

# Renhold VC Primary School

## ***1:1 SEN Teaching Assistant***

### **Application Pack**

#### **Vacancy**

**We are seeking a 1:1 SEN Teaching Assistant**

**Pay Scale:** Level 2a Point 3 £11.79 per hour

**Start:** November 2024

*Renhold VC Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.*

Dear Applicant,

Thank you for your interest in working at Renhold VC Primary School. We have the exciting opportunity to welcome applications for a 1:1 SEN support assistant on a fixed term contract, with the position starting after the October half term.

We are looking for someone with a caring nature and kind personality to offer 1:1 support to a child in Key Stage 1 who is in receipt of an Educational Health and Care Plan. They will be willing to work closely with teachers and other support staff to implement a range of strategies following the child's Individual Educational Plan; to ensure the child's academic, personal, social and emotional learning needs are met. We can offer you a community of keen children, a hard-working, motivated and caring team, a professional and supportive work environment, with a commitment to developing your skills.

It is essential the candidate has the following attributes:

- The ability to be flexible and work as part of a team.
- Good literacy and numeracy skills.
- Experience of working with KS1 children
- Experience of working with children with a range of SEN, including Autism, ADHD
- Have high expectations of pupil achievement and progress
- Knowledge of how to support teaching and learning effectively and efficiently.
- Knowledge of ways to adapt and personalise learning to cater for the needs of individual children, particularly those with additional needs.
- A range of behaviour management strategies, underpinned by a calm and caring approach.
- A professional manner with excellent communication skills

Renhold VC Primary School is a Voluntary Controlled day school within a catchment area which encompasses both rural and suburban areas, located to the East of Bedford.

We are a one form entry school with currently 197 pupils on roll from Reception to Year 6. There is also a preschool, which admits children from the term after they turn 3 years old, which can cater for up to 24 pupils.

Renhold VC Primary School is an inclusive school, embracing the fact that every child is different. The foundation of our curriculum is its Christian ethos, which recognises the faith foundation of our school and includes our Christian values. They underpin all of our work. We believe that children should be raised in an atmosphere of love and respect, which raises self-esteem and confidence, makes children feel secure and able to take risks with their learning.

If you are someone who is resilient, calm, passionate and kind-hearted, we would love to hear from you.

Visits to our delightful school are highly encouraged, please call the school office on 01234 771724 or email [office@renhold.beds.sch.uk](mailto:office@renhold.beds.sch.uk) to make an appointment.

I very much look forward to meeting you and if you have any questions regarding the post, please do not hesitate to get in contact.

Yours Sincerely

Miss L Larham

Headteacher



### **Headteacher's Welcome**

We are very proud to be the Headteachers of this wonderful school. Our children, families, staff and governors work in close partnership to create enriching learning opportunities, which ensure each and every pupil leave us at the end of Year 6 ready to relish the challenges of secondary education.

The ethos of the school is based on Christian values alongside good manners and hard work. We have very high expectations of behaviour at Renhold. Visitors often comment on the calm atmosphere and good relationships which are so important to us.

Our curriculum aims to encourage children to develop the skills they need for later life, with a very strong focus on the basic skills of English and maths which have been externally accredited through the Basic Skills Award. We track pupils progress very carefully and make sure everyone knows what the next steps for learning are. Our curriculum also covers much wider areas of learning and we offer numerous enrichment activities, such as clubs and visits. We work very hard at Renhold, but we also believe that learning should be fun. Children are encouraged to take responsibility for their own learning and to develop skills which will make them better learners.

We believe in providing an exciting, broad and balanced curriculum. STEM subjects are real favourites amongst the children; they truly love science and Design and Technology. We are also a creative school and are passionate about art and design. Our children take part in a variety of drama performances throughout the year. As well as our own specialist teachers, we have specialist teachers of art and music who regularly visit the school to work with our children. Sport is also a strength of the school; we have been awarded the School Games Gold Award 3 years in a row. Our sports teams have achieved considerable success. We take part in lots of interschool sports such as football, netball, rugby and athletics and everybody is encouraged to join in and have fun.

We are an inclusive school and we know all our pupils really well. Every single child matters at Renhold and we value children for all their different strengths and qualities. Feedback from pupil, staff and parent questionnaires is overwhelmingly positive.

Miss L Larham



### **Contextual Information:**

#### **School Site:**

The school was opened by The Right Reverend Robert Runcie, Bishop of St Albans, on the 18<sup>th</sup> July 1977.

The school transitioned to a primary school, welcoming our first year 5 class in 2017.

Renhold is equipped with modern and comprehensive IT facilities and our buildings are well maintained. The school grounds are steadily being developed as an outdoor resource with the most recent addition being our delightful Peace Garden.

