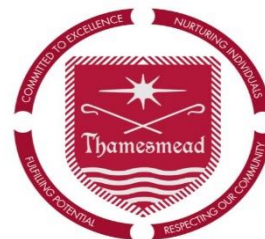


Thamesmead School



Candidate Information Pack Teaching Assistant

Thamesmead School
Manygate Lane
Shepperton
Middlesex
TW17 9EE

Telephone: 01932 219 400

Website: www.thamesmead.surrey.sch.uk



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Dear Colleague,

Thank you for your interest in working at Thamesmead School, you will be joining a highly successful Special Educational Needs Department.

Thamesmead is a successful 11-16 school rated good by Ofsted in June 2017. We are a happy community of staff and students and you will see that if you wish to come and visit us as part of your application.

I joined the school as Headteacher in September 2017. I was impressed by the hardworking students, the calm atmosphere, and the friendly welcome that I received on my first visit and I can vouch for that being typical of the school now I have been Head for three years.

Our staff like the strong and supportive team ethos that exists amongst those who work here. They like that we have high expectations of behaviour and standards from our students, and that we support our staff to uphold these. They like the work we have done to try and ensure workload remains manageable such as our shorter day, collaborative planning practices and the high quality assistance that is provided for teaching by our committed team of support staff.

As a school we have recently revisited our school vision and values to ensure that they will ensure the best education, support and outcomes for our students in this fast changing and demanding world. Our four shared goals are to:

- commit to excellence
- nurture individuals
- fulfil potential
- respect our community

To achieve these goals, we have introduced seven Thamesmead values for our students to aspire to:

- Aspiration
- Respect
- Independence
- Confidence
- Commitment
- Resilience
- Community

We are now working to embed these across our community as we lead the school into the next stage of its success. I hope that after reading all about us that you will want to apply to join our team and become a part of this journey.

I look forward to hearing from you in the near future.

Yours faithfully

Phil Reeves
Headteacher



Job Title:	Teaching Assistant
Hours per week/ weeks per year:	30 hours per week/39 weeks per year
Times of work:	8.15 – 3.35 for two days 8.15 – 2.30 for three days This includes 40 minutes of unpaid breaks
Surrey Pay Grade:	Surrey Grade 3 £18,013 to £18,957 per annum, £12,796 to £13,466 pro rata
Responsible to:	SENCo / SEND Manager

Job Purpose

To join our welcoming and hardworking SEND team to support specific ASD students to overcome learning barriers and make progress across the curriculum.

Responsibilities

Under the direction of the class teacher:

- To participate in the planning of a range of activities for an individual or group of pupils.
- To assist in preparation and adaptation of teaching materials, equipment etc which facilitates the pupils' access to the curriculum.
- To work with pupils either 1:1 or in small groups as directed by the Curriculum Leader and/or Class Teacher.
- To assist with procedures for the monitoring, assessment and recording of the pupils' progress.
- To create and implement resources across the curriculum.
- Work under the direction of the class teacher, SENCO or a member of the Senior Management Team to carry out work and tasks set by the teacher. Work with individual pupils or small groups of pupils as directed by the teacher and under the teacher's guidance.
- Assist the teacher and work as directed in preparing the classroom and resources for planned work to take place.
- To work with teachers to identify and respond appropriately to pupil's individual needs, assisting pupils in areas of specific difficulty.
- To assist the teacher in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these
- To help promote and reinforce pupils' self-esteem, encouraging inclusion of pupils with special educational needs.
- In the presence of the teacher, to present agreed learning tasks in a clear and stimulating manner to help maintain pupil's interest and motivation.
- To give oral and written feedback to pupils on their attainment.
- Provide information and action tasks that support pupils' individual targets
- To contribute where appropriate to any multi-disciplinary discussion of the pupils' needs /progress, to contribute to informal reviews and annual reviews.
- Under the direction of appropriate professionals assist in meeting physical, development or medical needs identified in an approved health care plan. This can include medical procedures.

- Accompany teachers and pupils on school visits and in other activities outside of the classroom, taking responsibility for specific pupils or small groups as directed by the teacher. Assist with the planning of these visits.
- To supervise pupils during breaks and/or lunchtimes and before the start of the academic day.
- Where required, undertake responsibility for a specific area of SEND pupil intervention e.g. literacy, Lexia etc
- Follow all Thamesmead policies and procedures, in particular those related to health and safety, child protection, behaviour management, inclusion, equality and data protection. Ensuring the health and safety of all pupils in the classroom and throughout the school in accordance with the Thamesmead's policy;
- Participate as required in Thamesmead's performance management process and take part in appropriate training and development activities such as First Aid training.
- Have a flexible and proactive approach to ensure the needs of the children are being met with the support of the team.
- To work collaboratively with other Teaching Assistants; sharing resources, planning and pupil strategies.
- To participate in relevant staff development activities.
- To support designated pupils during exams as a reader/scribe.
- Any other duties commensurate to the level of the post

