

# HUNTINGTON SCHOOL



## WELCOME FROM THE HEADTEACHER

Thank you for your interest in the position of Teaching Assistant at Huntington School. This information pack has been compiled to give you key information about our school and the role for which you are applying. I was appointed Headteacher in February 2022 and it is a genuine privilege to lead such a wonderful community!

We are seeking a committed and enthusiastic Teaching Assistant to support teaching and learning at Huntington School. This role involves providing support to students aged 11-18 in the classroom.

Huntington is a mixed comprehensive school and is fully inclusive, catering for the needs of all students regardless of academic ability or prior attainment. Our students are eager to learn and are strong advocates of our core values of Respect, Honesty and Kindness. These values are incredibly important to us and we challenge both staff and students to promote these qualities in all of their interactions.

We are demanding of our staff. We believe that our community deserves an outstanding school and we are committed to further improvements to fulfil our core purpose; *'to inspire confident learners who will thrive in a changing world'*. We provide excellent training and CPD for both teaching and support staff, using the expertise of our Research School to develop an evidence-informed approach to teaching. Fifty percent of our staff are part-time - just part of our pledge to recruit the best and treat them exceptionally well.

This is an exciting time to join Huntington School! As Headteacher, I have a clear vision as to how I wish to take this school forward in the years ahead.

If you are flexible, reliable and enthusiastic about making a difference to the future of our young people, we would like to invite you to apply for this post.

I look forward to hearing from you!

Matt Smith  
Headteacher

## SCHOOL INFORMATION

*“The school’s approach to teachers’ professional development is exceptional and the school’s ‘Research School’ has had an extraordinary impact on teachers’ understanding of how to improve their practice” - Ofsted Oct 2017*

Huntington School is a highly successful comprehensive school in the northern suburbs of the historic city of York. Our core purpose is to *inspire confident learners who will thrive in a changing world.*

Founded in 1966 and with the more recent accolade of becoming one of the country’s first and leading Research Schools we have established an enviable reputation for our expertise and innovation in teaching and learning, coupled with our school values of respect, honesty, and kindness.

Huntington is an 11-18 co-educational comprehensive school with a Sixth Form taking our total student numbers to approximately 1516, which includes over 300 students in the Sixth Form. Our students achieve excellent results, year-in, year-out, both at GCSE and A-level. Our A-level results place us in the top 10% of providers nationally and we rarely have any NEET students.

In Oct 2017, Ofsted rated the school **outstanding** in all areas. That judgment is a reflection of a lot of hard work, but only forms part of what makes Huntington so special. As a school, we by no means rest on our laurels, but continually strive to be better.

At Huntington School, we believe that people matter most! We believe our school is made a special place by the students and staff who come here together to learn. We believe that positive, respectful relationships between everyone in our school are crucially important in making Huntington an exciting place to study. We think that we have created an atmosphere at Huntington where we can all thrive together, where the conditions for growth are just right.



## OUR CORE PURPOSE

At Huntington School we believe that inspiring students to enjoy school life is key to them being successful. The reason we work at this school is to inspire confident learners who will thrive in a changing world. This purpose lies behind everything we do at Huntington. We want our teaching to inspire our students with genuine confidence; we believe that every student can make more progress in their studies than even they themselves think possible. We know that as the world changes so rapidly our students will have to learn new skills. If they are going to thrive, they will need to be genuinely confident learners who know how to learn effectively and have the personal skills to get on well with other people. We are sure that the inspiring atmosphere students enjoy at Huntington School will enable them to grow and thrive in the modern world.

## OUR VALUES

Our school has three core values: **Respect, Honesty and Kindness**. Every single person is expected to try as hard as they can to live by these values every single minute of every single day. We believe that if we can all be respectful, honest and kind we will have a school where we can all enjoy being successful.

