



Chancellor's School

Appointment Brief for Teaching Assistant

Danes Educational Trust

MAKING THE DIFFERENCE TOGETHER





Chancellor's School

Dear Applicant,

Thank you for your interest in applying to Chancellor's for our Teaching Assistant position. Please find attached details of the school, the faculty and the post.

You would be joining at an exciting time in the school's history. Chancellor's is an inclusive school with exceptional academic results. We remain determined to strengthen our teaching and learning culture, and to make further improvements in the future. We continue to be significantly oversubscribed with increasing numbers in our sixth form. Students make extremely good progress during their time at the school, and there are an impressive number of students who achieve the very top grades. We are focused on achieving the very best for every member of the school community and we expect standards to rise further in the future. We joined the Danes Educational Trust last year and this has helped create further exciting and varied opportunities for both staff and students. We were also inspected by Ofsted (September 2018) and, whilst we remain rated as 'Good', there was a clear acknowledgement of the impact of the school's work of late and the progress we have made since the previous Ofsted. I am pleased that, as part of the Danes Educational Trust, we have taken further strides forward.

It is a privilege to be the Headteacher of Chancellor's School. It is a positive and rewarding place to work with a strong sense of community. Teachers are respected and valued not only by the Senior Leadership Team, but by students, parents and governors. Visitors often remark at how delightful our students are. Not only are they keen to learn, they are friendly, ambitious, proud of their school and eager to take on responsibility. The highly professional staff is dedicated and focused on the core business of the school, teaching and learning. The governors and I are committed to the well-being and continuing professional development of all members of staff. We are part of the Danes Educational Trust, more information about the Trust can be found [here](#).

You can visit our website on www.chancellors.herts.sch.uk for further information about the school including the school prospectus.

I look forward to receiving your application which should be addressed to Dawn Gamble, (Recruitment Manager) and sent to recruitment@danesedtrust.org.uk. Please include a letter outlining why you wish to be considered for this position. If you would like to organise a visit to the school or if you would like to discuss the position in more detail then please contact Dawn Gamble.

Yours sincerely ,

Mr David Croston
Headteacher





Becoming part of the team at the Danes Educational Trust will give you an opportunity to make a difference to the educational outcomes of young people in Hertfordshire, whilst providing you with an opportunity to pursue your passion for education.

In the last year, we have expanded to be a Trust of five schools: St Clement Danes School, Croxley Danes School, Chancellor's School, Onslow St Audrey's School, De Havilland Primary School and we have more schools in the pipeline. Schools maintain their own individual cultures and relationships with their community and networks, but align through key educational policies and school improvement strategies, and crucially align with respect to the Trust's vision and core values.

You will be part of a Trust that develops optimistic, resilient learners and valued, empowered staff. We collaborate with local, national and global partnerships to achieve our vision of 'Making the Difference Together' and consider our core values to be at the heart of what makes our Trust unique:

- We value **joy** in working, teaching and learning together
- We encourage everyone within our Trust to feel **optimistic** about the future and how they can shape it
- We support all individuals in developing **resilience** to enable them to respond to change and grow as a result
- We value and support the **wellbeing** of all individuals who learn and work in our schools
- We provide **equality** of opportunity and experience for all
- We provide a **safe** and secure learning environment for all



Job Title Teaching Assistant
Line Manager Special Educational Needs Coordinator (SENCO)
Pay Range H3.5: £19312 + £626 fringe FTE, pro rata
Actual Salary including fringe allowance £14,611.05
Work Pattern 32.5 hours per week
8.30am – 3.30pm Monday to Friday
Half hour unpaid lunch break per day
Weeks Term Time Only + 1 INSET day in September

Core Purpose

- To contribute to the effective functioning of the Learning Support Department.
- To support students who have moderate to severe learning difficulties with direct support

Main Duties and Responsibilities

- To assist with the planning and delivery of learning activities
- To supervise, and provide individual support for students with identified special educational needs
- To assist with the development of learning passports and personal care programmes
- To deliver catch up lessons if required to small groups of students and to evaluate their effectiveness
- To deliver interventions to small groups of students during morning registrations and to evaluate their effectiveness with the SENCO
- To accompany teachers and students on out-of-school activities and take responsibility for a individual student or a group, under the direction of a teacher
- To prepare classrooms and materials and clear afterwards and assist with the display of students' work
- To ensure the safe and effective use of all equipment and materials by the students
- To attend to students' personal needs, including social, health, hygiene, first-aid and welfare matters
- To provide clerical/admin support, e.g. photocopying, filing, record keeping
- Liaise with parents and external agencies
- To administer routine tests

General

- Keep up to date with and follow faculty and Danes Educational Trust (the 'Trust') policies
- Assist in the general management of the department as directed by the SENCO
- Carry out delegated tasks to meet departmental objectives.

Our Vision

At the Danes Educational Trust we are committed to 'Making the Difference Together' sharing best practice and supporting each other to be the very best we can be.

Job Description





Core Values

The post holder is expected to share our commitment to our core values:

- We value joy in working, teaching and learning together
- We encourage everyone within our Trust to feel optimistic about the future and how they can shape it
- We support all individuals in developing resilience to enable them to respond to change and grow as a result
- We value and support the wellbeing of all individuals who learn and work in our schools
- We provide equality of opportunity and experience for all
- We provide a safe and secure learning environment for all

Compliance

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts.

Additional Information

All staff are required to participate in training and other learning activities and in appraisal and professional development as required by the Trust's policies and practices.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.

