



SAFFRON WALDEN
COUNTY HIGH SCHOOL

TEACHING ASSISTANT

Recruitment Pack



Saffron Walden County High School

Audley End Road
Saffron Walden
Essex

CB11 4UH
Tel 01799 513030

www.swchs.net

applications@swchs.net



Content

<u>Welcome from our Headteacher</u>	3
<u>A brief history of our Trust</u>	4
<u>Our Aims</u>	5
<u>Why work for us</u>	5
<u>How to apply</u>	5
<u>Area details</u>	6
<u>Job description and Person Specification</u>	7 – 9





SAFFRON WALDEN
COUNTY HIGH SCHOOL

Welcome from our Headteacher, Polly Lankester



them to be caring, capable and well-informed adults. Not only do our students work hard in their classrooms, in addition we have an exceptional extra-curricular programme that inspires our students and makes school life well-rounded and culturally rich.

The team here works hard to provide both great teaching and great pastoral support. We invest in our staff team to ensure that we can all deliver for students and enjoy working in this school. We trust our department teams and value our staff.

I hope this gives you a flavour of life at this school and I would urge you to also have a look at our website.

Best wishes

Thank you for your interest in joining Saffron Walden County High School. This is a wonderful school to work in and I would encourage you to take the next step and complete the application form.

What makes this school such a great place for the next step in your career? I think it is a truly special place to work as we are one of the largest schools in the country, but also the only secondary school in Saffron Walden, and so we are a truly comprehensive school.

We believe in the transformative power of education. We are committed to providing an exceptional and exciting education for all young people in our community, preparing



Part of the Saffron Academy Trust



A Brief History of Saffron Academy Trust (SAT)



Caroline Derbyshire, CEO

ABOUT US

Saffron Academy Trust (SAT) was formed in 2011 when its founder school, Saffron Walden County High School, converted to academy status.

Since then SAT has grown and, in order of joining, comprises

- Saffron Walden County High School
- Alec Hunter Academy
- Katherine Semar Infant and Junior Schools
- R A Butler Infant and Junior Schools
- Honywood School
- Beckers Green Primary School
- Helena Romanes School and Sixth Form Centre

In addition, through an extensive range of collaborative partnerships, the Trust provides support to a number of other primary and secondary schools. One key aspect of the support we provide is to deliver high quality CPD focused both on classroom practice and leadership development.

AIMS OF THE TRUST

The educational aims of SAT are to support and promote;

- Educational provision which enables pupils and young people, aged 3-19, of all abilities to fulfil their academic potential and achieve their personal best.
- A curriculum across all key stages which promotes excellence in the arts and sciences.
- Teaching and learning which is highly engaging and geared to students making excellent progress through the key stages.
- Transition between key stages (especially key stage 2 to key stage 3) which delivers outstanding continuity of learning.
- A focus on developing all professionals to deliver the highest quality of teaching to all our learners.
- Schooling which is outward looking and allows students to interact with ideas and people from around the world.
- Educational research into factors underpinning successful schools and highly effective learning.
- Involvement with the local area in a way which promotes community cohesion and cultural excellence, especially with regard to music and the arts.

SAT BELIEVES:

1. That every child deserves to go to a great school
2. That we are preparing young people for life in a 21st Century world
3. That learning in our schools must inspire and lead to achievement and progress for every child
4. That learning opportunities must be broad and of the highest quality
5. That we should respect the unique character and context of the schools in our partnership, while maintaining high expectations of performance
6. That we are all learners and that we embrace evidence-based research and value teamwork





Our aims as a school:

- Ensure all students make excellent progress and attain their full academic potential.
- Deliver excellent teaching of subject knowledge and develop the learning skills, habits and attitudes necessary to enable students to value, enjoy and further their learning.
- Promote the outstanding personal and cultural development of all students through a rich and varied programme including trips, extra-curricular activities and community engagement.
- Maintain a secure and caring community which encourages academic ambition alongside respect and responsibility for all.
- Provide students with facilities that encourage great learning, whilst being aware of the school community's responsibility for its impact on the wider environment.
- Be motivational leaders of education at a school, regional and national level, inspiring all to achieve high standards, to be personally ambitious and mindful of well-being.

Why work for us

The mission of Saffron Walden County High School is to be 'a local school of exceptional quality', what this means in practice is that we constantly strive to provide the highest quality education to young people in the Saffron Walden area. It is the kind of quality that is demonstrated by outstanding achievement at all levels, high expectations of behaviour, excellent teaching and learning and a broad and rich curriculum.

Benefits:

Working with us brings with it a range of attractive benefits, including

- A Trust which puts staff well-being at the heart of everything it does
- Bespoke CPD programmes as well as access to national programmes



- Support for Early Career Teachers as an accredited Appropriate Body for ECT's
- Occupational Health & counselling support
- Free on-site parking/4 EV charging points
- Onsite early years Nursery
- Free access to onsite Fitness Suite
- Onsite dog day care available
- Cycle to work scheme
- Generous employer contributions to Local Government or Teacher Pension Scheme

How to apply

To apply please complete the online form found on our website www.swchs.net Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

We are committed to ensuring that recruitment and selection is conducted in a manner that is systematic, efficient, and effective and which promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or belief. We seek to be a diverse workforce and welcome applications from all.

