

SUCCESS FOR ALL  
EDUCATIONAL TRUST



**Redden Court School**  
*Committed to Success for All*

OUTSTANDING IN ALL AREAS



# RECRUITMENT PACK

Dear Colleague,

**Post: Student Development Assistant (Secondary)**

Thank you for your interest in this post. To help you decide if the job would suit you please read through this recruitment pack, which we hope will give you a flavour of what the school is about and of what we expect from the successful candidate.

Redden Court School is a high achieving, successful, well-ordered and caring mixed comprehensive school for students aged eleven to sixteen which was recognised as being an Outstanding School in 2022. We are very proud of our school, our students and the Harold Wood community in which we serve.

Our vision is focused on 'Commitment to Success for All' with aspiration for all members of our community. Redden Court is the founding member of the Success for All Educational Trust.

**If you would like to become a member of our thriving and successful community, please apply via 'Mynewterm' which can be accessed [here](#) by the deadline of Monday, 1st July 2024 at 12pm.** We reserve the right to close this vacancy early if we receive sufficient suitable applications for the role. If you are interested in the role, please submit your application as early as possible.

If you wish to have an informal discussion about the post before applying please feel free to contact our SEN Faculty on 01708 342293 or by emailing [arobinson1@reddencourtcloud.co.uk](mailto:arobinson1@reddencourtcloud.co.uk). Our last Ofsted report can be found [here](#)

I look forward to receiving your application.



Yours sincerely,

Mr A Henry  
Headteacher

## General Information

The Redden Court School motto "**Committed to Success for All**" embodies what our school believes in and represents our common goal. We aim to incorporate this vision into everyday school life and ensure that all students have the best opportunities made available to them. Success can and will be found in different goals for a vibrant and varied student body and we value all of our students as individuals with unique talents and interests. We support our students to always be the best that they can be.

### Notable Achievements

- In 2022, Redden Court School was recognised as being an Outstanding School with the additional accolade of being Outstanding in all areas
- In 2021, Ofsted recognised there was enough evidence of improved performance to suggest that the school could be judged outstanding if the inspectors were to carry out a section 5 inspection now. The school's next inspection will be a section 5 inspection
- In 2021 we were awarded the Wellbeing Award for Schools
- In 2020 we were awarded the SSAT award for exceptional outcomes for our SEND Students
- We have recently been re-accredited as a Thinking School by the CEDU at the University of Exeter
- In 2019 we were awarded the 'Quality in Careers' standard for our work in this area

### Building and Resources

The school is situated in Greater London, Romford, close to the M25, A12 and A127 and just 10 minutes walk from Harold Wood Railway Station. The school has on site parking for staff and visitors.

The school was built in 1931. Over the years we have expanded the site to accommodate our growing number of students, including two brand new buildings. We have new state of the art facilities in Science, technology and PE. Furthermore, there has been lots of renovation to the existing buildings which makes the school a pleasant learning environment for students and those to come. Our students enjoy well presented classrooms, clean and well kept facilities as well as pleasant dining and social time areas.

### SLT

- Mr A Henry, Headteacher
- Mr S Carrington, Deputy Head (Quality of Education)
- Mr K Ward, Deputy Head (Behaviour and Attitudes)
- Miss T Greaves, Assistant Head of CPD, ITT and Timetabling
- Ms J Tyldesley, Assistant Head of Inclusion
- Mr M Hoque, Director of Personal Development
- Mr D Pendred, Director of Technology
- Mr T Hughes, Director of Student Performance
- Mrs C Jacques, Director of Teaching and Learning

## Staff

We have 72 teachers, who are supported by 60 professional and competent Student Development Assistants and support staff. We work as a unified team to support and enhance the learning experiences of our students.

## Wellbeing

Redden Court values its staff's wellbeing. We endeavour to offer a holistic approach to ensure all our stakeholders are supported in their emotional, physical and mental health.

We offer the following staff benefits:

- Child places at Redden Court School are available for staff who are employed at the school (subject to conditions).
- Career Development (apprenticeships, support towards achieving further qualifications, leadership programmes, progression opportunities, teacher training, shadow opportunities and a vast CPD programme of relevant courses)
- Pension
- All teaching staff are allocated a Chromebook
- Multi Gym available for staff use
- Staff supervision sessions with a trained professional
- Cycle-to-work scheme
- The school is signed up to the Schools Advisory Service which offers:
  - a 24 hour GP helpline,
  - access to physiotherapy sessions,
  - access to a counselling service,
  - free 12 week weight management programme,
  - support for stress management,
  - lifestyle screening,
  - menopause support,
  - long term condition support,
  - private medical operations.
- Regular staff social and get-together events
- A regular staff survey consults staff and takes actions based on the results.

## Edtech

Redden Court School has been recognised as a specialist of computing technology for over a decade, and has always invested in modern technology to enhance the curriculum.

