



BISHOP WORDSWORTH'S SCHOOL

SEN TEACHING ASSISTANT

SEPTEMBER 2022



TABLE OF CONTENTS

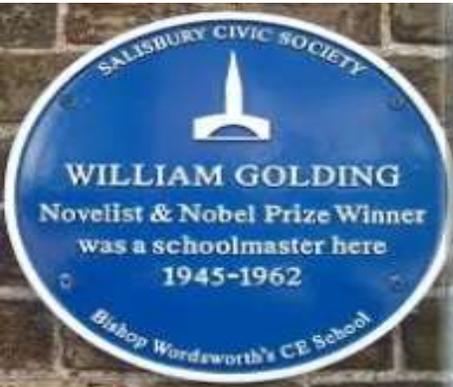
The Appointment	Page 2
The School	Page 3
Candidate Profile	Page 8
Specific Responsibilities	Page 11



APPOINTMENT OF SEN TEACHING ASSISTANT

This appointment offers an exciting opportunity to join one of the country's leading academic schools. The successful candidate must have experience of working within a school with secondary school pupils. Your role will be to support high quality and personalised educational activities in delivery of a broad and balanced curriculum to enable them to achieve their full potential.

The school is renowned for its strong academic tradition and outstanding results, but educational quality here goes well beyond examinations. We fuel students' wider intellectual curiosity, promote artistic expression, and give opportunities for leadership and personal development. A day at Bishop's brings genuine breadth of activity, challenge and pace, making this a stimulating environment for staff and students alike.



THE SCHOOL

History and traditions

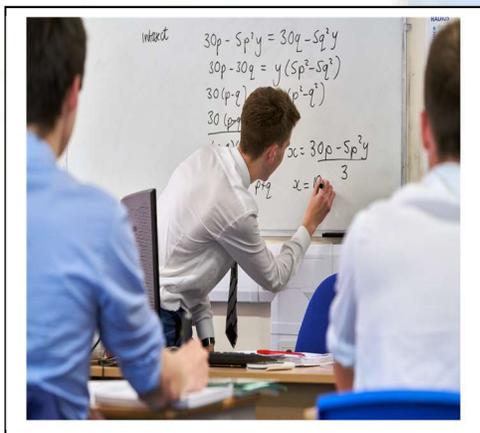
Bishop John Wordsworth intended that his school should provide a centre of academic excellence in the heart of Salisbury. Since 1890 Bishop's has fulfilled that mission, and today we educate over 1,200 students aged between 11 and 18. Under the shadow of the Cathedral spire our eclectic buildings span the seventeenth to the twenty-first centuries, reflecting the school's heritage. This creates a very special atmosphere in which students are conscious, on a daily basis, of their part in a long tradition of academic endeavour.

Admission on ability

As a Church of England Grammar School and Academy, we set our own entrance test and policy on admissions. Any student living within reasonable travelling distance of Salisbury is welcome to apply, and students from the broadest range of schools and backgrounds thrive here.

Christian values

Our Church school ethos permeates the fabric of life here – from regular worship in the Cathedral and our Chapel, through religious education, to the way we operate as a community. We welcome students of all faiths or none, but the Christian values of concern for one other, respect and tolerance provide a moral compass that influences everyone, both personally and culturally.



Spirit of togetherness

As the school motto *veritas in caritate* (truth through caring) suggests, consideration and thoughtfulness are central to life at Bishop's. Right from day one, we work hard to make students feel valued and welcome. Within each year there are five tutor groups of 32 students led by form tutors. During Year 7 we monitor these groups carefully, knowing that the happier students are, the quicker they will settle in and flourish. Through the house system and a host of other activities students mix across years, fostering a close community in which older students can become friends and mentors to their younger peers. If problems arise the form tutor or the relevant Head of School are the first points of contact and Heads of School operate an 'open door' policy whenever possible.

Academic life

Rigour, depth and breadth characterise academic life at Bishop's. Students enjoy being taught by highly qualified subject specialists. Teachers teach so that students do well – but also to extend students' knowledge and understanding beyond the narrow confines of exam syllabi. Throughout, we aim to engender a passion for learning and the skills to pursue that passion independently. In and out of school there are countless opportunities for students to develop their academic interests – workshops, lectures, master classes, fieldwork and more. Students regularly take part in school and national competitions, with many gaining success both within and beyond the curriculum.

Extra-curricular

A broad extra-curricular programme helps students to understand more of the world, to challenge themselves and to grow as individuals. At Bishop's we aim to provide many and varied opportunities, so that every student has the chance to find new interests and achieve great things. Competitive sport is in the lifeblood of the school. Rugby, Cross Country, Athletics, Basketball, Soccer, Hockey, Netball, Lacrosse and more figure in the sporting calendar, with regular fixtures against schools across Wiltshire and the South West of England and competition at a National Level. While we are justly proud of our outstanding reputation for sporting success both regionally and nationally, we value equally the commitment of students who give their best to an activity they enjoy.





