



Warlingham School & Sixth Form College

Teaching Assistant

Full & Part time hours available
Term time only

Grade TLT3-from £19,313 FTE

Warlingham School & Sixth Form College
is part of Tandridge Learning Trust.

Tandridge
Learning Trust

Excellent Teaching
Inspiring Leadership
Innovative Training

CONTENTS

CONTENTS	2
WELCOME	3
JOB ADVERTISEMENT	4
THE DEPARTMENT	5
JOB DESCRIPTION	6
PERSON SPECIFICATION	9
CONTACT DETAILS & HOW TO APPLY	10



Tandridge Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to safer recruitment checks, including an enhanced DBS check.

As an equal opportunities' employer, Tandridge Learning Trust is also committed to achieving a diverse and inclusive workplace and strongly encourages suitably qualified applicants from a wide range of backgrounds irrespective of personal characteristics.

WELCOME

Dear Candidate

Thank you for enquiring about this post.

This information pack has been designed to give you, a potential applicant, essential information about our vacancy, school and trust, so you can decide if this should be the next step in your career.

“Wide Horizons, High Aspirations” is our school motto and this underpins our whole school philosophy. We are a school community which does not stand still.

Whilst our expectations of academic performance are high, of equal importance are that students enjoy the experience of coming to Warlingham School & Sixth Form College and have opportunities which enable them to develop into young men and women who will contribute positively to society.

Our students tell us they consider this a place where they are challenged by the work, where they are supported by the staff and fellow students and where achievement is part of the everyday vocabulary. We have high expectations in terms of learning, behaviour and attendance which leads to excellent academic progress. We provide an environment that excites, motivates and challenges our students to place no ceiling on achievement and to develop an interest in the world around them. Our ambition is for students to leave Warlingham as successful, confident young people ready to face all of life’s challenges and make a positive contribution to society. We measure our success by meeting the needs of all our students in this truly comprehensive school and believe everyone has a role to play in achieving this aim.

Should you decide this is not the school for you then we thank you for the interest you have shown; however, if this ethos aligns with yours, then I hope you will apply to join our team, support our drive to become outstanding and I look forward to receiving your application. We hope that this pack provides sufficient information to encourage you to take your application to the next stage.

Do telephone or email, if you wish to discuss any aspect of the post.

We look forward to hearing from you.

Paul Foster

Paul Foster
Headteacher



JOB ADVERTISEMENT

We have an exciting opportunity within our experienced Learning and Development team to help support our students to reach their full potential. You must be enthusiastic, hard-working and able to engage with and relate to young people. This is a rewarding role, in a forward thinking multi academy trust, where you can really make a difference to students in our school community.

You will be joining a forward thinking Trust at an exciting time in our development and as such you will enjoy a range of benefits including:--

Well established and supportive training and development opportunities

Generous pension scheme

Employee Assistance Programme

Lifestyle and retail discounts

Staff sports and social events across the MAT as a whole

Full and part-time working patterns, term time only are available for the right candidate and can be discussed on an individual basis.

Please read the enclosed job profile for further details and do not hesitate to contact us if you have any queries. We look forward to receiving your application.

CLOSING TIME & DATE: 9am, 16th April 2023

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.



THE DEPARTMENT

LEARNING AND DEVELOPMENT

Teaching Assistants in the Learning Development Department work under the direction of the SENDCO, Mrs Beth Hunt. Learning Development is a large, thriving department of about twenty staff. There are approximately 220 pupils on the SEN register. We offer a wide range of support including one to one, small group withdrawal, in-class support, reading and spelling groups, social skills groups and mentoring. Every teaching assistant is attached to a house and is expected to support the tutor programme. As a department we aim to help the pupils to become independent learners and fully support the school's development plan which is focused on Planning and Assessment for Progress.

In KS4 we have timetabled lessons and offer curriculum support, Princes Trust, Health and Safety Level 1 (through the British Safety Council). We support work with key marginal pupils in Year 11. We work with other secondary schools within Tandridge and the MAT, as well as our feeder primary schools, particularly at transition times. We work with a wide range of outside agencies from Surrey and Croydon as well as East Surrey College, The Youth Service and the Fire Brigade.

Standards of behaviour, attendance and attainment are good.



