



# Stanborough School



# **INCLUSION SUPPORT ASSISTANT**

**Information Pack for Candidates**

**June 2019**

# Welcome

Dear Candidate,

June 2019

Thank you for your interest in the role of Inclusion Support Assistant. We are delighted that you see Stanborough as a school where you can make an impact. We know that Stanborough will provide an outstanding opportunity as you seek to make the next step in your career.

Stanborough is an oversubscribed, co-educational specialist Mathematics and Computing 11-18 Academy which has been asked to expand due to local demand for places.

It has been a privilege to lead Stanborough School from September 2018. My team share an educational philosophy which promotes the highest expectations and consistent pastoral care. Our core aim is to nurture enquiring minds and to inspire our youngsters to pursue their dreams, leaving our school ready to excel in a future which has limitless possibilities.

Our aim is simple, we want to be a truly outstanding school in every sense of the word and we want to be confident that our students get the best possible education that is ambitious, varied and stimulating. At the heart of everything we do is a desire to ensure that our students receive the highest standards of teaching and learning.

The successful candidate will be a committed educator with student-centred values, drive, ambition and a genuine love of learning. I would encourage you to visit the school and to meet with me for an informal discussion about this position. This can be arranged by emailing Sheila Delaney, HR Administrator, on [sdelaney@stanborough.herts.sch.uk](mailto:sdelaney@stanborough.herts.sch.uk)

Thank you for your interest in Stanborough. If you are passionate about education and really feel you can make a positive difference to students' lives then we look forward to receiving your application to join us at Stanborough.



Mrs M John  
Headteacher



# Stanborough School

Stanborough School is an 11-18 co-educational Academy that sits on the southern fringe of Welwyn Garden City. The school currently has 1096 Students. Due to parental demand for places at the school, from September 2019 we will be expanding to 8 form entry. This will require a substantial amount of new premises work to be completed.

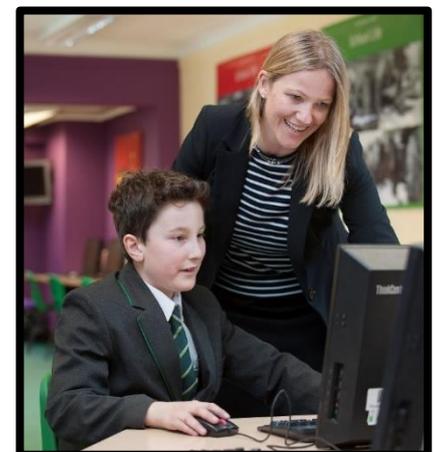
We pride ourselves in being a fully inclusive school that serves our local community and on being a school that does its best for each individual student so they can achieve their potential during their time at Stanborough.

Stanborough is proud of its community involvement. We work closely with the four other local Secondary Schools as part of the Welwyn-Hatfield 16-19 Consortium. We also take a leading role in hosting and developing a number of other key community developments such as the Handside Schools Partnership with a local special school and primary school.

The school boasts excellent facilities including our first-rate IT resources, a legacy of our Specialist Computing Status. With a dedicated Technology block, Sports Hall, Sixth Form Centre and recently refurbished outdoor sports pitches, the students enjoy some outstanding facilities. Our excellent resources in all curriculum areas also show our commitment to giving students a wide variety of curricular opportunities including technology, the performing arts and computing.

Our greatest asset at the school is our staff. We want the best educators for our students and through exceptional retention we have a stable staff with very low turn-over. A number of staff who started at the school as NQTs now find themselves in senior positions at the school.

With the appointment of a new Headteacher from September 2018, this is an exciting time to join the school and become part of an ambitious and hard-working team dedicated to moving the school forward. We are looking for teachers who will embody our four principles of High Expectations; Mutual Respect; Quality Learning and Success for All.



# Welwyn Garden City

Welwyn Garden City is a town in Hertfordshire with a population of just under 50,000 people. Welwyn Garden City was the second Garden City to be built, founded in 1920 and it exemplifies the physical, cultural, social and planning ideals of the time it was built.

## Location and Transport Links

Welwyn Garden City enjoys superb communication links. Stanborough School sits five minutes from the A1(M) and approximately 10 minutes from the M25. The M1 is only a 30 minute drive away. The train station in Welwyn Garden City is on the main East Coast Line linking Scotland to London and Kings Cross station is a 30 minutes train journey.

Luton Airport is less than 30 minutes away and both Heathrow and Stansted Airports are less than an hour's drive away. The town is also a central hub for local bus services which link it to the rest of Hertfordshire.

## Facilities and Amenities

Stanborough School is a two minute walk from the Gosling Sports Park and is only a short car/bus journey to the University of Hertfordshire Sports Village in Hatfield. A range of shops, bars, restaurants and cafes can be found in the Town Centre as well as in the local Galleria shopping centre. St Albans, Hitchin and Hertford are all around 30 minutes away and all offer a range of retail and leisure experiences.

The town also has the QEII Hospital, a theatre, cinema and numerous other cultural and leisure facilities. Stanborough School lies at the southern edge of the town and the school grounds back onto the Stanborough Lakes Country Park.

## Housing and Accommodation

A range of accommodation options are available in the local area and there is a thriving rental market. The excellent transport links allow many staff at the school to live in other parts of Hertfordshire as well as North London.

Help and advice can be given by the school if accommodation is required.



# Stanborough School Learning Support Department

Stanborough School's Learning Support Department is made up of a dedicated team which includes the SENDCo, a team of HLTAs and TAs, and an admin assistant who works closely with the SENDCo. The team support our SEND students across Years 7-13 in lessons, in one to one and small group interventions, in mentoring and by supporting students in exams.

