

There is a half hour unpaid lunch break each day.

### JOB DESCRIPTION AND PERSON SPECIFICATION

Teaching Assistants work as part of the Learning Development Department to help in the education of students with a wide range of special educational needs including ASD, social and emotional and behaviour difficulties, physical and learning difficulties.

The school has a number of students with Education Health Care Plans. Some students have complex needs and require extensive personal support. A number of the students who have physical disabilities require daily physiotherapy which is carried out by trained Teaching Assistants. All students follow a mainstream timetable.

The successful candidate will have the full support of other staff in the school as well as the Learning Development team. This is a challenging role, which could interest both male and female applicants, who are able to display initiative, tact, flexibility and sensitivity.

### JOB DESCRIPTION

The person appointed will contribute to the inclusion of students with special educational needs into mainstream lessons. This will entail:

- helping students with their work in all areas of the curriculum according to a negotiated timetable
- building up relationships with students in the class who may not have previously experienced much success at school
- attending to students' personal care including helping some with toileting; following the advice of medical professionals, psychologists and social workers working with the school
- planning with teachers how individual students' educational needs can best be met in lessons and, where appropriate, helping adapt learning resources
- working effectively as a member of the Learning Development Department, responding to the needs of students on the basis of the team's policies and agreed practices
- working flexibly and sensitively with different teachers and different children
- encouraging students to become increasingly independent
- assisting students in moving between rooms and with transport arrangements (e.g. accompanying students to and from the minibus provided)
- helping move equipment for students from room to room
- carrying out break and lunchtime duties e.g. supporting students in the library or learning development area, assisting students with their lunches and with their personal care
- assisting with any other tasks, commensurate with the post, as requested by the Head of Department or Headteacher

The successful candidate will also play an active part in the life of the school and maintain school policies, procedures and routines.



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## PERSON SPECIFICATION

The person appointed will:

- like, and have some experience of, working with children
- be keenly interested in children as individuals, in how they learn and in a co-operative approach to learning
- be able to establish a rapport with adults and children
- know how to provide the minimum amount of support needed and to help students be as independent as possible
- be able to demonstrate qualities of patience, firmness and sensitivity in establishing relations with students and staff
- show initiative, tact and flexibility in establishing successful working relationships with a number of children across a variety of subject areas
- be committed to teamwork and be able to work well as a member of a team
- have a good level of literacy/numeracy and good communication skills
- be willing to take part in the routine changing and personal care of students with physical impairments and to do so with the necessary sensitivity
- after suitable training be willing and able to be involved in moving and handling students
- be aware of, and committed to, health and safety at work
- be committed to Equality, Diversity and Inclusion and the principles and practice of equal opportunities
- be committed to the principles and practice of safeguarding all young people

It would be desirable for the post holder to hold a Health and Safety at Work First Aid Certificate, or if not, to be willing to undertake the same.

July 2022