Closing Date:

There is no closing date as applications will be considered on receipt and interviews may occur at any stage.

Applying:

For any questions about the application process please contact:

Jackie King: applications@swchs.net



Area details

The department

The department is made up of a team of 23 full and part time staff. That includes 21 Teaching Assistants, of which 3 hold the post of Lead TA for a designated area: KS3 transition, KS4 transition and Exams. There is a Deputy SENCO and two SENCOs.

Combined, our department offer a range of support. These include;

- In class support, where our TAs are based in curriculum areas and plan termly with teaching staff
- small group work
- extra-curricular activities and groups
- lunch and break supervisions and where necessary.

We also work closely with the Pastoral Team, and Mental Health Lead to ensure that students receive timely and appropriate interventions.

Who we work with

We currently have pupils with a range of SEND needs including autism, physical and neurological impairments, specific learning difficulties (including dyslexia), SEMH, SLCN, visual impairment, hearing impairment and learning delay. We also support students with Ehlers Danlos Syndrome, Meres Irlen, Cerebral Palsy, Epilepsy, Chronic Fatigue Syndrome and Cystic Fibrosis. We have students with additional needs in all four of the SEND outlined categories; Cognition and Learning, Communication and Interaction, Social, Emotional, Mental Health difficulties and Physical and Sensory.



Job Description and Person Specification

Job Title:	Teaching Assistant (Learning Support)
School/Academy:	Saffron Walden County High School
Salary:	FTE: £21,575 – £22,369 (pro rata 30 hours a week, term time only)
Responsible to:	Headteacher via Deputy Head, SENCO
Role:	To work as part of the SEN team promoting the inclusion of pupils To principally work with the pupils on the SEN register To assist teachers to enable all pupils to reach their full potential.

Area of Responsibility	
<ul style="list-style-type: none"> Support for pupils Support for teachers 	<ul style="list-style-type: none"> To be informed of individual learning needs. Provide support for learning activities, enabling SEN pupils to participate Promote independent learning Help pupils to develop their literacy and numeracy skills across the curriculum Promote pupils social and emotional development Implement structured learning programmes for pupils with Special Needs To be aware of and keep up to date with legislation that relates to their work with pupils To maintain confidentiality in relation to individual pupil information Contribute to the planning and evaluation of learning activities Contribute to the preparation of the environment and materials for use Observe and report on pupil progress Support pupils individual learning needs and development Support the use of ICT in the classroom Assist with routine administrative tasks Support the implementation of strategies to manage pupil behaviour
<ul style="list-style-type: none"> School Ethos 	<ul style="list-style-type: none"> Contribute to the safe and secure learning/environment Encourage pupils with SEN to participate in school life Promote the school policies with regard to SEN / Inclusion / Equal Opportunities / Behaviour
<ul style="list-style-type: none"> School development 	<ul style="list-style-type: none"> Support the development and effectiveness of the SEN team Take part in training programmes designed to address individual, team and school development needs Liaise with other professionals and parents as requested Contribute to working parties / school department meetings as appropriate Evaluate and develop own contribution to raising achievement



The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Updated: January 2024



Person Specification – Student Support Officer	<p>Assessment Key: A = Application Form I = Interview RE = Reference AS = Assessment</p>
---	--

Education and Qualification		Essential	Desirable	Assessment
1	5 GCSE's or equivalent including Maths and English	✓		A
2	Good Reading and writing skills	✓		A
3	Able to use technology including databases		✓	A/I
Experience		Essential	Desirable	Assessment
4	Previous school experience		✓	A
5	Similar role		✓	A
Knowledge and Skills		Essential	Desirable	Assessment
6	Evidence of pastoral responsibilities in a similar role.		✓	A/I/RE
7	Understanding of and commitment to School policies	✓		A/I/RE
8	Understand and support the differences in children with SEND		✓	A/I/RE
9	Good organisational skills	✓		A/I/RE
10	Ability to work as part of a team and on their own		✓	A/I/RE
11	Ability to work accurately and in a timely manner	✓		A/I/RE
12	Ability to manage own time effectively	✓		I/RE
Personal Qualities		Essential	Desirable	Assessment
13	High personal standards in terms of attendance, punctuality and organising workload.	✓		I/RE/AS
14	Willingness to undergo further training and development.	✓		I
15	Excellent interpersonal and communication skills.	✓		I/RE/AS



16	Ability to establish rapport and good relationships with children, parents and staff	✓		I/RE/AS
17	Positive and enthusiastic approach towards work. Including sustained commitment to achieving team goals	✓		A/I
18	Understands procedures and legislation relating to confidentiality	✓		I/AS
Child Protection		Essential	Desirable	Assessment
19	Support the Academy policies on safeguarding and child protection.	✓		A/I
20	Understand and implement child protection procedures	✓		A/I
Other		Essential	Desirable	Assessment
21	Flexibility of working hours	✓		A/I