#### **Staffing:**

Our school has just over 30 staff members which includes senior leaders (including a SENDco), teachers, teaching assistants, 1:1 support staff, office staff (including a School Business Manager), midday supervisors and a site agent.

We are a warm, welcoming and friendly team, who are highly supportive of one another.

#### **Governance:**

The Governing Body is made up of 9 Governors who are visible and highly supportive members of the school community.

#### **The Children:**

The pupils are at the heart of everything the school does. They live and breathe our 12 school values and Christian Ethos of "*Living Life in all it's Fullness*". It underpins all learning and provides guidance for the pupils' day-to-day life.

Pupils appreciate taking on responsibilities, such as being a 'Senior or Junior Prefects', 'Eco-Champs' and 'Librarians'. They take care of the school environment and contribute towards decisions about how to improve the school. Throughout the school there are high expectations of how well pupils can achieve. Pupils try hard in their lessons and are keen to do their best.



## **Level 2 SEN 1:1 TA Job Description**

**TITLE:** SEN 1:1 Teaching Assistant – Level 2

**TYPE OF WORKPLACE:** Mainstream school

**RESPONSIBLE TO:** Classroom teacher/Headteacher/SENCO

**JOB PURPOSE:** Under the direction of teaching staff/SENCO, Headteacher to assist with individual or groups of pupils, to support their learning and development and ensure their safety.

### **MAIN RESPONSIBILITIES:**

#### Support for Pupils

1. To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).
2. Under agreed school procedures, to give first aid/medicine where necessary; assist with programmes of special care such as physiotherapy or speech therapy under the direction of the appropriate specialist.
3. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
4. Whilst there may be a specific requirement to support a named pupil or pupils with an EHCP, support to other pupils may also be required, at the direction of the class teacher.
5. To assist with preparation for school visits and the supervision of pupils on such visits, as directed by the teacher.

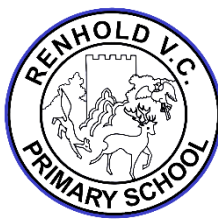
#### Support for Teachers

1. Within the overall plan set by the class teacher to assist in devising and extending educational activities and in preparation of the curriculum. This may include contributing to the development and implementation of support plans and annual reviews of EHCPs.
2. To help assess and systematically record pupils' progress and achievements, using the results of this monitoring in further support work.
3. To assist in the efficient preparation, maintenance and use of classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc)

4. To assist teachers with educational activities in the classroom to support any pupils' learning and development.
5. To work with individuals and groups to support expectations of acceptable personal and social behaviour and on learning tasks help to make these part of the learning experience
6. To assist with record-keeping information and report writing on pupil progress.

#### Support for the Curriculum

1. To support the teaching of the curriculum, under the direction of the class teacher. Support for the school
2. To work effectively with colleagues as part of a team; in particular the class teacher, SENCO and other teaching assistants; at all times working within the school's policies and procedures.
3. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Headteacher.
4. To attend staff meetings, participate in performance management arrangements and undertake training and development activities.
5. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
6. To undertake tasks of a similar nature and level, as directed by the Headteacher/Manager.
7. Work at all times within all policies and procedures of the school including Data Protection, Equality and Diversity, Confidentiality and Safeguarding policies
8. To work within the school's E-Safety and Acceptable Use policies.
9. To take responsibility for your own Health and Safety and that of others. To follow the school's Health and Safety policy at all times.



## Level 2 SEN 1:1 TA Person Specification

Criteria	Qualities
<b>Qualifications and training</b>	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths
<b>Experience</b>	<p>Experience working in a school environment or other educational setting</p> <p>Experience working with children / young people with special educational needs (SEN)</p> <p>Experience planning and delivering learning activities</p>
<b>Skills and knowledge</b>	<p>Good literacy and numeracy skills</p> <p>Good organisational skills</p> <p>Ability to build effective working relationships with pupils and adults</p> <p>Skills and expertise in understanding the needs of all pupils</p> <p>Knowledge of how to help adapt and deliver support to meet individual needs</p> <p>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</p> <p>Excellent verbal communication skills</p> <p>Ability to work as part of a team and to be flexible in their approach to daily routines</p> <p>Active listening skills</p> <p>The ability to remain calm in stressful situations</p> <p>Knowledge of guidance and requirements around safeguarding children</p> <p>Good IT skills, particularly using IT to support learning</p>
<b>Personal qualities</b>	<p>Enjoyment of working with children</p> <p>Sensitivity and understanding, to help build good relationships with pupils</p> <p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding pupil's wellbeing and equality</p> <p>Resilient, positive, forward looking and enthusiastic about making a difference</p> <p>Capacity to inspire, motivate and challenge children and young people</p>

