



Sawston Village College
New Road, Sawston, Cambridge, CB22 3BP
Tel: 01223 712777 www.sawstonvc.org
11-16 mixed comprehensive academy, NOR: 1131
Principal: Mr J P Russell

Required as soon as possible

TEACHING ASSISTANTS LEVEL 2 SEMH

2 Posts

TA Level 2 £19,312-£19,698 pro rata

Actual salary from £16,021 for 32.5 hours per week, term time only

Sawston Village College is a high-achieving, successful 11-16 academy, with a reputation for high standards in teaching and learning, outstanding pupil behaviour and inclusive, caring values. We are listed as the sixth best school without a sixth form in the UK (The Sunday Times, 2020). A founding member of the Anglian Learning group of schools, we are situated just outside the beautiful city of Cambridge, offering first class professional development opportunities to our staff and a supportive, friendly environment in which to work.

We are seeking to appoint two new Level 2 Teaching Assistants to join our team. The successful candidates will work under the guidance of the SENDCO and HLTA SEMH Lead, supporting pupils with a range of SEND needs to achieve their potential, but with a focus on Social, Emotional and Mental Health. The role will involve delivering agreed interventions; monitoring pupil progress; developing specialist knowledge in SEMH, and offering advice and training to colleagues. A willingness to work as part of a large, friendly, flexible and supportive team is essential.

To find out more about the role, please download an application form and information pack from our website at www.sawstonvc.org. Applications must be submitted on the College's application form. CVs will not be accepted.

Closing date: Monday 6 December 2021 at 9.00 am

Interviews: Thursday 9 December 2021

Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and staff in regulated activity will be subject to an Enhanced DBS Check and a barred list check. Certificates of Good Conduct and other checks may be requested if applicable. This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR and Recruitment can be found at www.anglianlearning.org.

We welcome applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation. Flexible Working will be considered.



November 2021



Dear Applicant

Teaching Assistants Level 2 SEMH

Thank you very much for your interest in the above position. We sincerely hope that the information below and enclosed within this application pack will encourage you to apply to our friendly and vibrant school.

We are a very welcoming and highly successful school, one in which all staff are valued and all contribute to our strong caring ethos. Pupils are at the centre of all that we do but we can only succeed when all professionals work together, collaboratively and supportively, to ensure a positive, safe and calm learning environment in which all pupils can thrive. Like all schools, we have risen to the challenges of Covid-19 and still take a cautious approach although we look forward to this year without bubbles and other restrictions. We take the health, safety and wellbeing of our staff and pupils extremely seriously. Throughout the pandemic, we have enabled all of our pupils to access the full curriculum and to be inspired by high quality teaching and learning within the restraints of what is possible.

Sawston Village College is an inclusive, comprehensive 11-16 academy, set on a picturesque open campus, a few miles south of the culturally iconic and aspirational city of Cambridge. It was the first purpose-built Village College in England and we are proud of the fact that it is still heralded as a model for community education and remains true to Henry Morris' founding principles. Under normal circumstances, we have over 1000 members of the local community visiting each week to participate in learning, sporting or leisure activities. We are also proud to be a founding member of the Anglian Learning Trust, a family of like-minded schools serving over 5500 pupils from ages 3-19 in this region. The Trust affords us opportunities to learn from each other, prosper from outstanding leadership development and build strong professional networks to achieve ambitious objectives.

Our focus is the achievement and wellbeing of our 1131 pupils within a school culture based on community, ambition, respect and endeavour. In 2019, the College achieved significantly above national averages at all levels including 62% gaining grade 5+ in English and Maths, 39% at grade 7 or above across all subjects and a progress score of +0.6. We are in the highest quintile for all measures. This success has continued in 2020 and 2021 with the overwhelming majority of our pupils securing their preferred post-16 pathway having achieved grades significantly well above average. Academic success, of course, is only one measure and, as an Artsmark accredited school, we are equally proud of our extensive extra-curricular offer as well as our aim to help all pupils leave with confidence, enriched experiences and hope for the future. Our code of conduct demands that our pupils also understand and appreciate the need for kindness, humility, politeness and good grace.



This success is based upon the following key principles. Firstly, a firm commitment to the belief that all pupils, regardless of ability or background, are able to achieve their potential and have the best opportunities to succeed in education, employment and life. Secondly, a determination to recruit, develop and retain the very best staff, by providing varied and exciting personalised opportunities for professional development, and a caring, supportive environment with an emphasis on teamwork, collaboration and staff well-being. Thirdly, a firm conviction that teaching and learning can only flourish where pupils are well behaved and respectful. Therefore, we have very high expectations and set exacting standards enabling staff and pupil to feel safe and happy. We provide outstanding pastoral care of our young people. Each pupil is a member of a vertical tutor group and a House. Non-teaching pastoral leads work very closely with our inclusion team, safeguarding team and SLT, to ensure that all pupils are known, valued, cared for and encouraged to do and be the best they can. We pride ourselves on the professionalism of our staff and our commitment to ethical leadership; as role models for the young, how we behave as leaders is as important as what we do.

