



**HAYGROVE**  
ACADEMY TRUST

# **HAYGROVE SCHOOL**



**English Teaching Assistant**

**Information for Applicants**



# Haygrove School

Durleigh Road, Bridgwater, Somerset TA6 7HW

Tel: 01278 455531 Fax: 01278 427972

[www.haygroveschool.co.uk](http://www.haygroveschool.co.uk)

Headteacher – Mrs K Canham, BA (Hons), MA



June 2018

Dear Colleague

Thank you for showing an interest in this post. Haygrove is a highly popular school with students, staff and parents and I am very proud that we continue to attract high quality, committed and inspiring individuals who believe passionately in the importance of providing the best possible educational opportunities for every child in our community.

You will have gained from the website a snapshot of the culture, ethos, curriculum and support that we provide. Life at Haygrove is vibrant and dynamic.

New colleagues are guaranteed a full programme of induction and support and we are committed to on-going 'in-house' investment to meet the professional needs of all our staff. We have an open-culture and treat others with respect and fairness. We work together to meet the common need, share ideas, collaborate effectively for the benefit of the school and build relationships with colleagues and the community.

These are exciting times for Haygrove School. Having been approved as a sponsor in February 2016, we have now established the Haygrove Academy Trust, which is designed to be a formal cross-phase collaboration between Haygrove and some of its feeder schools, including some with a church designation. It is our intention to grow the trust to include another secondary and further primary schools.

The post is 30 hours per week Monday to Friday, term time, 38 working weeks plus 2 additional days to be worked over the course of the year. The salary is Grade 13 with an annual salary of £12,653 to £13,920 (based on full-time annual salary range of £18,672 to £20,541).

This role would ideally be suited to a graduate looking to gain valuable experience in a successful secondary school. However, applications are also welcome from candidates who can demonstrate they have the necessary skills and experience to fulfil this role

We are seeking a person with advanced English and literacy skills, who strives to help foster the progress of students in English at both KS3 and KS4. You will work both as part of a team and autonomously, the successful candidate will be able to support students with the new specification for the AQA GCSE English Language and Literature examinations.

To be successful in your application you will have a natural ability to encourage and promote hard work and, whilst previous experience in a school is not necessary, it will be an advantage for your own progress. Ideally you will have some previous child-related experience from tutoring, mentoring or summer camp work. All voluntary assignments will be considered.

You will arrive with a comprehensive knowledge of your chosen subject and the ability to provide effective support within the English Department.

Haygrove School has first class training and support in place for teaching and support staff and is an outstanding school in the area for graduates with aspirations on teaching to gain valuable secondary school experience

If you wish to proceed with an application for this post, please complete an application form from our website, together with a covering letter outlining your experience and qualities, and return it to the school. This post is subject to disclosure of criminal records and proof of identity.

We are intending to interview the w/c 25<sup>th</sup> June 2018. If you have not heard from the school by then, you may assume that your application has been unsuccessful on this occasion.

I look forward to receiving your application.

Yours faithfully

A handwritten signature in cursive script that reads "K. M. Canham".

Mrs Karen Canham  
Headteacher

# HAYGROVE SCHOOL

---

Haygrove is an extremely popular, mixed 11-16 specialist language academy situated in a pleasant residential suburb to the west of Bridgwater. Bridgwater is a rapidly growing and flourishing town, set in a beautiful part of Somerset, with views of the Mendip, Quantock and Blackdown hills, great access to the cities of Bath and Wells, and the County town of Taunton. We occupy the site of the former Dr Morgan's Grammar School, which was one of our foundation schools when education in Bridgwater was re-organised in 1973.

We attract students from over 20 primary schools throughout Bridgwater and from a wide surrounding area. Demand for places in our school is very high and we are regularly oversubscribed. There are currently 1063 students on roll.

We pride ourselves on our successful academic record across the full ability range and on our culture of care and personal development. We believe in the traditional values of courtesy and consideration. By setting clear expectations for our students and by working in close partnership with our parents, we aim to provide a purposeful environment where teachers can teach and where our students' talents can be best developed. As a result, standards of behaviour in our school are high. School uniform, which includes a blazer and tie, is worn by all students and is strictly enforced.



