



Appointment of Specialist Teaching Assistant

Required September
2024

Welcome from the Head



My vision for our students has been to improve the quality of teaching & learning and to increase opportunities and experiences for every student that we are privileged to teach.

The school has undergone a great deal of change since I arrived in 2018. Some of these changes have been as a result of our own analysis and reflections on what we needed to do better, some have come about through the amazing new building project, and others have evolved as we have addressed our vision, ethos and purpose as educators.

We want our students to **ASPIRE**; to want to be the best they can be, to seize opportunities, be prepared to take risks and not be frightened of failure. We want them to **INNOVATE**; to think outside the box, be creative and curious, to be proud of who they are and to be able to work both collaboratively and independently. We want them to show **RESPECT**; to be thoughtful and kind citizens who support each other, members of our school and local community.

Our motto, **Ad Astra**, to reach for the stars, represents the high expectations that we have for each member of our school community. Having dreams, goals, targets and a vision is an important driver to help keep us all motivated and make the learning journey purposeful and exciting. We want excellence in everything and we support and encourage everyone to be the best they can be in all that they do.





Who We Are

- › We are a 11-16 comprehensive school
- › We are a 7 form entry, 210 PAN
- › We are central to Redhill and have great access from the train station, easily accessible to the coast and London
- › We are in SESSET along with The Ashcombe School and Therfield School
- › Our last Ofsted Inspection was rated 'Good' in May 2023
- › Our students make good progress and we continue to work hard to ensure their outcomes continue to improve

"Pupils are proud of their school. They know that the staff work very hard to support them"

(Ofsted 2023)

The Role

We are seeking to appoint an energetic and enthusiastic Teaching Assistant to work with a specific student with considerable physical and medical needs. This will involve direct physical support and meeting intimate care needs, as well as working alongside the student to support their learning and inclusion into school life.

The role will require physical effort with a mixture of sitting, walking and standing as required by the activities

Salary:	SESSET 6 £24,867 to £27,120 (£28,005 to £30,542 FTE)
Line Manager:	Director of Inclusion and SENCo
Hours:	37.5 hours over 39 weeks

Contact Karen Ehren, HR Officer for more information
hr@carringtonschool.org or 01737 764356 x208



Benefits

- > Strong induction programme
- > Great CPD and training opportunities
- > Modern, spacious and well-equipped staff room, teaching and learning spaces
- > On-site parking
- > Confidential membership of Smart Clinic, our employee support service that covers legal, health, financial and lifestyle support for all staff
- > Start the day with free morning porridge! Tea and coffee available
- > Branded coat, polo shirt and sweatshirt to wear on site
- > Annual flu vaccinations

“Our people really are what sets us apart, with a warm and positive culture that challenges and supports us to be our best every day.”

“Our holistic approach is evident in our innovative Excellence Programme designed to provide cultural capital, a beautiful Ecology Area that stretches alongside the Earlswood brook where we run our Forest School, and extensive enrichment opportunities.”

Role Description

Key Accountabilities

Learning and Social Support

- Support access to learning during physical lessons, for example, PE, Technology, Science, etc
- Support with building resilience and independence as much as practically possible
- Implement planned learning activities and teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- To support learning by arranging or providing resources for lessons and activities under the direction of the teacher
- To share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- To assist in the completion of paperwork, and attend meetings (as appropriate) to enhance this student's experiences and opportunities at Carrington School
- To assist in escorting and supervising pupils on educational visits and out of school activities
- To contribute to the Annual Review process as part of the EHCP in place

Physical Support

- Meet with the student and support their attendance to lessons
- Support transferring from a wheelchair (battery-powered) to a class chair and supporting the use of a walking frame throughout the day
- Supporting access to items to support learning and independence
- Carrying school bags and equipment
- Pushing the student around the school in the wheelchair, or, if using the power pack, ensuring they wheel themselves safely
- Support at Breaks (if needed)
- Supporting the safety of the student in their day-to-day activities
- Supporting safe use of the lift
- Supporting use of evacuation equipment safely, for example during Fire Drills or Lockdown. Training will be provided if not already undertaken
- Run daily Occupational Therapy sessions, e.g. scissor skills, dressing skills, hand strength, arm/leg exercises, boxing, therapy putty, handwriting etc



Role Description Continued

Key Accountabilities

Medical and Intimate Care

- Supporting dressing and undressing
- Supporting personal care as appropriate
- Reminding and taking the student for regular toilet breaks
- Support with taking medication at relevant times
- Monitor and manage stock and supplies for the Hygiene Room

General Responsibilities

- Keep accurate records of the student using Carrington School systems, for use internally and with external agencies
- To liaise with teaching staff, other teaching assistants and parents on a regular basis to coordinate work and share outcomes
- To work as part of the Learning Support Team alongside other Teaching Assistants and with the Learning Support Coordinator
- To support both in classrooms and in outdoor activities

Safeguarding

- The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS)
- Carrington School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment



Person Specification

Essential

Desirable

Qualifications and Training

Two or more GCSEs at Grade 9 to 3 or equivalent, including English and Maths



A degree in a relevant field or other relevant qualification



First Aid training



Safeguarding training



Skills and Experience

Experience of working with children



Experience working with children and young people with additional needs



Experience of record keeping and monitoring



Effective written and oral communication skills



Demonstrable levels of numeracy and literacy



Excellent communication skills



Effective problem solving skills



Ability to remain calm under pressure



Ability to be proactive in seeking solutions



Ability to work with students in a professional manner



Person Specification Continued

	Essential	Desirable
Experience of teaching individuals, groups and whole classes	✓	
Knowledge of SEND provision	✓	
Experience of working in an educational environment		✓
Experience of working on a one-to-one basis		✓
Good organisational skills and time management		✓
Experience in multi-agency working		✓
Knowledge		
Knowledge of areas of legislation relevant to child protection and safeguarding	✓	
Knowledge of relevant school policies	✓	
Knowledge of legislation and statutory guidance specific to secondary school		✓
Personal Attributes		
Able to work independently and also as part of a team	✓	
Dedicated to their practice	✓	
Punctual and professional	✓	
Able to maintain successful working relationships with colleagues	✓	



Person Specification Continued

	Essential	Desirable
Reliable and able to be flexible in approach to work	✓	
Positive and engaging	✓	
Able to plan and take control of situations	✓	
Capable of handling demanding workload and successfully prioritising work	✓	
Empathetic to those who face barriers to their learning	✓	
Patient with pupils who take longer to understand information	✓	
Additional Requirements		
The capacity to work flexibly	✓	
An enhanced DBS check	✓	
Available references from a previous employer or organisation	✓	



Closing date for applications is
Wednesday 10 July 2024

This vacancy will close
should a suitable candidate
be appointed

For an informal discussion about the
role please contact the HR manager,
Karen Ehren
kehren@carringtonschool.org



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