The opportunities to experience activities here and abroad are immense.

Music is very strong at Bishop's, and many students have instrumental lessons at all levels. As well as touring abroad and in the UK, the Choir performs regularly for school occasions in the Cathedral. Students play in orchestras, wind bands, brass and string ensembles, and often collaborate to form rock bands of their own.

Drama thrives too, with every age group having opportunities to take part either in clubs or productions. Through our vibrant Art department, students can develop their talents both in and out of lessons. Theatre and gallery trips feature regularly, as do plays, musicals and concerts on a variety of scales. Over 40 clubs and societies meet during lunch breaks or after school.

Students can become involved in voluntary work locally, play chess, try debating or film-making. The opportunities to experience activities and destinations here and abroad are immense; from Outward bound and community service to fieldwork, expeditions and cultural exchange, all students will have the chance to give it a go.

CANDIDATE PROFILE

Bishop Wordsworth's School are looking to appoint a SEN Teaching Assistant to join our friendly and supportive team. Your role will be to support high quality and personalised educational activities through supporting the teacher in delivery of a broad and balanced curriculum to enable them to achieve their full potential in all areas of learning. The TA will be supporting teachers both within the classroom as well as working with students as on a 1:1 basis. This will be with students in years 7-11 but particularly with the younger year groups.

The successful candidate should be energetic, enthusiastic, self-motivated, well organised and have a passion for working within the sector. This is a varied role where no two days are the same, it is essential therefore that you must be able to work under pressure and have a high level of personal drive, energy and resilience. We are looking for a strong communicator with natural empathy, who works positively with other professionals and derives satisfaction from supporting young people. The Postholder will need to respond effectively to changing priorities, be able to manage a high-volume workload, use their initiative and to work well under pressure as well as having excellent organisation and administrative skills. Confidentiality and professionalism are key attributes for this role. Suitable training will be provided to develop specific qualities which will emerge as the Postholder starts the role.

All members of staff are expected to contribute to the rich co-curricular life of the school



PASTORAL SUPPORT AT BWS

Bishop Wordsworth's is divided into three schools by age - Lower school covers Years 7 and 8; Middle School includes Years 9, 10 and 11; and Sixth Form students are those in Year 12 and 13.

Each section is led by a 'Head of School' and assistant heads of schools. In lower and middle school, the heads of schools and their teams of tutors are responsible for the day to day pastoral care of boys in their section. Generally, a boy who joins the School in Year 7 will have one tutor for time in Lower School (Years 7 and 8). They then progress into Middle School, where they have a different tutor who remains with them throughout Years 9, 10 and 11.

In the Sixth Form, students have mentors rather than tutors, to provide individual support and enable us to get to know students in time to be able to write UCAS and other references.

Details of reporting, parents' evenings and other communication can be found in our Home-School Liaison policy (linked below), and we also host a number of informal meet the tutor evenings, or a Year 12 parent / student welcome evening. Information Evenings are held at the end of each key stage of education – the purpose of these is to explain arrangements for the next phase.

For any parents wishing to discuss any aspect of school life, please contact the tutor, or the appropriate Head of School. Any pupils wishing to discuss the same can pop into their School Office at any time.

Pupils are encouraged from the start to take responsibility for their own learning – for example, all homework is put on MS Teams by the teacher to enable forward planning and managing of deadlines.

Each School also offers a PSHE or personal development programme to provide information about and draw attention to important non-academic topics relevant to our students.

Where can pupils get support?

Each school has its own pastoral support officer, listed below. In addition, pupils and parents can contact the Heads of School, Assistant Heads of School, Chaplain, SENDCO or Senior Tutor with any questions or requests for support.

DEPARTMENT

SENDCo – Steph Paden

ELSA / Learning Support Assistant – Lottie Grayer





SEND TA ASSISTANT JOB DESCRIPTION

Subject to Bishop Wordsworth's School's Contract of Employment

Postholder:	TBC
Accountable To:	The Postholder is immediately responsible to the SENDCo and under the overarching direction of the Bursar.
Remuneration:	Bishop Wordsworth's School Scale E Point 19
Hours:	32.5 hours/week; 39 weeks/year
Tenure:	Permanent

KEY RESPONSIBILITIES:

- To work under the guidance/instruction of the SENCo and designated teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff
- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- The Postholder will need to respond effectively to changing priorities, be able to manage a high-volume workload, use their initiative and to work well under pressure as well as having excellent organisation and administrative skills. Confidentiality and professionalism are key attributes for this role. Suitable training will be provided to develop specific qualities which will emerge as the postholder starts the role.