At Haygrove we place teaching and learning at the heart of all that we do and our central purpose is to provide a first class education for all our children. To this end we believe that education should be a genuine partnership between home and school.

Our aim is to provide a happy and purposeful environment built upon mutual respect and positive relationships that encourages endeavour, an enjoyment of learning, and the pursuit of personal achievement in all aspects of school life. Each student is encouraged to be successful, active and confident in their learning.

## **Our Vision, Values, Aims and Strategic Objectives**

To deliver a first class and outstanding education for all students in the Haygrove community.

*OPPORTUNITY*

*ENDEAVOUR*

*ACHIEVEMENT*

### **Our Values**

Haygrove School is an exceptional school which provides a first class educational experience for every child in a safe, happy, caring and purposeful environment.

Our ethos is characterised by traditional values, high expectation, rich opportunities, mutual respect, personal responsibility and pride. We foster a culture of endeavour, enjoyment of learning and the pursuit of individual achievement in all aspects of school and community life.

Our aim is to enable all students to flourish academically and to develop into confident, courteous and well-rounded young adults, skilled and equipped for adulthood.

### **Our Strategic Objectives**

- To be a 'centre of excellence' for teaching and learning in the South West.
- To ensure that all students achieve and, in most cases, increasingly exceed expected progress and that gaps between all the different groups continue to reduce.
- To establish an all-through school model which provides an inspiring learning community and environment, promoting increasingly high standards of achievement and a strong culture of continuum and progression through the primary and secondary phases.
- To grow the Multi-Academy Trust, supporting and collaborating with other schools which share a common vision and ethos, enabling rising standards and mutual benefits for the personal development and welfare of students, staff and society.
- To ensure that all staff are able to benefit from a programme of career progression, creating future leaders and a body of expert practitioners.
- To develop student voice and leadership programmes which create confident, resilient and mature thinking young adults equipped for the next stage of learning and future careers.
- To establish a sustainable curriculum model; broad, balanced, personalised and outward facing, fostering a learning culture which is consistent with the school's traditional ethos and values, but also reflecting the changing needs of young people in society and promoting British values as a critical part of each child's social, moral, cultural and physical and spiritual development.
- To increase further the profile of Haygrove School in the national and international community.
- To be the first choice school for all families in our community.

### **Our Aims**

At Haygrove School we believe that every person matters and it is our expectation that we all:

- aspire to be the best that we can be.
- welcome challenge and feel empowered to take risks, show initiative, creativity and enterprise in a secure environment.
- recognise, support, celebrate and promote achievement.

- respect diversity within the community and develop caring, empathetic, respectful and positive attitudes.
- promote and model mental, physical, spiritual, social and emotional well-being.
- demonstrate attitudes that are caring, empathetic and supportive of others.
- make a positive contribution to the development and maintenance of a sustainable school environment and take responsibility for our impact on the wider environment.

It is essential that all students:

- engage in a personalised curriculum which meets current needs, future aspirations and equips them to become flexible and adaptable lifelong learners.
- will become responsible citizens who make an active contribution to the school, local and wider community.
- are encouraged to enjoy active learning with and from each other.

## **Curriculum Outcomes**

We aim to ensure that all learners achieve a level of mastery of the following knowledge, skills, attitudes and attributes, all of which support our whole school vision and ethos, both through policy and practice.

### **Knowledge**

It is our aim that each student has a “personal toolkit” for learning now and in later life;

- is able to retain, recall and use the facts necessary to show high achievement in assessments and examinations and so become successful learners
- has broad background knowledge to support responsible and confident decision making
- is literate, numerate and has good ICT knowledge
- is aware of what constitutes a healthy lifestyle.