The Department for Education selected Redden Court School in 2020 as one of its Edtech Demonstrator schools to support 100s of other schools in the country with their use of technology in education. This was initially to help schools to respond to the pandemic but the project has continued to expand. In 2017 Google selected us to become one of the only Google Reference Schools in the UK as a result of our success over the years, giving us early, exclusive access to upcoming tools and the opportunity to attend and showcase at events. We have also gained international recognition welcoming many visitors from abroad to support them with their own development.

Google Workspace for Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device. In 2012, we adopted this free web-based communication and collaboration suite available to education establishments. With products including Gmail, Google Classroom, Calendar, Drive, Docs, Meet, Slides and Sites, we recognise the influence that these tools have on classroom and distance learning, our collaboration inside and outside of school, improvements in administrative efficiency and providing remote access for all. This enables all our students and staff to have access to the most up-to-date technology.

We have also rolled out a 1:1 Chromebook scheme with our students, with many of them buying the device through us, as an affordable browser-based device that provides quick, simple access to our online platforms. We also provide teaching staff with a Chromebook to support our edtech focus. Staff are offered a wide range of CPD to develop their skills in this area.

### Recent Results

<b>Results 2023</b>	<b>Redden Court School</b>	<b>Havering</b>
Progress 8	+0.19	-0.17
Attainment 8	49.2	47.2
9-5% English & Maths (strong)	52%	43%
9-4% English & Maths (standard)	70%	64%
Ebacc % entered	82%	56%
Ebacc APS	4.68	4.25

### Pastoral Care

We currently have 1050 students at Redden Court School. The pastoral team is particularly well staffed and this allows us to form a wide and comprehensive net of care around our student body.

The team is made of:

- Deputy Head - Pastoral Care
- Pastoral Director
- 5 non-teaching Heads of Year
- Home School Support Worker
- Education Welfare Officer
- 2 Learning Mentors
- 3 Student Service Officers
- Pastoral Support Officer
- Pastoral Administration

We also buy in counselling and mentoring services which, taken as a whole, provides a support base to our students which is second to none.

## SEND

We are proud of our reputation for achieving exceptional outcomes for our children with special educational needs and disabilities. We support our students with SEND in mainstream with a combination of in-class support systems and withdrawn interventions. Children who need a higher level of support are educated in our Nurture Group and move on to study GCSEs on the Blue Pathway where they benefit from small classes and a high ratio of adults to children.

Redden Court also supports some children with EHCPs using our Additional Resourced Provision (ARP) funding. We are pleased to be able to offer bespoke packages of support for our children with the most complex needs.

Our dedicated SEND team consists of 6 SEND Teachers and 22 Student Development Assistants (SDAs) managed by our deputy SENCO. Leaders on the SEND team are highly invested in developing staff. Many former SDAs have found their experience on the SEND team to be a vital step as they move towards new careers in teaching, mentoring, counselling or other pastoral work with children. At Redden Court, we have a strong tradition of encouraging our staff to develop their careers.

## CPD and Training

We invest heavily in our own staff training and development at all levels, from Initial Teacher Training, Associate and support Staff, through to Senior Leadership level. We run an in-house comprehensive programme each year which includes whole school CPD, faculty training, ECT and RQT professional studies, ASPIRE Teaching and Learning workshops and additional voluntary training sessions. We also offer a wide range of opportunities for staff to gain leadership experience such as termly or yearly secondments onto the pastoral team or senior leadership team. In addition we subscribe to the National College and actively encourage staff to take responsibility for their own professional development by completing courses and certificates online.

## Values and Ethos

At Redden Court School our staff values are closely aligned to our student values, ASPIRE. Every individual is valued for what they contribute to our community.

- ★ **Ambitious** - To be passionate in our desire and determination to achieve success and exceed our potential.
- ★ **Supportive** - To provide encouragement, physical and emotional support to others where it is needed.
- ★ **Professional** - To recognise ourselves as role models and demonstrate positive examples to students and each other at all times.
- ★ **Innovative** - To be creative and open to change and new ideas.
- ★ **Respectful** - To treat others with dignity and respect; to celebrate and welcome diversity.
- ★ **Equality** - To promote and ensure that every individual has an equal opportunity to make the most of their lives and talents.

Collectively these values help to raise standards, develop positive behaviours and develop individuals. We recognise that through these values our staff work towards a common goal that supports the vision for our school.