ALLOCATION OF TIME:

Some of the duties are of a seasonal or cyclical nature and, as such, will occupy the Postholder during certain times of the year but not others. Accordingly, the Postholder must ensure that at any time the balance of effort and priority of task are appropriately aligned and will work closely with those to whom he/she is responsible. Other tasks will be ongoing and all will require use of ICT including Bromcom and CPOMS.



CONTACTS

The role involves frequent contact with the Heads and Assistant Heads of Sixth Form, Lower School and Middle Schools, the Pastoral Support Officers for Lower, Middle School and Sixth Form, SENDCo, LSA, Attendance Officer, Admissions Registrar, Reception staff, Exams Officer, Site Team, Careers Advisor, Timetabler, Student Information Officer, School Shop staff, Special Needs staff, parents/guardians and prospective parents/guardians, staff in local schools, Admissions Staff at Wiltshire Council, and occasionally staff from outside agencies.

SPECIFIC DUTIES

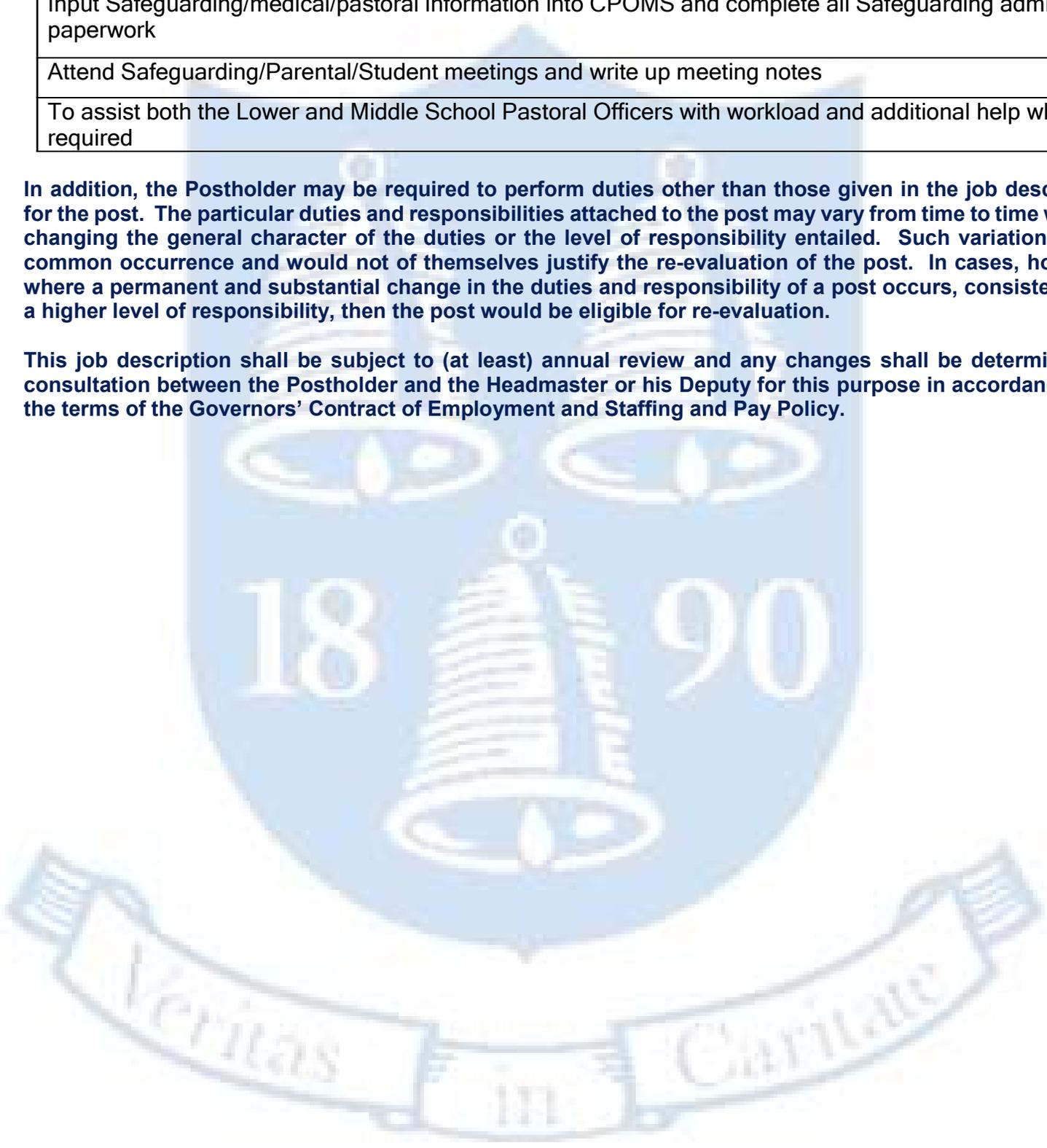
- To work with individuals and groups of students in class with additional needs under the direction of the class teacher and SENCO
- To provide support in a manner which facilitates the child's cognitive development by removing barriers to learning
- To clarify, modify and adapt materials to an appropriate level according to need
- Under the guidance of the SENCO, contribute to setting individual targets and to the review of those targets. Attend and contribute to meetings to review students' progress, and contribute to written reports
- To monitor the progress of identified students, keep written records consistent with Academy systems and provide the teacher with feedback on students' progress in relation to provision
- Answer spoken and written general enquiries from parents/guardians and students and to liaise with staff, parents and relevant professionals
- To provide support for students' emotional and social development by encouraging and modelling positive behaviour, and dealing with disruption as agreed in the School's Behaviour Management Policy. Contribute to programmes of support for identified students
- To liaise with professionals and external agencies where necessary under the direction of the SENCO
- To assist in the production of appropriate teaching materials
- To contribute to the target setting and review process and support pupil in meeting specific targets of IEP
- To undertake relevant training as part of continuing professional development
- To maintain appropriate records of work and progress
- To promote the pupil's inclusion within the school and to promote the pupil's independence skills in communication, learning and social skills
- Ensure compliance with Data Protection legislation and confidentiality
- The School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- Commitment and contribution to improving standards for pupils as appropriate
- At all times the postholder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the School
- To represent the School at meetings with external agencies as required
- To assist in the identification of, and to help students with, low self-esteem, motivation, students with family and school issues impacting on school life and students who are educationally underachieving
- To communicate with teaching staff in terms of student progress both academically and emotionally in order to support the student to reach their full potential