### **Skills**

It is our aim that each student:-

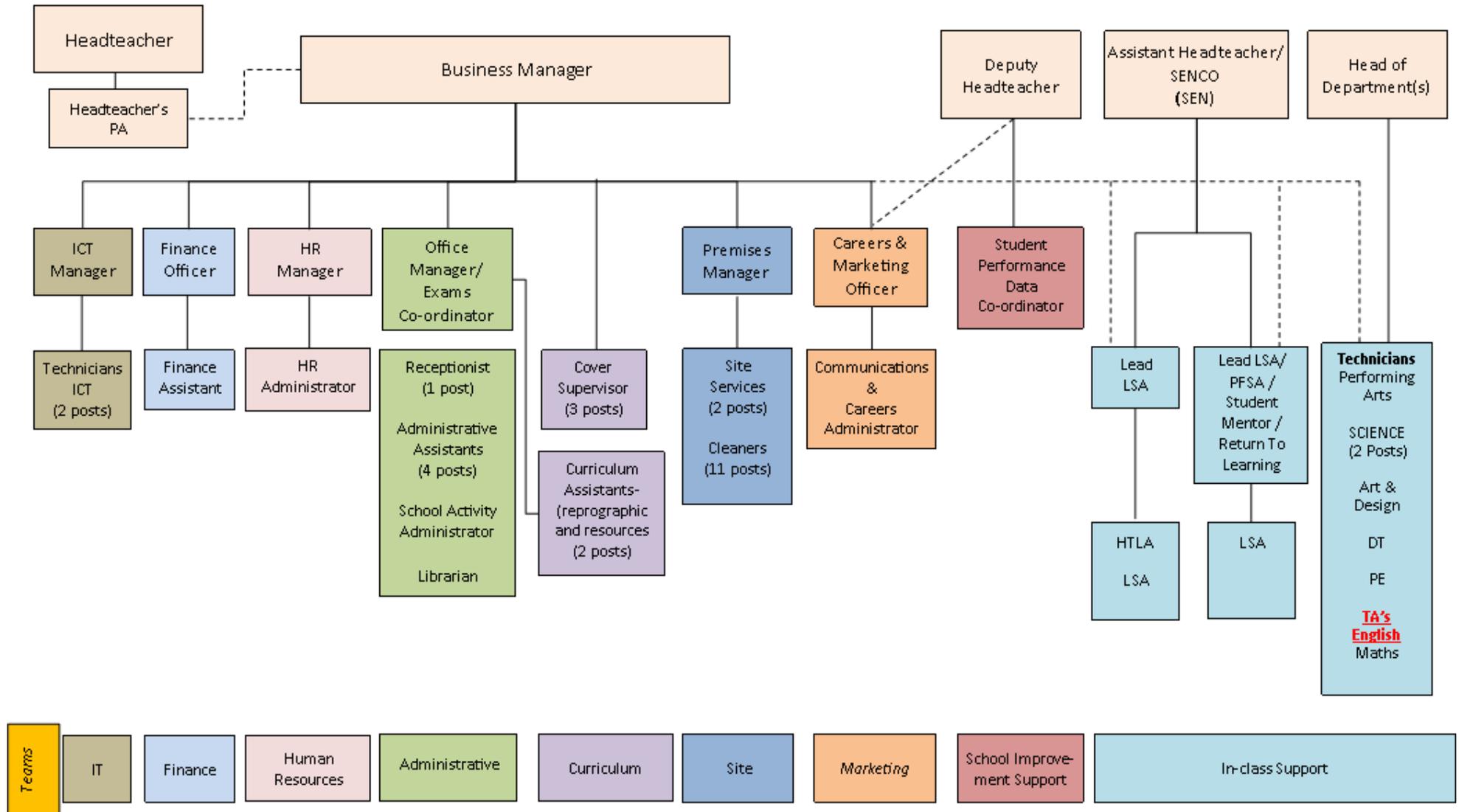
- is able to communicate effectively; orally and in writing
- can organise and use time effectively
- can listen and learn from others
- is creative and able to show initiative.
- is resilient and shows a ‘can do’ attitude.
- is ambitious and has a high level of self-expectation.
- uses information effectively; can assess, synthesise and evaluate
- is able to solve problems
- can work independently and as a team member
- is technologically literate; can select appropriate tools and use them productively
- is adaptable
- can work to deadlines

## Extra-Curricular Programme

Our extra-curricular programme is recognised by staff, students and parents as a strength of our school. We are a centre for the Duke of Edinburgh Gold Award, we have Healthy School Status, the 360° E-Safety Award, the Artsmark and Sportsmark Awards, International Schools Status, the KS3 Secondary Geography Quality Mark Award and the Excellence in Enterprise Quality Award. In July 2013, we were formally recognised as a 'Thinking School', after an evaluation by the University of Exeter's Cognitive Education Development Unit.