Our Teaching Assistants have played a vital role in the College's success. They contribute extensively in and beyond the classroom and are a friendly team of skilled professionals. Their work enables young people to flourish and achieve their potential in mainstream classes and in our on-site inclusion facility, Compass House. Our pupils have a variety of needs and so training is vital and we share our skills and experiences daily. The role of the TA is challenging but ultimately rewarding. We are now seeking to appoint two additional people to join our TA team as soon as possible. The successful candidates will work under the guidance of the SENDCO and HLTA SEMH Lead, supporting pupils with a range of SEND needs to achieve their potential, but with a focus on Social, Emotional and Mental Health. The role will involve delivering agreed interventions; monitoring pupil progress; developing specialist knowledge in SEMH, and offering advice and training to colleagues. The post holders will also undertake the role of co-mentor, working with a small group of young people to help build their aspirations and support their achievement.

If you wish to apply, then we would be delighted to hear from you. To apply, you must complete our support staff application form in full, paying close attention to the guidance, and submit it with a covering letter. Please confine your letter to no more than one page of A4. Please pay particular attention to the job description and person specification in writing your letter, focussing on how your past experience has suited you for this post and the skills and qualities you would bring to it. CVs will not be accepted.

Your application should reach the College by 9.00 am on Monday 6 December. Please see the application instructions section of this pack for full details. Interviews for shortlisted candidates will take place on Thursday 9 December. If you have not heard from us three weeks after the closing date, you should assume your application has not been successful.

As you would expect, the College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

- a completed disclosure of criminal convictions form;
- details of any child protection investigation that you may have been subject to;
- notification of any relationship with any pupil, employee, governor or trustee;
- evidence of your right to work in the UK;
- confirmation that, if appointed, you will provide documentation to allow a DBS check to be undertaken;
- original qualifications certificates, and
- a signed and dated hard copy of your application form and covering letter.

Full details of the documents required will be sent with your invitation to interview.

Sawston Village College is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach. During these turbulent times, we are keen to recruit people with resilience, adaptability and optimism for a better future. Above all, we are looking for staff who take pride in their work, enjoy the company of children and can harness the power of education to transform lives and inspire our future generation.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Russell', written in a cursive style.

Mr J Russell
Principal

Job Description

Teaching Assistant Level 2 SEMH



Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.

Site	Sawston Village College
Grade	Teaching Assistant Level 2
Hours of work	32.5 hours per week, term time only Core hours of work are 8.15 am to 3.15 pm Monday to Friday including a 30 minute unpaid lunch break
Responsible to	SENDCO/HLTA SEMH Lead
Job purpose	<p>To work under the guidance of the SENDCO and HLTA SEMH Lead to implement agreed interventions for identified SEND pupils, to further support their development of emotional resilience and self-regulation. To monitor their progress: assessing, recording and reporting on their progress in this area, offering advice to staff working with the child on adaptations and strategies to support them. To work alongside the inclusion and pastoral team in supporting identified SEND pupils with learning, emotional and social difficulties in order for them to achieve their potential. To support pupils with a range of SEND needs but with a focus on Social, Emotional and Mental Health.</p> <p>To develop some specialist knowledge in particular areas of SEMH, for example ASD, ADHD and provide training to other team members within the SEND department</p>

Key responsibilities

Support for learners

- To understand the emotional and social needs of SEND pupils with a specialist knowledge of SEND which impacts SEMH.
- Support identified pupils develop strategies and effective approaches to help them manage their social, emotional and mental health difficulties.
- Support the early identification and support of pupils with SEMH difficulties.
- Work with individuals and groups of pupils when directed and to monitor and review the impact of specific programmes being used as part of the SEND Department Assess, Plan, Do, Review process.
- Increase pupils' confidence, self-esteem, attendance and standards of achievement, promoting the inclusion and acceptance of all pupils.
- Contribute to specific information and strategies on Student Information Sheets and provide up-to-date targets and strategies.

- Follow the advice of outside agencies e.g. EP, speech therapists, specialist teachers together with the pupil to devise strategies to support the pupil in the classroom.
- Promote independence and employ strategies to recognise and reward achievement and self-reliance

Support for the curriculum

- Undertake structured and agreed learning activities/programmes adjusting activities according to pupil need.
- Provide feedback to the teacher/SEND/CO/pastoral staff on progress and achievement of intervention programmes.
- Provide targeted SEMH intervention to enhance engagement in learning and improve attainment.
- Share approaches and resources with TA colleagues and contribute to training sessions where appropriate.
- Monitor the impact of SEMH interventions on a termly basis and record progress and attainment, adjusting groups and teaching strategies as appropriate.

Support for the teacher

- Complete reports on pupil progress and give regular feedback regarding pupil progress, achievements and difficulties. Provide objective and accurate feedback supported by appropriate evidence.
- Communicate with subject teachers to discuss and agree support strategies, differentiation and targeted intervention using specialist knowledge of SEND that impacts teaching and learning and SEMH.
- Organise the learning environment and develop appropriate resources as required.
- Listen, support and discuss issues sensitively with parents/carers under the guidance of the SEND/CO.