## OUR VISION

At Huntington we always remind ourselves to enjoy the moment whilst not forgetting that our priority is preparing our students for the future. In this ever-changing world, we have a vision of the school we want Huntington to be in the year 2024. Our Vision 2024 is based upon our commitment to providing the best possible education for our students so that they can thrive in a changing world.

The full version of Vision 2024 can be found in the back of this pack. In relation to our position on joining or creating a MAT, which is the last point on Vision 2024 – we are still keeping a watching brief on the educational landscape and have started talking to local MATs to gain more information to aid our decisions. We have a working group to keep an eye on this area, made up of Chair of Governors, Chairs of Governor committees, SLT and the Headteacher.



## SIXTH FORM

*“The sixth form provides an outstanding education. Students are purposeful and confident from excellent careers guidance which ensures that they go on to further study, employment or training that is closely matched to their aspirations” - Ofsted Oct 2017.*

Our outstanding Sixth Form offers excellent learning and teaching, exciting extra-curricular activities and genuine support for each individual student. Our students are constantly challenged to reach the highest possible standards in their work. We offer a huge range of extra-curricular activities including sport, theatre, music, community activities, and charity work. We ask all our students to make a contribution to the school, local or international community and as a result they are looked on as leaders by younger students in school. Our Sixth Form offers a broad range of courses. There is a wide range of A Level and Level 3 courses available. Results are consistently excellent and this enables our students to enjoy great success in higher education and employment. We provide some A-level courses to the nearby Joseph Rowntree School and they provide a Photography course to our students. In 2021 the Sixth Form was awarded ALPS 1.



## RESEARCH SCHOOL

*“The school’s ‘Research School’ status has had an extraordinary impact on teachers’ understanding of how to improve their practice” – Ofsted Oct 2017*

In November 2016 we were officially designated an EEF/IEE Research School, one of only 22 in the country. Since then, the DfE has put EEF/IEE Research Schools at the heart of raising achievement in the most deprived areas in the country. Huntington has been one of the schools at the forefront of making evidence-based practice the norm in schools. As a Research School our core purpose is to:

- Share and disseminate the very best of evidence-based practice to schools and teachers across Yorkshire and the Humber
- Provide evidence-based training
- Host conferences and events
- Support schools and other educational organisations across the region

We are very proud to take a role in supporting the school-led system as part of a dynamic network across the region, including our Associate Research Schools in Sheffield and the Wolds.

Staff value the opportunity to take part in research and all staff undertake an Inquiry Question every year, focussed on improving their practice. We have staff who both teach in school and work in the research school.

*“The school is steeped in research-based practice, which is leading to pupils making rapid gains in their skills, knowledge and understanding” – Ofsted Oct 2017*





## WORKING AT HUNTINGTON SCHOOL

We believe in recruiting the best and then treating them exceptionally well.

Over the last few years, we have implemented working practices which have created a culture where truly great teachers can thrive. Prioritising staff wellbeing; over 50% of our staff work part-time hours; full-time teachers teach 44/50 periods per fortnight, maximum; flexible working arrangements are supported wherever possible; staff can go home if they are not teaching the last period of the day; everyone can take one 'family day' a year fully paid; we provide flu vaccinations for all staff; the staff room has been recently refurbished with better working and rest facilities, increasing ICT provision and fresh coffee after feedback from staff; we have a team of staff from across all areas of school whose remit it is to lead on wellbeing and we dedicate training time to work on strategies to actively improve our wellbeing.

We truly believe that we can all be better professionals and as such CPD for both teaching and support staff is planned and prioritised throughout the whole year, so people know what is happening from the outset.



## VISION 2024

In 2024 Huntington will be a school where we have students making exceptional progress in their studies way beyond what even they themselves think they are capable of making, where we can be as sure as we ever can be that every student sets off into the world with the personal skills and aptitudes to thrive and a set of examination results of which they can be proud.

In 2024 Huntington will be a school where we have a challenging, inclusive curriculum, one which is built upon the foundations of reading, writing and arithmetic, and is shaped according to what our students need to know, understand and do in order to thrive for the rest of their lives.

