

CANDIDATE INFORMATION PACK



Heckmondwike
Grammar School

JOB TITLE Temporary SEND Teaching Assistant

Are you looking for an exciting and new career opportunity?

SALARY

Range 9 (9-13)
SCP9 £21,269 pro rata
(£17,170.46 actual salary)

Could you support our SEND students and guide them to overcome their barriers to learning and reach their fullest potential?

TERM/ HOURS

From 1st September 2022
to 31st August 2023

35 hours per week.
Term Time only
8.00am to 3.30pm Monday
to Friday

Then this will be the job for you.

CLOSING DATE

9am Monday 11th July
2022

Interviews are expected to
be held during w/c 11th
July 2022



HECKMONDWIKE
GRAMMAR SCHOOL

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO TWO SATISFACTORY REFERENCES, A SIX MONTH TRIAL PERIOD AND AN ENHANCED DBS DISCLOSURE. WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.

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HECKMONDWIKE
GRAMMAR SCHOOL

Temporary SEND Teaching Assistant



About Us:

At Heckmondwike Grammar School, our motivation is for our students to enjoy their school days and to become thoughtful, articulate, confident and responsible members of society. In order to achieve this, we rely on our staff to work closely with students, parents and teachers to provide a supportive community, keeping the well-being of our students at the forefront of everything we do.

The Role:

We are looking for motivated, enthusiastic and engaging teaching assistants to work within the SEND department here at Heckmondwike Grammar School. Working within the SEND Code of Practice to promote full inclusion within our school.

We are seeking someone to support the teaching, learning and pastoral care needs for students with a range of special educational needs and disabilities to ensure a positive learning environment for our students.

Duties will include but are not limited to:

- To support students with SEND as required
- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

Responsibilities

Specific responsibilities are set out in a detailed job description.

What will you bring to the role?

- Outstanding communication and interpersonal skills
- Ability to remain calm under pressure
- Demonstrate a high standard of customer service
- Work well as part of a team, as well as on your own initiative
- Honesty and integrity
- A flexible and open attitude to change
- Suitability to work with children

You will need:

- to believe in our school values of Respect, Responsibility and Excellence and follow our school ethos embedded in our motto of 'Nil Sine Labore' - Nothing Without Work
- a positive, can-do attitude
- good communication skills, both written and spoken
- a commitment to supporting the academic and pastoral development of young people
- knowledge of the use of basic IT systems, such as Word, Excel and Powerpoint as well as email
- an interest in working in a busy and demanding education environment
- the ability to take initiative and work independently as well as part of a team
- energy and enthusiasm
- suitability to work with children

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In return we can offer:

- interesting work as a key member of a creative and supportive team
- a learning-centred school where the best possible practice is the priority
- the opportunity to develop personally and professionally
- a vibrant, supportive community of like-minded individuals

Why Should You Apply?

Heckmondwike Grammar School is a unique school, with students who are eager to learn, keen to know more and want to enjoy their educational experiences. It is exceptional in many ways: a very diverse school community that produces results of the highest quality.

We work effectively with our young people, really care about them and their futures and have an ultimate success measure of enabling them to proceed to where they want to go. Excellent relationships between staff and students are the norm, expectations are high and students perform very well as a consequence.

We also offer a competitive salary and membership to a Local Government pension scheme.

How Should You Apply?

If you are interested in this position then please visit the vacancies section of our website www.heckgrammar.co.uk/vacancies.

Completed applications should be sent by email to: recruitment@heckgrammar.co.uk.

Further information about the school is available on the school website www.heckgrammar.co.uk

Protection of children:

Disclosure of criminal background of those with access to children.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on <https://www.gov.uk/government/organisations/ministry-of-justice>.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

Safeguarding Statement:

Heckmondwike Grammar School is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.



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