Understand the importance of confidentiality and discretion. Maintain confidentiality at all times in respect of school related matters and prevent disclosure of confidential or sensitive information
To be aware and use safeguarding policies as appropriate within the school
Input Safeguarding/medical/pastoral information into CPOMS and complete all Safeguarding admin and paperwork
Attend Safeguarding/Parental/Student meetings and write up meeting notes
To assist both the Lower and Middle School Pastoral Officers with workload and additional help where required

In addition, the Postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibility of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

This job description shall be subject to (at least) annual review and any changes shall be determined by consultation between the Postholder and the Headmaster or his Deputy for this purpose in accordance with the terms of the Governors' Contract of Employment and Staffing and Pay Policy.



PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
❖ A good education to GCSE level (to include Maths & English)	✓	
❖ Evidence of further relevant qualifications or training		✓
❖ Evidence of recent professional development		✓
Experience		
❖ Experience of developing and delivering individual education programmes for children with specific needs		✓
❖ Experience of the management and improvement of progress of students with SEND by implementing group and individualised support programmes		✓
❖ Experience of managing face to face communications with young people	✓	
❖ Experience of composing letters and communications	✓	
❖ Experience of liaising with multiple agencies in order to provide individualised support packages for students and communicate changes with teachers	✓	
Knowledge, skills & abilities		
❖ Understanding the importance of Safeguarding and Child Protection	✓	
❖ Understanding of and sensitivity towards the issues of adolescent pupils	✓	
❖ Strong organisational skills; time management and ability to multi task	✓	
❖ Flexible working	✓	
❖ Understanding of school cultures	✓	
❖ Familiar with Information systems Bromcom and CPOMS.		✓
❖ Awareness of developments in Education		✓
❖ Familiar with Microsoft Office software	✓	
❖ Experience of supporting pupils in matters of pupil well-being and behaviour	✓	
Personal Qualities		
❖ Excellent personal presentation and verbal communication skills	✓	
❖ Energy, enthusiasm and a sense of humour	✓	
❖ Ability to 'think on one's feet' with a positive approach to problem solving	✓	
❖ Decisiveness, a positive attitude and a creative outlook	✓	
❖ Resilience, determination and professional integrity	✓	
❖ Extremely organised & able to deliver on time to agreed quality standards	✓	
❖ Reliable and resourceful	✓	
❖ Commitment to effective equal opportunities and inclusive practices	✓	
❖ Able to take initiative/seek advice as appropriate	✓	
❖ A desire to develop yourself and those around you as individuals	✓	
❖ An ability to build positive working relationships with colleagues	✓	
❖ An ability to work effectively as part of a team and to be self-motivated to work independently	✓	
Other		
❖ A willingness to engage fully with continuing professional development	✓	
❖ A recognition of the importance of personal responsibility for Health and Safety	✓	
❖ A commitment to the School ethos and selective education in general	✓	
❖ Ability and willingness to contribute to the wider life of the School	✓	