## Advert

### **Student Development Assistant (Secondary) (full time)**

**Start Date: As soon as possible**

**Actual Salary: Scale 2 (point 3-4) £16,291 - £16,536 (26 hours and 40 minutes per week, 38 weeks per year)**

*“Pupils are proud to attend this school. They say it is friendly, warm and safe. Pupils have respectful relationships with teachers.”*

*“Teachers are enthusiastic subject experts. They check pupils’ understanding often. Pupils’ work and attitudes to learning reflect teachers’ high expectations.”*

*Pupils flourish here. They work hard in class and take their education seriously”*

*“The provision for pupils’ wider development is exceptionally well thought through”*

*“Leaders have high expectations of all pupils’ achievement”*

*“The behaviour of pupils is exemplary. Pupils are motivated by rewards for showing their positive attitudes, such as trying hard in class or being helpful around the school. They are polite and respectful and readily celebrate their peers’ successes”*  
**Ofsted**

An opportunity has arisen to join this high achieving, successful, well-ordered and caring mixed comprehensive school for students aged eleven to sixteen in which students have very positive attitudes towards their learning and are supported fully in all aspects of wellbeing.

At Redden Court School we prioritise the development of outstanding teaching and learning alongside wellbeing. All members of the school community are cared for, valued and listened to, we support and challenge our students to aspire to be the very best that they can be; enabling them to be responsible, capable and ambitious citizens. We have the highest expectations of our students and staff.

The title Student Development Assistant highlights the need for students to become independent learners where appropriate. We believe this is a positive move from a traditional Learning Support Assistant role.

If you have a positive approach, you are resilient and can enhance our team to support our young adults in overcoming barriers to their learning in order for them to achieve their full potential, we would like to talk to you. This is an exciting opportunity to be part of a forward thinking school. This position would be suitable for someone with recent experience with working with young people or has a passion for supporting young people with Special Educational Needs. The ability to speak a second language, or to use sign language would be advantageous.

The successful candidate will be committed to our vision, our values and ethos, and have the interpersonal skills and ability to work with staff and students to achieve all they can. If you would like to speak to the Head of Inclusion, Mrs J Tyldesley, please feel free to telephone the school.

Child places at Redden Court School are available for staff who are employed at the school (please ask for more details).

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. We require the successful candidate to undertake an enhanced criminal records check via the Disclosure and Barring Service.

At Redden Court School we are dedicated to building and embracing a diverse, inclusive and equitable school environment. This ensures that everyone is welcome, included and given the opportunity to take part. We recognise and celebrate the range of diverse qualities that we all bring. We welcome enquiries from everyone and value diversity in our workforce. Applications are welcome from all sections of the community regardless of gender, gender identity, ethnic origin, disability, age or sexual orientation.

References from 2 previous employers will be sought prior to interview.

**To apply and for further information please click [here](#). Deadline for applications is Monday, 1st July 2024 at 12pm.**

*We reserve the right to close this vacancy early if we receive sufficient suitable applications for the role. If you are interested in the role, please submit your application as early as possible.*



## Job Profile

Job title:	<b>Student Development Assistant (full time)</b>
Salary:	<b>Scale 2 (point 3-4) £16,291 - £16,536</b>
Responsible to:	<b>Head of Inclusion Faculty / Deputy to Inclusion Faculty</b>
Liaises with:	<b>Class teachers, Head of Faculties and SEND</b>
Hours:	<b>26 hours and 40 minutes per week, 38 weeks per year</b>

### **Main purpose of the job**

The Grade 1 **Student Development Assistant** is a member of a team of practitioners responsible for the education and care of the children in the school. S/he is involved in contributing to the teaching and learning programme in accordance with the ethos, aims and objectives of Redden Court School.

The Grade 1 **Student Development Assistant** supports the school in raising student aspirations, challenge student learning and engage students in their own learning.

The Teacher and the Grade 1 **Student Development Assistant** work as a team - being 'partners' in supporting the students' access to learning and the whole curriculum and their independence as learners.

The Grade 1 **Student Development Assistant** works under the direction and control of the Headteacher, Assistant Headteacher in charge of Inclusion and the relevant Head of Faculty/class teacher. At Grade 1 they would usually be supervised, where necessary, at task level in the presence of a teacher. These will include students learning within the ARP, as well as those on the Alternative Key Stage 4 curriculum.

The Grade 1 **Student Development Assistant** will act as a link between an allocated faculty and the SEN faculty to ensure all staff are communicating effectively.

### **Main duties and responsibilities**

#### **1. Support for students:**

- provide appropriate levels of individual attention, reassurance and help for student(s) needs as identified in Individual Education Plans.
- support the specific needs of specified students – physical, emotional and/or behavioural
- where directed, act as an escort on and off school premises under the direction and where appropriate, in the presence of the teacher for the purpose of visits or off site educational provision

- support student(s) access to the curriculum, their learning in particular lessons and their progress towards specific individual targets
- ensure that teachers are aware of the specific learning needs of identified students
- support students in working independently in the company of others by providing Hover Support
- to deliver as directed by the Assistant Head in charge of Inclusion, one-to-one student programmes for Literacy and Numeracy, SPAG, handwriting, speech and language
- provide information, advice and direction to students about their behaviour within the agreed framework of school policies on discipline and behaviour
- take appropriate action to identify, analyse and minimise any risks to health, safety and security in the immediate working environment
- any staff appointed after September 2013 will be expected to provide Intimate Care for students as part of their role and therefore not receive additional payment.

