



## Welcome

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Thank you for your interest in the post of Teaching Assistant at The John Warner School. I appreciate the time that it takes to apply for teaching positions and hope that the details in this pack provide you with all the information you need.

At The John Warner School we **ignite** a lifelong passion for learning, to **discover** and develop potential, allowing all to **flourish** in an ever-changing world.

At The John Warner School we are proud to belong to a school that has provided a first-rate education to young people in Hoddesdon since John Warner built a school for children of all classes and religious beliefs in 1841. Our school today is founded on the basis of excellent teaching and the encouragement of hard work. We are passionate about creating the best learning opportunities for our students, the best professional development for our staff and the best engagement with our community.

This is an exciting period in the school's history where we are undertaking a number of school improvement initiatives. Over the coming years we will build a school where:

- Students make exceptional progress;
- Students access an exciting, challenging and relevant curriculum;
- Students are supported by a caring, committed and capable pastoral system;
- The well-being of all members of the school community is given priority;
- We have truly great teaching, learning and assessment;
- Staff enhance their practice through a personalised, relevant and ongoing training programme;
- We enjoy an engaging, vibrant and pleasant learning environment;
- We make meaningful connections with our local community
- We have a popular, high-performing and well-resourced Sixth Form;
- We use intelligent, responsible and focused leadership and management systems.

We are proud to belong to a school where we value:

- **Aspiration.** We aim high in all we do, prepare to succeed in school and in life and aim to create memories and futures together.
- **Creativity.** We believe that we are creative, love learning and thinking deeply and acknowledge the importance of education for education's sake.
- **Participation.** We learn from each other to make a positive impact on our school, family and world, broaden our skills beyond the classroom and promote community links through charitable works.
- **Respect.** We create a mutually respectful atmosphere, we respect ourselves, others and our surroundings and we form positive relationships in an environment that is free from prejudice, bullying and harassment.
- **Endeavour.** We believe hard work leads to success, strive to achieve our targets, goals and ambitions and develop resilience to thrive in an ever-changing world.

The school benefits from a superior environment for learning. In addition to our state-of-the-art sports centre, which is one of the largest attached to any school in the country, we have benefited



from £18 million worth of development which means that students now benefit from having some of the best learning resources and accommodation in the country. This means that students who attend our school benefit from a superb indoor environment as well as a landscaped external environment that provides them with opportunities for relaxation, sport and socialising. Most recently the school has opened new centres for humanities, modern foreign languages, art, technology, mathematics, English as well as a new library. Together these facilities mean we are able to offer a modern and integrated campus to support the work of the staff and learning of the students.

In 2016, The John Warner School joined with The Cranbourne Primary School and Roselands Primary School to form The Hoddesdon School Trust. Together we are committed to excellence in all that we do and we offer unparalleled opportunities and experiences to all of our pupils and staff. We focus on high expectations, enthusiasm and aspiration within a culture of tolerance, respect and care. Across the trust we provide a platform for life opportunities in education, recreation and leisure; broadening horizons to create memories and futures together.

Thank you for considering The John Warner School.

**Jeremy Scott**  
Headteacher





## SEND Department

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At the John Warner school we have a dedicated team who are commitment to improving the outcomes of children with special educational needs and disabilities. Our aim is to provide a high level of support to all pupils with SEND to ensure they make expected progress and have a rewarding and fulfilling school experience.



Successful candidates could be expected to carry out the following;

- Running small group intervention lessons
- Supporting children 1-1
- Supporting whole classes
- Running the reading groups using the Accelerated Reading programme or similar (these can be before or after school)
- Supporting remote learning through TLC live
- Running Nurture groups
- Supporting children with SEMH and high levels of need



## Job Details

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### Teaching Assistant

**We are looking to recruit a full-time teaching assistant with some knowledge of SEND, who is enthusiastic, adaptable, flexible and willing to learn.**