JOB DESCRIPTION

Job Title Teaching Assistant L1

Phase Secondary

Accountable To Assistant Sendco

Responsible For N/A

Grade / Scale / TLR TLT3

Date March 2023

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Job Purpose

To support the development and education of children in schools

Key outputs

To support the class teacher with their responsibility for the development and education of children in schools, which may include pupils with special needs.

To assist an individual teacher, or teachers, in delivering and evaluating programmes and adapting teaching materials to suit the particular requirements of individual pupils and groups.

To assist in meeting the pupils' need for encouragement, reassurance and comfort while encouraging independence at all times.

You will also be required to invigilate exams, support break and afterschool clubs and escort students to lessons when required



JOB DESCRIPTION

Representative Accountabilities

Support Delivery

- Deliver 1-1 and/or group support / intervention and monitor pupil performance, including those who have physical, emotional or educational needs, under the direction of senior staff.
- Use of relevant tools/equipment.
- Carry out routine tasks to organise and maintain the learning environment.
- Ensure all wellbeing, behaviour and personal development of pupils.
- Maybe required to respond to pupils' needs in routine, pre-agreed tasks (including routine medical needs).

Planning and Organising

- Plan own set tasks within the day.
- Ensure materials and equipment are available as and when required.
- Maybe required to contribute with activity planning.

Analysis, Reporting and Documentation

- May need to make records of activities/observations for further submission to supervisor as per instructions.

Work with others

- Respond to individual needs and/or answer simple queries politely and ask for assistance where necessary.
- Report any concerns, problems or incidents, e.g. safeguarding, behaviour, breakdowns, and deficiencies, in accordance with relevant reporting procedures.
- Liaise with parents, visitors, and contractors in a courteous manner, to promote a positive image of the site.

Safeguarding

- All staff have a responsibility to promote and safeguard the welfare of children in line with the school Safeguarding and Child Protection Policy



JOB DESCRIPTION

Duties for all

Values: To uphold the values and behaviours of the organisation.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.

The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications. Contribute to and influence children's learning and personal development.

To have regard to and comply with safeguarding policy and procedures.

Role Summary

Roles at this level provide support in a defined area using play equipment, powered tools and equipment. They perform a limited range of well-established routines within basic procedures under regular supervision. They are generally practical roles but require some previous work experience. The work is typically to daily deadlines; some organising of their own workload may be required but timescales will be hour-to-hour and day-to-day. The nature of planning in these roles is development and supervision to meet children learning needs.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> Basic numeracy and literacy e.g. through GCSE qualification in English and Maths or equivalent – grade 4 or above, or able to evidence ability at an equivalent level. 	<ul style="list-style-type: none"> Vocational Qualification Level 3 or equivalent experience in relevant field. May be required to undertake first aid qualifications
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> Ability to fulfil all spoken, written and comprehension aspects of the role with confidence through the medium of English in all public facing roles. Basic understanding of Health and Safety regulations, procedures and the principles of equality and diversity. Experience of working with or supporting young people 	
SKILLS & APTITUDES	<ul style="list-style-type: none"> Good IT skills Ability to operate basic equipment. Accuracy and ability to follow instructions. Ability to work collaboratively and creatively 	<ul style="list-style-type: none"> May be required to undertake manual handling and physically demanding work.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Good listening skills and enthusiasm to learn. Effective team player Able to use own initiative Supportive and approachable 	<ul style="list-style-type: none"> Willing to contribute to all aspects of school life
SAFEGUARDING	<ul style="list-style-type: none"> Ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the school Child Protection and Safeguarding policy and the Staff Behaviour Policy 	

CONTACT DETAILS & HOW TO APPLY

Please complete the Trust's application form and return it electronically together with any supporting documentation requested to HR@TandridgeLearningTrust.co.uk.

CLOSING TIME & DATE: 9am, 16th April 2023

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.

Designated Contact for this Vacancy

Name:	Mrs B Hunt
Job Title:	SENDSCO
Phone Number:	01883 624067 Ext 2004
Email Address:	B.hunt@warlinghamtl.co.uk

Please note that in accordance with our Safer Recruitment practices, CV's will not be accepted.

References will be sought for shortlisted candidates prior to interview, unless a specific request is made to the contrary.





Warlingham School & Sixth Form College



Tithepit Shaw Lane, Warlingham, CR6 9YB



01883 624067



Info@WarlinghamTLT.co.uk



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