In 2024 Huntington will be a school where we have a highly functioning Pastoral system, one where our pastoral and academic systems operate seamlessly together as one to ensure that every child at Huntington has a champion.

In 2024 Huntington will be a school where we have the highest expectations of students and ourselves, where every student, no matter his or her starting point, is expected to work as hard as he or she can, and behave as well as he or she can, without qualification.

In 2024 Huntington will be a school where we have truly great, evidence-based teaching & learning, where we have collaborated as a whole staff on finding out what works and we evaluate our practice regularly against what we know works.

In 2024 Huntington will be a school where we have the very best training programme for our staff, where every single colleague has a high-quality development programme mapped out for them the moment they begin working at our school.

In 2024 Huntington will be a school we have the unqualified support of our parents, where parents have the highest aspirations for their children, where they work with us, not against us, in educating their children.

In 2024 Huntington will be a school where we cherish wellbeing, where every single one of us is wholly committed to our work, but has time to enjoy life beyond Huntington School, with family and friends, so that the school/home balance is in true harmony and we embody a celebratory, sustainable approach to life.

In 2024 Huntington will be a school where we have a core set of values that we live by, where our core values – Respect, Honesty and Kindness – direct our every interaction to the point where they are woven through us like the words in a stick of rock.



## JOB DESCRIPTION

**Form  
JD1**

<b>JOB TITLE:</b> Teaching Assistant 2 (TA2)		<b>POST NUMBER:</b> E4063112	
<b>REPORTS TO</b> (Job Title):		Head of Learning Support	
<b>DEPARTMENT:</b> Schools		<b>GRADE:</b> 4	
<b>JE REF:</b>	0106	<b>PANEL DATE:</b>	300108
<b>1.</b>	<b>MAIN PURPOSE OF JOB</b>  To work under the direction of the teacher to undertake work, care and support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils.		
<b>2.</b>	<b>CORE RESPONSIBILITIES, TASKS &amp; DUTIES:</b>		
	i.	Works under the direction of the class teacher, SENCO or a member of the school's Senior Management Team to carry out work and tasks set by the teacher. Works with individual pupils or small groups of pupils as directed by the teacher and under the teacher's guidance.	
	ii.	Carries out work pre-planned by the teacher, but will be expected to use own initiative to enable pupils to access the learning activity by application of specific skills, knowledge and experience with and of the pupils within the guidelines set by the teacher.	
	iii.	Carries out work planned and prepared by the teacher and in accordance with the teacher's instructions. May be required to adapt work/activities as directed by the teacher.	
	iv.	Assists the teacher and works as directed in preparation of the classroom and resources for planned work to take place. May involve adapting work and activities as directed by the teacher.	
	v.	Assists with assessment and monitoring of pupil progress by providing feedback to the teacher on pupils' achievements, progress and problems.	
	vi.	Assists with record keeping on pupil progress as directed by the teacher.	
	vii.	Works with other adults involved in the education process as directed by the teacher.	
	viii.	Involved in meetings with other staff, external professionals and parents regarding pupils in a support capacity to the teacher who will normally lead on such matters.	
	ix.	Supports colleagues across the school staff as directed by the teacher, SENCO or Senior Management Team by application of any specific skills, experience and knowledge in relation to pupils and the curriculum, and to include routine administrative and clerical tasks.	