**Start date:** As available

**Post:** Full-time, permanent position (37 hours per week, term time only, 39 weeks per year)

**Salary:** H1-2 (depending on experience) + London Fringe Allowance

**Closing date for applications:** Monday, 22<sup>nd</sup> March 2021

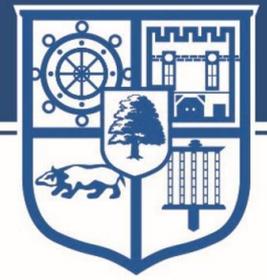
**Interviews:** By arrangement

**Applications:** A letter of application to the Headteacher, Mr Jeremy Scott, with reference to the person specification and a completed application form should be submitted by post or email to Mrs Maria Georgiou, PA to the Headteacher ([mag@johnwarner.herts.sch.uk](mailto:mag@johnwarner.herts.sch.uk))

**School visits:** Please contact Mrs Maria Georgiou, PA to the Headteacher ([mag@johnwarner.herts.sch.uk](mailto:mag@johnwarner.herts.sch.uk)) if you would like to arrange a tour.



**The school is committed to safeguarding and promoting the welfare of young people and expect staff to share this commitment. Applicants must be willing to undergo an Enhanced DBS disclosure and approved references will be required for the post.**



## Person Specification

Attributes	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE Mathematics and English grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>NVQ 2 for Teaching Assistants or equivalent qualifications or experience</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>Experience of working with young people</li> <li>Knowledge of Special Educational Needs and the Code of Practice</li> </ul>	<ul style="list-style-type: none"> <li>Training in low level counselling or emotional support</li> <li>STEPS training</li> <li>First aid training /training as appropriate</li> <li>Experience in running Nurture groups</li> <li>Completed specialist training courses in any of the following: ASD and ADHD, Speech and language, and behaviour</li> </ul>
<b>Skills and attributes</b>	<ul style="list-style-type: none"> <li>Strong communication skills, both written and oral</li> <li>Organisational skills</li> <li>ICT skills as applicable to role</li> <li>Effective time management</li> <li>Ability to develop positive relationships with staff, students, parents and the wider community</li> <li>Reflective practitioner</li> </ul>	<ul style="list-style-type: none"> <li>Commitment to extra-curricular aspects of the school community</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Committed to safeguarding</li> <li>Enthusiastic</li> <li>Positive attitude and mindset</li> <li>Creative</li> <li>Good sense of humour</li> <li>Ability to work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>Ambitious</li> </ul>



## Job Description

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### Teaching Assistant

#### Core purpose

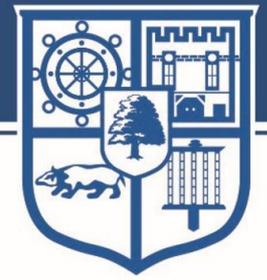
- To provide targeted learning support to designated students as an integral part of the school's intervention plan.

#### Main Responsibilities

- To contribute to the overall ethos/work/aims of the school
- To run small group intervention lessons
- To support children 1-1
- To support whole classes
- To run the reading groups using the Accelerated Reading programme (these can be before or after school)
- To support remote learning through TLC live
- To run Nurture groups
- To support children with SEMH and high levels of need
- To support for designated students to enable them to access and fully participate in all school activities.
- To enhance student learning by contributing to literacy, numeracy, social skills, other specific learning difficulties and homework that balance student needs with the teaching assistant's strengths and area of specialism
- To support and develop social skills for students with emotional and behavioural problems
- To actively support a positive learning environment
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protections, reporting all concerns to an appropriate person
- To be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop

#### Other responsibilities

- To promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/ her
- To provide guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions
- To make records of and reports on the personal and social needs of pupils
- To communicate and consult with the parents of pupils
- To communicate and co-operate with persons or bodies outside the school
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils



- To participate in appraisal according to the school's procedures
- To commit to continuous professional development
- To promote the school's vision and values
- To promote equality and inclusivity
- To comply with the school's Health and Safety policies
- To accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- To participate in meetings arranged for any of the purposes described above

Whilst this job description is current, and every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified. Employees will be expected to comply, following consultation, with any reasonable request from the Headteacher to carry out tasks and duties that are of a similar level, but not specified in the job description.