Bourne
Community College




# Application Pack

***KINDNESS ~ RESPECT ~ DETERMINATION***

## TEACHING ASSISTANT

# Welcome to our School

**Welcome to Bourne Community College, a unique secondary school on the south coast of England, located between the historic city of Chichester and the villages of West Sussex and Hampshire.**

**We are delighted to welcome you to our school community. We are proud of our dedicated staff and supportive Governing Body, who work together to create a positive and inspiring environment for every student where we all strive to become the best version of ourselves.**

***At the heart of everything we do are our core values:***

KINDNESS RESPECT DETERMINATION

## These values guide our shared mission:

To inspire and enable everyone to make a positive contribution to themselves, our community and wider society

To strive for excellence in both character and learning

**“Pupils enjoy the many opportunities they have”**

Ofsted 2026



# Our Vision

Bourne Community College is a very special place to work where every student and staff member is known and valued. Our students are proud of their school and actively participate in a wide range of extra-curricular opportunities, from performing arts and sports to leadership programmes, enrichment activities and community events. We are looking to hear from people who share our vision of helping every student flourish and who believe that education extends far beyond the classroom.

We are proud to hold Gold status as a Rights Respecting School, with respect at the heart of daily life. Our International School Award also gives students the chance to learn about different cultures, broaden their horizons, and develop understanding, tolerance and respect for others.

Above all, we are incredibly proud of our students and everything they achieve both in the classroom and through sport, enrichment and charitable work.






**The school is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check.**

# Leadership



At Bourne Community College, the Senior Leadership Team is unwavering in its dedication to achieving the highest possible outcomes and providing exceptional support for every student. Our cohesive school thrives on strong, collaborative relationships.

Our Senior Leadership Team work alongside our dedicated governors, to define the overarching shared vision for Bourne. We are entering an ambitious new phase of development in how Leadership is distributed in the school, making this an exciting time to join the school. Strategic leadership of our school priorities is being spearheaded through our newly formed Faculties, empowering all leaders to define a shared vision for Bourne.

The Middle and Senior Leadership teams play a vital role in guiding and supporting our dedicated teaching and support staff across the school, ensuring that strong, positive relationships are at the heart of everything we do. We believe that high-quality teaching and learning flourish in an environment built on trust, collaboration and mutual respect, where staff and students feel valued, supported and inspired to achieve their best. There is an unwavering commitment to professional development and growth, recognising that investing in our people strengthens the relationships and culture that enable students to thrive academically and personally.

**Our aim for the future is to create a school environment where every student is encouraged to achieve their best through high-quality teaching and engaging learning experiences. We are committed to providing strong support for all students, helping them feel valued, confident, and able to succeed. We also strive to promote effective leadership throughout the school to maintain high standards and continue improving the experience for both students and staff.**

# Why work at Bourne?

## We have a proactive approach to support a healthy work life balance including:

- Meetings, events, and activities are carefully planned throughout the year to minimise the number of occasions staff are required to work beyond the school day.
- Early finishes are provided for Open Evening, Christmas, and the end of the summer term.
- Flexible discretionary leave is available to support family commitments and significant life events.
- Staff voice is highly valued, and concerns are listened to and acted upon.
- A clear appraisal system is in place for all staff, with realistic and meaningful objectives.
- We promote supportive relationships between staff, students, and families, creating a collaborative and welcoming working environment.
- Access to professional development and training opportunities.
- The opportunity to work for an organisation held in the highest regard by the local community.

## We offer these great employee benefits

- Free on-site parking
- Near railway station
- Cycle to work scheme with West Sussex Choices
- Gym Membership Discounts
- Health Cash Plans with BHSF
- Employee Assistance Programme
- Governor dedicated to staff wellbeing





# TEACHING ASSISTANT

## Job Title: Teaching Assistant
## Accountable to: Assistant SENDCo

Bourne Community College is seeking an enthusiastic and dedicated Teaching Assistant to join our supportive team.

As a Teaching Assistant, you'll play a vital role in supporting students' learning and development across the school. Working closely with teachers and support staff, you'll provide targeted assistance to individuals and groups, helping every child to thrive. You'll join a supportive and friendly staff in the Inclusion team to make a real difference to the lives of young people in our community.

**About You**

Are you passionate about supporting young people and a belief in their potential? Do you want to make a difference to young people's lives? Do you have patience, a sense of humour and are you committed to lifelong learning?

If so come and join a team that is committed to ensuring the academic, personal and social development of all our students.



# JOB DESCRIPTION

**Aims of The Post**

To provide targeted assistance to individual students and small groups, helping every child to thrive. To help create a more inclusive and manageable classroom environment. To work in classrooms to support individual students and groups of students, working closely with teachers and other staff. To deliver intervention with students as required on 1-1 or 1-few basis. To embody the vision and inclusive ethos of Bourne Community College.

**Key Responsibilities and Main Duties are to:**

- Work under the direction of teaching staff to support the learning, progress, and welfare of students across the secondary age range (11–16).
- Provide in-class support to individuals and small groups, adapting resources and activities to meet diverse learning needs.
- Deliver 1:1 or small group interventions as directed by Line Manager
- Support students with special educational needs and/or disabilities (SEND), ensuring their inclusion in all classroom activities.
- Assist with the preparation of learning materials and classroom displays.
- Assist with administration duties as directed by Line Manager
- Foster positive relationships with students, encouraging their engagement and participation.
- Support in the implementation of school behaviour policies, promoting a positive and safe learning environment.
- Help with supervision of students during break/lunchtime as required.
- Accompany students on educational visits and school trips, ensuring safety and well-being.
- To use ‘Google Forms’ to record progress against EHCP outcomes
- Liaise effectively with teachers, parents/carers, and external agencies as needed.
- Undertake training and development as required for the role.
- Drawing on knowledge of various forms of educational and social needs, to develop an understanding of the specific needs of the student(s) concerned.
- Taking into account the particular needs involved, to enable the student(s) to learn as effectively as possible both in group situations and individually.
- Any other reasonable tasks as directed by the Headteacher or the Assistant Headteacher for Inclusion which falls within the remit of the post.



# PERSON SPECIFICATION

**Qualifications (Essential)**

- GCSEs (or equivalent) in English and Maths at grade C/4 or above
- Willingness to undertake further training relevant to the role

**Experience, Knowledge & Understanding (Essential unless stated)**

- Experience working or volunteering with young people (desirable)
- Previous experience in a school setting (desirable)
- Understanding of the needs of secondary-aged students
- Good communication and interpersonal skills
- Ability to work collaboratively as part of a team
- Basic IT skills (e.g., Microsoft Office, email)
- Understanding of safeguarding and child protection procedures

**Personal Qualities & Other Skills (Essential)**

- Strong communication and interpersonal skills
- Enthusiasm and resilience
- Reliability and integrity
- A reflective practitioner who is able to develop their skills through self-evaluation
- Ability to use school information systems or willingness to learn
- Good personal and professional organisation skills

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# How To Apply

Applications should be completed using the application form.

Your supporting statement should demonstrate how you would fulfil the job description and the degree to which you meet the person specification.

Please email the documents to office@bourne.org.uk or post to Mrs Menzies (Headteacher's PA) no later than the advert deadline.

Suitable candidates may be invited to interview prior to the closing date, and we reserve the right to close the vacancy early should sufficient applications be received.

**Bourne Community College**
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**Southbourne**
**Emsworth**
**PO10 8PJ**