Support for the school

- Develop and maintain effective working relationships with other staff and parents/carers.
- Support the delivery of training to staff in the development of SEMH interventions and specific SEND.
- Contribute to the development of newly appointed Teaching Assistants acting as a mentor on best practice and methods of overcoming difficulties.
- Raise the profile of targeted pupils through regular dialogue with staff regarding the on-going progress, potential difficulties and strategies to support.
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources.
- Liaise with staff to track, monitor and evaluate the progress of identified children. Undertake baseline assessments and regular evaluations to track impact of interventions and identify potential barriers to learning to inform future intervention.
- Contribute to Student Information Sheets with numeracy specific information and strategies to support targeted SEND pupils.
- Be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.

- Contribute to the aims and ethos of the school.
- Attend relevant meetings as required.
- Participate in training and other learning opportunities as required.
- Take an active role in appraising own work against agreed targets in accordance with the school's appraisal system.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Develop and maintain effective working relationships with other staff and parents/carers.
- Undertake shared pastoral responsibility for a mentor group as a co-mentor.
- Support additional in school activities as a staff house member.
- Contribute to the maintenance of a safe and healthy environment, particularly for pupils with Physical Disabilities.
- Complete any other tasks at the request of the SENDCO or Principal.

Knowledge/skills

- Ability to plan, prepare and deliver effective actions for pupils at risk of underachieving due to their SEND.
- An understanding of SEND which impacts SEMH and strategies that are provided to support pupil wellbeing, resilience and good mental health.
- A working knowledge of the SEND Code of Practice.
- Ability to self-evaluate learning needs and actively seek learning opportunities.

Person Specification

Teaching Assistant Level 2 SEMH



Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.

Education	Essential	Desirable
Educated to GCSE Level with a good standard of literacy and general education	✓	
GCSE grade C+/ 4+ in English and Maths	✓	
School support staff qualification		✓

Experience	Essential	Desirable
Experience of working in a school or college context	✓	
Experience of working in a classroom	✓	
Understanding of relevant policies/SEND Code of Practice	✓	

Professional Qualities	Essential	Desirable
A high level of organisational ability	✓	
Ability to work well with other colleagues	✓	
Ability to communicate effectively with staff and pupils	✓	
Ability to learn quickly	✓	
Ability to work independently	✓	
Maintain confidentiality	✓	
An interest in education	✓	
Good knowledge of ICT to support learning	✓	
Flexibility in relation to tasks carried out	✓	
Ability to self-evaluate personal learning needs and actively seek out learning opportunities	✓	
Able to converse at ease with members of the public (i.e. staff and pupils), answer questions and provide advice in accurate spoken English	✓	

Personal Qualities	Essential	Desirable
A commitment to safeguarding and promoting the welfare of children	✓	
Energy and enthusiasm	✓	

Personal Qualities	Essential	Desirable
Confidence	✓	
Resilience	✓	
Good sense of humour	✓	
Ability to remain calm in difficult situations	✓	
Ability to work as part of a team	✓	
Excellent attendance and punctuality	✓	
A liking and respect for young people	✓	
Appropriate professional relationship with colleagues and children	✓	

Application instructions and further information



How to apply

1. Complete the application form. This is available to download from the [vacancies](#) page on our website. CVs will not be accepted.
2. Write a letter of application to the Principal, Jonathan Russell, of no more than one side of A4. See the Letter to Applicants in this pack for details of what to include in your letter.
3. Send your completed application form and letter to Denise Finch, Principal's PA, to arrive no later than 9.00 am on Monday 6 December, via email or post.
 - Email: to jobs@sawstonvc.org and include the vacancy job title in the subject line. Attach your application form and letter as pdfs. Do not send hyperlinks or other file formats.
 - Post: to Sawston Village College, New Road, Sawston, Cambridge, CB22 3BP. Write the vacancy job title in the top left hand corner of the envelope.
4. References will normally be taken up for shortlisted candidates prior to the interview date. If you specifically indicate that you do not give consent to contact a referee prior to interview then the reference will only be taken up if you are successful at interview.
5. Please read our privacy notice for job applicants and our recruitment and selection policy on our [vacancies](#) page.
6. If you have any queries about the application process please contact Denise Finch, Principal's PA, at jobs@sawstonvc.org.

Staff Benefits

- Laptop provided to all teaching staff
- Access to free on-site parking
- Cycle to work salary sacrifice scheme
- Free membership of Anglian Learning Sports Centres
- 20% discount on Anglian Learning Adult Education courses
- Professional development scheme policy

Professional development

Sawston Village College is a member of the [Anglian Learning](#) multi academy trust and the [Anglian Gateway Teaching School](#).

Find us

Directions to the College can be found [here](#).

Ofsted

Read our most recent [Ofsted report](#).