Each member of staff has a different area of expertise such as EAL, autism, maths etc. The team also work in The Nest, our nurture provision that provides nurture support and a safe space for our vulnerable Y7-9 students. We have a range of support packages that we use with our students such as Spellzone and diagnostic programs such as Lucid.

The department works alongside our Student Support Team which includes Compass, our inclusion base, and our team of support workers which includes two student and family support workers, a counsellor and a Life Coach. We are also the hub school for the Family Support Workers in Welwyn and Hatfield.



# INCLUSION SUPPORT ASSISTANT

## JOB DESCRIPTION



Grade: H5

Responsible to: Inclusion Leader

### Main responsibilities:

- To work collaboratively with the Inclusion Support Managers in the Student Support and Inclusion Faculty to enable students to achieve at the highest possible level
- To proactively support and intervene to ensure the highest standards of teaching and learning and wellbeing of students in the delivery of a flexible curriculum
- To work with the Inclusion Support Managers in the delivery of the curriculum and appropriate courses to meet the needs of students, including assessment, appropriate resources and student learning plans
- To ensure that student achievement is recognised, celebrated and communicated effectively

### Job Context:

You will operate as a Higher Level Teaching Assistant in the school, based in Compass which should be the focal point for the team. By working with the team effectively you will help to support a positive team spirit and sense of collective responsibility for the students that you support.

### How you do the job:

- To promote high expectations of student achievement in Compass, ensuring that effective strategies are in place for each student to achieve their best
- To promote high levels of student motivation and participation in support lessons
- Work under the guidance of the Inclusion Support Managers to ensure the smooth running of Compass on a day to day basis
- Proactively support and enhance all strategies to positively promote the school through liaison with parents, outside agencies and the community, and through school events, Open Evenings and the Progress Update process
- Make use of the schools IT systems to foster greater communication of student needs and the strategies to support them
- To work with identified students with personalised schemes of learning on a one to one basis or in small groups
- To work with students with a range of needs, including Special Educational Needs and Disabilities, in the main school by supporting them in subject lessons
- To help students with the completion of work and use of equipment, and to develop strategies to help students access learning and encourage concentration
- To support the school by covering for absent colleagues, support in public examinations, attend appropriate INSET days and team meetings as required
- To support identified students by acting as a mentor, liaising, where appropriate, with parents, and attending relevant meetings with other teaching staff and professionals

### **Knowledge, experience and training.**

- The ability to work with a range of students with differing educational, emotional, social and behavioural problems
- Excellent interpersonal skills
- The ability to set clear boundaries but also be empathetic and patient
- The ability to work with a range of staff and in a range of subject areas up to different levels

### **Additional information.**

All staff at Stanborough have a comprehensive package of support, training and performance management, giving scope for personal and professional development. Stanborough is an Investors in People School (Silver) and values all of its employees as part of a team.

It is a requirement of all staff that they sign the ICT Acceptable User Policy, and all staff will be expected to attend Safeguarding and Prevent training.

*Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task to be undertaken will not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.*

June 2019

## Inclusion Support Assistant Person Specification

### Qualifications

Essential	Desirable
<ul style="list-style-type: none"> <li>HLTA and/or experience in a support role in an education setting.</li> <li>Understanding of child safeguarding issues and successful measures that promote and ensure the safeguarding of children.</li> </ul>	<p>Evidence of:</p> <ul style="list-style-type: none"> <li>High levels of supporting student learning.</li> <li>Continuous on-going Professional Development.</li> <li>Willingness and desire to undertake further professional development and training.</li> </ul>

### Knowledge and skills

Essential	Desirable
<p>Evidence of:</p> <ul style="list-style-type: none"> <li>Successful experience in supporting students.</li> <li>The ability to manage behaviour effectively to ensure a good and safe learning environment.</li> <li>An understanding of the principles of good classroom management and planning.</li> <li>Ability to challenge and support all students to do their best.</li> <li>Commitment to fostering a more therapeutic approach to behaviour management.</li> </ul>	<p>Evidence of:</p> <ul style="list-style-type: none"> <li>Knowledge of recent initiatives and issues in education.</li> <li>Using IT as a curriculum tool to improve standards.</li> <li>Having an extensive knowledge and well informed understanding of a range of learning, teaching and behaviour management strategies.</li> </ul>

### Professional Attributes:

Essential	Desirable
<p>Evidence of:</p> <ul style="list-style-type: none"> <li>Holding positive values and attitudes and adopting high standards of behaviour in a professional role.</li> <li>An understanding of and commitment to equal opportunities for all students.</li> <li>Genuine commitment to high quality teaching.</li> </ul>	<p>Evidence of:</p> <ul style="list-style-type: none"> <li>A willingness to participate actively in the life and work of the school to support its ethos and culture.</li> </ul>

### Personal skills:

Essential	Desirable
<p>Evidence of:</p> <ul style="list-style-type: none"> <li>Highly effective communication skills with both children and adults.</li> <li>Effective time management skills and an ability to meet deadlines and work under sustained pressure.</li> <li>Commitment to implementing whole school policies relating to the safeguarding of children.</li> </ul>	<p>Evidence of:</p> <ul style="list-style-type: none"> <li>Proven track record of successful teamwork.</li> </ul>

The above will be evidence by a variety of means including:

Application Form      Letter of application      References      Interview process

# How to apply and the Selection Process

**12<sup>th</sup> - 26<sup>th</sup> June 2019**

## **Application Window**

Visits to the school for a tour and a meeting with the Headteacher before applying are encouraged.

**26<sup>th</sup> June 2019**

**(10 a.m.)**

## **Deadline for applications**

Applications should be sent to  
**[sdelaney@stanborough.herts.sch.uk](mailto:sdelaney@stanborough.herts.sch.uk)**

**Week commencing  
1<sup>st</sup> July 2019**

## **Formal interview at the school**