## **2. Support for the teacher(s):**

- assist student(s) access to the curriculum by differentiating instructions and resources
- prepare materials of the quality and quantity specified by the teacher
- help student(s) to select equipment and materials relevant to their learning tasks and to use these safely and correctly
- support the maintenance of student records by providing information to the teacher/ Assistant Head in charge of Inclusion and recording, in accordance with school and Faculties policy, the work of student
- provide praise and encouragement to students to recognise and promote positive student behaviour in accordance with school rewards system and behaviour policies
- where necessary, correct student behaviour, supporting the teacher in maintaining order and discipline both in the classroom and in the school environment
- Report uncharacteristic student behaviour patterns and Child Protection concerns about an individual student and incidents of inappropriate behaviour to the class teacher / named Child Protection Officer within the school.

## **3. Support for the school/faculty:**

- attend internal meetings, including meetings of the Faculty/Student Support Faculty, all of which are recognised as directed time in the school calendar
- act as a reader or amanuensis as necessary at school and national tests and examinations where directed by Assistant Head in charge of Inclusion / Exams officer
- assist in the administration of any appropriate assessments as directed by the Assistant Head in charge of Inclusion
- share information and expertise, which could benefit other team members in their work in conjunction with the Assistant Head in charge of Inclusion and/or Assistant Head in charge of CPD
- provide information to support student progress including information for student records, reports, Individual Education Plans and annual reviews

- actively encourage the development of positive relationships and promote confidence about the care and education of their children during contact and communications with parents/external agencies, passing on any information given by parents to the appropriate staff member within the school
- promptly report any difficulties in communicating with parents and carers to the class teacher/ Assistant Head in charge of Inclusion

#### **4. Support for the curriculum:**

- support the curriculum plans and learning programmes designed by the teacher and obtain and use designated equipment and materials appropriate to the learning objectives and students' development needs
- help students with the use of ICT and appropriate curriculum software
- obtain accurate and up-to-date information on students' literacy, current reading ability, their writing skills and oracy and language development
- monitor students' responses to learning activities and promptly inform the teacher when a student is experiencing difficulties that cannot be resolved
- respond to students' use of home language and local accents and dialects in a manner which values cultural diversity and reinforces positive self images
- provide an appropriate level of assistance to enable students to experience a sense of achievement, maintain self-esteem and self-confidence and encourage self-help skills
- use appropriate strategies for challenging and motivating students to learn
- to supervise targeted students for one break or lunch time per week as directed by the Assistant Head in charge of Inclusion

#### **5. Arrangements for appraisal of performance:**

- Participate in the school's annual appraisal process and the regular reviewing of personal targets

#### **6. Additional requirements:**

- Redden Court School has a strong commitment to achieving equality of opportunity to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work and to undertake any appropriate training
- The postholder is expected to undertake any appropriate training, including recognised professional qualifications, considered necessary to fulfil the role
- The postholder is expected to demonstrate a flexible approach in the delivery of work. Consequently the postholder may be required to perform work not specifically identified in the job description, but which is in line with the general level of responsibility of the post.

## Person Specification

Skills and Abilities	Essential	Desirable	Assessed by
Ability to communicate and interact with children and young people	X		Interview
Awareness of the need to act as a role model and ability to deal with a range of situations in mature and sensitive manner	X		Application & interview
Ability to understand educational programmes and work to them with reference to a teacher	X		Application & interview
Ability to work with groups of children and keep them on task and motivated	X		Application & interview
Awareness of sensitive information and the need for confidentiality	X		Application & interview
Ability to deal with students' physical, emotional and <i>behavioural</i> needs as well as provide individual support as appropriate	X		Application & interview
Ability to work as a member of a team and follow the teacher's directions	X		Application & interview
Ability to demonstrate respect for children and young people and be able to listen to their views	X		Interview
<b>Knowledge</b>			
A basic understanding of child development	X		Application & interview
An awareness of Child Protection procedures	X		Interview
An understanding of the importance of adults as role models	X		Interview
Understanding of Health and Safety issues	X		Application & interview
Understanding of equalities issues	X		Application & interview
<b>Qualifications and Experience</b>			
Willingness and motivation to develop own skills and undertake training	X		Interview
Willingness to work towards N/SVQ Level 2 in Teaching Assistance or equivalent qualification		X	Application
GCSE qualifications in the core subjects or relevant qualifications		X	Application
To have worked on a voluntary or paid basis with children		X	Application & interview