	x.	Accompanies other staff on school visits and in other activities outside of the classroom and has responsibility for specific pupils or small groups as directed by the teacher.
	xi.	Follows all school policies and procedures, in particular: School's Health, Safety and Security Policy, Child Protection Policy, Behaviour Management Policy, Inclusion Policy, Equalities Policy and Data Protection Policy
	xii.	Participates as required in the school's performance management and supervision systems and take part in appropriate training and development activities
	xiii.	Makes appropriate use of ICT and adhere to policies relating to it, within their work in line with the school's systems of working
	xiv.	May be given specific areas of responsibility within the school that are appropriate to specific skills, knowledge and experience, for example in maintaining curriculum resources in a given subject area, preparing displays etc.
	xv.	Contributes to the overall ethos, work and aims of the school
<b>3.</b>	<b>SUPERVISION / MANAGEMENT OF PEOPLE</b>	
	No. reporting – Direct:	0 Indirect: 0
<b>4.</b>	<b>CREATIVITY &amp; INNOVATION</b>	
	<ul style="list-style-type: none"> <li>Monitors and is responsive to pupil learning and behaviour at all times by making adjustments to supervised activities.</li> <li>Monitors and is responsive to pupils' personal needs and communication.</li> <li>Under the direction of the class teacher communicates effectively with teachers, other professionals and parents whenever the need arises and recognises the need to communicate.</li> <li>On the basis of their knowledge and understanding of pupils, needs and responses to learning, contributes to the planning and review of the differentiated curriculum and individual education plans/individual behaviour plans.</li> <li>Participates in the design of classroom and school displays.</li> </ul>	
<b>5.</b>	<b>CONTACTS &amp; RELATIONSHIPS</b>	
	<ul style="list-style-type: none"> <li><b>Internal</b> Contributes to the teacher's planning, teaching and assessment of the curriculum - daily. Enables pupils' access to the planned curriculum and meets personal and social needs – daily. Takes part in departmental or whole school meetings as required. Works in collaboration with other support staff - daily.</li> <li><b>External</b> Provides information about pupils' progress, strategies eg inclusion programmes.</li> </ul>	
<b>6.</b>	<b>DECISIONS – discretion and consequences</b>	
	<ul style="list-style-type: none"> <li>Takes action to meet pupils' needs as they arise to avoid undue physical or mental stress.</li> </ul>	

	<ul style="list-style-type: none"> <li>Communicates information effectively to teachers, other professionals and parents whenever the need arises.</li> <li>Recognises when it is necessary to make adjustments to planned activities in order to enable a pupil to access the curriculum fully and make progress and discusses these with class teacher.</li> </ul>
7.	<b>RESOURCES</b> None
8.	<b>WORK ENVIRONMENT –</b> <b>Work demands</b> <ul style="list-style-type: none"> <li>Under the direction of the class teacher need to implement activities in lessons within school hours as directed. Work may be subject to some change and interruption eg unplanned absences of staff and children, unexpected visits by parents and professionals.</li> </ul> <b>Physical demands</b> <ul style="list-style-type: none"> <li>Involves mainly sitting with pupils but may have sustained periods of physical activity, involving bending, crouching, lifting, walking and running eg PE lessons, when meeting pupils' personal care needs, physical interventions with pupils, moving children with physical disabilities, following approved procedures.</li> </ul> <b>Working conditions</b> <ul style="list-style-type: none"> <li>Majority of work takes place in classroom environment, may be involved in outside activities eg supervision of playground, sports field activities, off-site educational activities in all weather conditions as required.</li> </ul> <b>Work context</b> <ul style="list-style-type: none"> <li>Risk of verbal abuse and physical harm from a minority of pupils and who behave aggressively.</li> <li>Risk of injury from moving and handling pupils.</li> <li>Risk of exposure to bodily fluids when assisting incontinent children with their personal hygiene.</li> <li>Risk of infection when dealing with unwell children.</li> </ul>
9.	<b>KNOWLEDGE &amp; SKILLS</b> <ul style="list-style-type: none"> <li>Communication skills</li> <li>Time management and organisational skills</li> <li>Literacy and numeracy skills</li> <li>ICT capability</li> <li>Knowledge of normal child development and children's personal development needs</li> <li>Knowledge of strategies which promote good behaviour and discipline</li> <li>Ability to participate fully in planned physical interventions, in pupil personal care routines and in moving and handling pupils with physical disabilities safely, using appropriate mechanical and other lifting devices, following recognised procedures.</li> </ul>

10. Position of Job in Organisation Structure