Supervision/Job Context

The post holder is managed by the Special Needs Coordinator (SENCO).

Contacts

The post holder will work with students, staff, parents and external agencies as appropriate.



We are looking for

Knowledge, Experience and Training

Essential:

- Educated to A level (or equivalent)
- GCSE in English, Mathematics and Science to grade C or higher
- Commitment to the safeguarding of children
- Ability to work as part of a team
- Be adaptable and flexible with a good sense of humour
- Be willing to undergo training
- Have excellent organisational skills
- A natural aptitude to model the Trust's core behaviours – 'We display transparency, kindness and respect in all our interactions with others, and support each other in all our endeavours. We are tenacious in our desire to make the difference together'.

Desirable:

- Have a Honours degree
- Be a graduate with a strong core knowledge in English, Mathematics and Science
- Have experience of working in a school
- Be first aid trained
- Be committed to the safeguarding of children
- Demonstrate a high level of professionalism at all times and be a role model for others
- Understand the principles of child development and learning process
- Be willing to undertake further, relevant training and to pass those skills on to other members of staff, as appropriate
- Have proven ICT skills

Person Specification





Chancellor's School

Chancellor's is a school which is part of the Danes Educational Trust with 1190 pupils, aged 11–18. It is situated in the beautiful village of Brookmans Park in South Hertfordshire. The school opened in September 1964. The impressive and picturesque grounds are some 15 acres in extent including substantial sports grounds.

We have been a specialist mathematics and computing college since September 2004 and have held a second specialism in languages since April 2008.

Many of our students come to the school from local villages as well as from Potters Bar and Hatfield. Additionally, 10% of students are admitted to the school on their musical aptitude.

Our curriculum is broad in Years 7 and 8. In Years 9, 10 and 11 students study a broad core of subjects including PSHE (Healthy Minds), English, Mathematics, Physical Education, Religious Education, Science and ICT. In addition, students are able to express a limited preference for further subjects to support their individual interests and aspirations. 75% of our students typically study the English Baccalaureate and a large percentage of our students stay on to study in our sixth form.

We are also committed to offering our students a wide range of extra-curricular opportunities. Music and drama flourish at Chancellor's with many concerts and performances. There are clubs for students of all ages, and regular visits are arranged to plays, exhibitions and museums. The main sports include football, rugby, netball, athletics and basketball and a number of our students play for county teams.

There are 121 members of staff (both full and part time) including 82 teachers who are supported by a skilled and professional associate staff.

Further details about Chancellor's may be found on our [website](#). Enquiries by telephone are welcome.

School Summary



The Learning Support Department

The Learning Support Department is led and managed by the SENCO. There is an SEN teacher and seven teaching assistants (4 full time and 3 part time). We have a Learning Support classroom and an office, and the department is conveniently located next to the Library.

All our staff are passionate about supporting children and differentiating learning to ensure the needs of all students are met during lessons. Where additional provision is required, our dedicated learning support team offer extra support. Our teaching assistants work with students both in and outside the classroom to aid students' learning, give guidance and support students throughout their school experience.

A large proportion of the interventions takes the form of specific, small-sized learning support lessons. Further support is provided, targeting literacy and numeracy skills and these involve subject specific teachers as well as teaching assistants.

Trained and effective teaching assistants play a vital role in minimising barriers to learning, social development and inclusion.

Progress and learning - Learners with SEN do not always have the same access to information or the incidental learning as their peers. They may need direct teaching methods, adapted materials and equipment as well as more time to receive and respond to information and ideas, and to make the progress they need for their future lives.

Communication skills - Communication is key, not only to maintaining and supporting attainment at school, but for social inclusion and wellbeing.

Self-esteem and confidence - Positive relationships and developing and sustaining an optimistic approach are fundamental to the school's motto – Achieve. Enjoy. Excel. Success can sometimes feel a long way off when much of the student's effort goes into trying to keep up with the academic pace of a mainstream classroom. Teaching Assistants play a vital role in recognising achievements and nurturing confidence.



We can offer a range of benefits including:

- Children of staff are admitted under criterion 2 of the secondary transfer admission arrangements, after two years' service
- Exceptional Continuing Professional Development (CPD) opportunities both within the Trust and across the Herts & Bucks Teaching School Alliance
- We run a yearly induction programme for Newly Qualified Teachers (NQTs) throughout the Herts and Bucks Teaching School Alliance. We have a vast experience of working with NQTs across the Alliance and we see NQT Induction as a means to develop the best teachers in the local area
- A Study Assistance Programme
- Comprehensive Employee Assistance Programme (EAP)
- Membership of the Teacher's Pension Scheme/Local Government Pension Scheme
- Career development opportunities within an expanding Multi-Academy Trust
- Opportunities to expand your professional networks through the Trust's external partnerships e.g. Science & Learning Partnership, Challenge Partners
- £250 New Employee Referral Scheme (i.e. finder's fee) for any qualifying positions that you refer the successful candidate for
- Cycle to Work Scheme
- Occupational Health and an onsite Counsellor
- Free flu jabs
- Herts Rewards
- Staff Committee that organise regular social events



Benefits





Chancellor's School

Chancellor's School, Pine Grove,
Brookmans Park
AL9 7BN

Headteacher:
Mr David Croston BSc(Hons), NPQH

<http://www.chancellors.herts.sch.uk>



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DANES EDUCATIONAL TRUST