



# SEN Teaching Assistant





# Welcome from the Headteacher

Dear Candidate,

The Park School is a mixed Special School for students aged 11 to 16 with EHCPs for Learning and Additional Needs, drawing students from a wide range of socio-economic groups and from a wide radius. We offer a mainstream secondary school curriculum model, with students following a timetable and moving rooms from lesson to lesson. Our focus is very much on outcomes at 16, aiming to equip our students with the skills and knowledge they will need to achieve their potential and the social and emotional foundations needed to navigate adulthood. The staff team are committed to providing a vibrant, supportive, and purposeful atmosphere within a safe environment in which all our students thrive. We offer a rich, creative, and personalised curriculum that meets individual needs, enabling students to fulfil their potential.

The successful candidate will put the students and their learning first whilst being able to provide support and accountability for the staff.

As part of Weydon Multi Academy Trust we share the vision that we are stronger together. Our intention is to transform lives, and we create memories which are celebrated for a lifetime. Our focus is on people; the adults and students that form the school and trust community. You will also have an important contribution to make as part of the WMAT wider subject leadership group with a commitment to the growth of the Trust. The Park School has flourished as part of Weydon Multi-Academy Trust and we value the collegial support we receive and the contribution we can make to the Trust's growth, both of which will form a key element of your professional learning and development.

I am very proud of all we do at The Park School and Weydon Multi Academy Trust.

Conversations regarding this position are encouraged and school visits are very much welcomed. To arrange your conversation and visit please contact Helen O'Connor, Operations Manager on [helen.oconnor@thepark.surrey.sch.uk](mailto:helen.oconnor@thepark.surrey.sch.uk) or 01483 772057.

**Paul Walsh**

**Headteacher**



# Job Advert – Teaching Assistant

**Start date** November 2023  
**Contract** 5 days per week  
**Salary** £20,970 (£20970 FTE)

**Are you looking for a role which offers excellent job satisfaction?**

**We are recruiting for an exceptional individual to take up the role starting as soon as possible.**

The starting salary is £14,407 per annum (equivalent to £20,970 FTE) with hours of work in term time between 9:00am – 3:15pm (28.75 per week, 39 weeks a year).

We are fortunate to be set in a beautiful 7 acre site within walking distance of Woking town centre and train station. The Park School provides education for 110 secondary aged students all of whom have learning difficulties and additional needs. The role will be to work in class either with a specific student or support the class under the direction of the Teacher and will require a willingness to support students with their personal care.

At The Park we believe that by working together and always expecting the best from both staff and students we can achieve the highest possible standards.

For this role you will need to have:

- Enthusiasm, commitment and adaptability to enable students to access the curriculum
- A positive approach to working with students with complex needs
- The ability to work in partnership with teachers to facilitate student learning
- The ability to ensure that the wellbeing, behaviour and personal development of individual students enhances their learning and life skills
- Previous experience of working with students with learning difficulties or in an educational setting is desirable but not essential

Please no agencies and applications will not be accepted without a completed application form.

We reserve the right to interview early if the right candidate applies, so early application is encouraged. This school is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Enhanced DBS, Children's Barred List and Right to work in the UK checks are required for this post.

**Closing date:** Thursday 2<sup>nd</sup> November 2023

**Interview date:** Monday 6<sup>th</sup> November 2023

The Park School is part of the Weydon Multi Academy Trust (WMAT).

**All appointments are subject to safer recruitment procedures and an enhanced DBS check.**

Safeguarding Statement: The Park School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion



# Job Description

## ***Respect and Achievement for All***

Respect – demonstrating kindness and respect in the way we speak and act

Achievement – enabling all of our students to have the best opportunities as adults

## **Purpose of the role**

- To work either with a specific student or support the class under the direction of the Teacher at The Park School

## **Main duties and accountabilities**

- Attend to student's personal needs, including social, health, hygiene, first-aid and welfare matters
- Provide clerical/administrative support to the assigned teacher, e.g. photocopying, typing, filing and record-keeping
- Support the monitoring and evaluation of the student's progress and maintain the student records
- Provide support to ensure student learning and good behaviour
- Liaise with parents, carers and professional staff as required
- Use initiative to develop and implement actions that will promote the integration of the student with his/her peers
- Be aware of and support difference and ensure that students have equality of access to opportunities to learn and develop
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection; and report all concerns to the appropriate member of SLT or the DSL team
- Any other reasonable tasks as set by the SLT or Class Teacher

## **Dimensions of the role**

- The Park School provides education for 110 students. All students have learning and additional needs.
- Teaching Assistants work within a specific tutor group in which there is generally 10 students and a Class Tutor. In some cases, depending on the needs of the students, there may be more than one Teaching Assistant working with the group.
- All staff are required to complete an Enhanced DBS



### Areas of accountability/Problem Solving – Decision Making/Scope for Impact

- Ensure safeguarding procedures are followed and any concerns reported to the DSLs
- Contribute to the maintaining and analysing of records of student progress
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities
- Assist in the planning and delivery of individual education plans (or other student specific plans)
- Monitor students' responses to activities and modify approaches to best support the student

### Planning/Organising/Controlling

- Contribute to the selection and preparation of learning resources
- Occasionally manage learning activities in ways which keep students safe as directed by the responsible teacher



## Person Specification

Criteria	Essential Criteria	Desirable Criteria
Qualifications and/or relevant experience		Experience of working in a school, ideally within Special Educational Needs
Safeguarding	Understanding of and commitment to key safeguarding responsibilities as outlined by the Department of Education	
Knowledge/Technical Skills	Basic IT skills, including typing and photocopying	Have an interest in developing an understanding of how children and young people develop
Communication	<p>Good communication skills both verbally and in writing</p> <p>Have a calm, assertive and professional approach to managing behaviour</p> <p>Be able to follow instructions as set out by the teacher</p> <p>Be able to understand the required outcomes of each lesson to best support the learning and progress of students</p> <p>An ability to establish fair, respectful, trusting supportive and constructive relationships with students and staff</p>	
Customer Service	<p>A commitment to helping students achieve their full educational potential</p> <p>Be able to learn about specific student needs to best know how to support them</p> <p>Understanding of and commitment to promoting equality and diversity in service delivery and employment</p>	



Team Working	<p>Be able to work collaboratively with others to produce excellent outcomes</p> <p>A commitment to working with colleagues, parents and carers in a respectful manner to provide the best for students</p>	
Managing Self and Others	<p>Demonstrate positive values, attitudes and behaviour they expect from students</p> <p>Be able to set a good example in terms of dress, punctuality and attendance</p> <p>Have a positive and adaptable approach</p> <p>Ability to organise and manage activities in ways that keep students safe as directed by the teacher</p>	
Can do approach/Achieving Results	<p>A proactive approach to matters relating to Health and Safety.</p> <p>Ability to modify approaches to achieve the best possible results</p>	Commitment to continuous professional development
Specific Requirements for this post	<p>Enhanced DBS check with Children's Barred List</p> <p>Be able to attend team and staff meetings as appropriate</p>	