Teaching Assistant

Person Specification

Category	Essential	Desirable	Evidence form
Education	<ul style="list-style-type: none"> • Basic IT skills • Good language, literacy and numeracy skills – GCSE C or above in English language. Literature and maths • Qualifications including GCSE (or equivalent) and/or post 16 further education 	<ul style="list-style-type: none"> • Degree 	Application form
Experience	<ul style="list-style-type: none"> • A commitment to hard work and raising standards • The ability to contribute to developments within the SEND department and increase the profile of the department • The ability to work proactively and independently • The potential for career development • Working with children or Young People 	<ul style="list-style-type: none"> • Experience of working with children who have English as their second language • Experience of working with children who have behavioural needs • Experience working with children who have SEND needs. 	Application form Letter of application

Personal Qualities	<ul style="list-style-type: none"> • Enjoyment in the company of children • Plenty of energy, enthusiasm and imagination • Good communication skills • Ability to work in a team • A good sense of humour • A commitment to equal opportunities • High expectations of pupils' achievements and progress • Patience and adaptability • Willingness to learn within the role • A good role model to children: personal presentation, clear communication, professional approach to children 	<ul style="list-style-type: none"> • Willing to contribute to the wider life of the school. 	Interview References
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Reasons to work at Thamesmead School

- Thamesmead students and staff are **friendly and fun** to work with. They like coming into school, behave well in class and achieve **good results**. In 2019 85% of our Year 11 students achieved grade 4 or above in both English and Maths. They have achieved positive Progress 8 scores each year and our score places us in the top 17% of schools in England.



- Thamesmead School is a **supportive community**. Respect is one of our seven Thamesmead values and our staff are kind, caring and respectful to each other. We work hard with our students to ensure they understand the importance of showing respect to all members of our community, and naturally this includes the classroom.
- At Thamesmead we place a **high emphasis on Professional Development** and provide a full and varied CPD programme for all teachers. Through a combination of independent pedagogical research and a structured programme, our aim is for **all staff to be informed and reflective practitioners**, leading and developing best practice that ensures successful outcomes for all students. There is **an ethos of support in the school**, where everybody's principal aim is to provide the best education for the students as we can.



- We encourage staff to be exam markers, recognising how this helps you **become better GCSE teachers** and provide support to enable this work to be completed.
- We encourage collaboration and partnership with other schools. We enjoy **positive links** with many of our neighbouring schools, as well as those further afield including those in the primary and sixth form phase, and those in the independent sector. This creates many **opportunities for our staff** to work with colleagues in other organisations.
- Children of staff are given **priority in our admissions policy**. If you have worked in our oversubscribed school for two years or more you are given priority in our admissions policy over applications from those in local proximity of the school.



- We run Thamesmead SCITT. If you already hold QTS, there may be **opportunities to mentor** subject specific trainee teachers and to gain Level 1 and Level 2 certification in Mentoring. There may also be the chance for you to **develop your practice** via involvement in wider work of the partnership through conducting visits, observations and quality assurance of training programmes. As a newly qualified teacher, you will have access to specific support including induction and our Professional Studies programme.
- We have an **accessible and approachable Leadership Team**. Our doors are open to staff and students and we provide visible support throughout the school. We have set up a 'change' group so that staff can provide input into the strategic development of the school.
- **Staff wellbeing** is of upmost importance at Thamesmead School. Strategic decisions are made to support staff in obtaining a good work life balance: consideration has been given to timings regarding marking load, assessment logging and meeting schedules to ensure staff are not overloaded. There is a wellbeing day in December to help break up the long autumn term, every effort is made to accommodate absence for special occasions such as graduation or nativity plays. Finally, with the **school day ending at 2.30**, there is time in the afternoon for staff to complete lesson preparation or take part in student or staff based extracurricular activities. Thamesmead celebrates the successes of staff on a weekly basis via the 'Star of the Week' award; gives mindfulness advice weekly via email and provides frequent break and lunch time treats for staff!



- There are **opportunities to suit a variety of interests** from the adventurous to the sedate, either working with students on activities such as Duke of Edinburgh, World Challenge (visiting such places as Namibia and Costa Rica), the yearly school production (past productions include Oliver and Annie) alongside other performance related and sporting activities throughout the school year. Alternatively, for those who would like to spend time team building and bonding with staff, we have a variety of activities organised throughout the year including couch to 5k running group, football matches, curry nights, meditation, yoga and book club.
- We place a great emphasis on **encouraging students in the Arts**. Up to 10% of our places are offered to students based on their aptitude in Drama and Music. We encourage students to both study, and be involved in the Arts subjects within and on top of their timetables through the many clubs, productions and opportunities on offer.

How to Apply

Application Process

The application process for this role is a three stage process:

- Application form
- Observation of interaction with students
- Interview

To be considered for this role you must complete an application form which can be downloaded from <https://www.tes.com/jobs/employer/thamesmead-school-1005906> We are unable to accept CV applications.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

Thamesmead School reserves the right to progress no candidate to the next stage of the process, or not to appoint to the role, if candidates fail to demonstrate essential criteria in the person specification.

To ask any questions or to submit your completed application form, please email hr@thamesmead.surrey.sch.uk or contact Zoe Midwinter, HR Manager on 01932 219 448.

Closing date: Monday 29th November 2021

Interview date: to be confirmed

Start date: As soon as possible

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Middlesex
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Visit: www.thamesmead.surrey.sch.uk Email: hr@thamesmead.surrey.sch.uk
Thamesmead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).