## SUPPORT STAFF STRUCTURE



———— Direct Line Management: As below, but with additional responsibility for the day to day working of staff.

----- Indirect Line Management: Responsibility for recruitment, terms and conditions of employment, contracts, salary scales and staffing complement.



# Haygrove School

---

## English Teaching Assistant

### JOB DESCRIPTION

June 2018

<b>Job Title:</b>	English Teaching Assistant
<b>Responsible to:</b>	Head of English
<b>Salary:</b>	Range £12,653-£13,920 based on a full-time equivalent salary of £18,672-£20,541 per annum.
<b>Hours:</b>	30 hours per week to be worked over 5 days. Core Hours: 8:40am – 3:30pm, with hours outside of this time to be agreed to attend meetings, training and support after school sessions  38 weeks plus 2 additional days

#### MAIN PURPOSE

To work under the instruction and guidance of the Head of English to deliver a variety of intervention strategies across both Key Stage 3 and 4 in English Language and Literature. This includes 1:1 and group sessions enabling students to fulfil their potential and prepare for their examinations.

- To complement teachers' delivery of the National Curriculum
- To work collaboratively with teaching staff and assist teachers in the whole planning cycle and management/preparation of resources.

#### Major Duties and Responsibilities

##### Support for Teachers

- Use teaching and learning objectives to plan challenging teaching and learning objectives and to evaluate and adjust lesson plans as appropriate within agreed systems of supervision.
- Develop a good understanding of the English Curriculum and schemes of work across the department for Years 7 -11.
- Collect data for the Department and use this to assess, track and monitor students' progress.
- Assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment.
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.

- Be responsible for recording progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self-control and independence.

### **Support for Students**

- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Support students consistently whilst recognising and responding to their individual needs.
- Seek to ensure the promotion and reinforcement of students' self-esteem, appropriate levels of effort and behaviour.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance, ultimately enhancing children's self-esteem and enjoyment in their learning environment.
- Record all provision and student progress in order to inform future target setting.

### **Support for the Curriculum**

- Deliver learning activities to students, adjusting activities according to student responses/needs.
- Use ICT effectively to support learning activities and develop students' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds.
- Attend INSET programmes, school and department training.
- Undertake any admin duties relevant and appropriate to the post.
- Address identified targets within the remit of Appraisal and Performance Management.

### **Other Specific Duties**

- Play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example
- Assist in the preparation for educational visits, and where appropriate accompany students
- Continue personal development as agreed.
- Comply with the school's Health and Safety Policy
- Uphold the principles of safeguarding and promoting the welfare of children and be aware that safeguarding is everyone's responsibility

### **Other**

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for a disabled job applicant or continued employment for any employee who develops a disabling condition.

### **Review**

This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to your responsibilities and duties.



## Person Specification

### English Teaching Assistant

KEY CRITERIA	ESSENTIAL	DESIRABLE
<p><b>QUALIFICATIONS AND TRAINING</b></p>	<p>Excellent standard of English and literacy.</p> <p>Minimum of 5 GCSEs including English and Maths A – C (or equivalent).</p> <p>Requirement to participate in training/development as required/identified.</p>	<p>English A level.</p> <p>Meet Higher Level Teaching Assistant standards.</p> <p>A first degree in a relevant subject.</p> <p>Training in (or a willingness to undertake) the relevant learning strategies.</p>
<p><b>COMPETENCE SUMMARY.</b></p> <p>(Knowledge, Abilities, Skills and Experience)</p>	<p>An ability to communicate effectively, in particular able to explain instructions and activities.</p> <p>Experience of working with children or young people (or voluntary work).</p> <p>Experience of delivering interventions.</p> <p>An ability to relate well to adults and students, respond sensitively and flexibly to competing demands from students.</p> <p>Understand and comply with the need for confidentiality.</p> <p>Effective interpersonal and organisational skills.</p> <p>An ability to help identify own training needs and actively seek learning opportunities and training needs and participate in training and development activities.</p> <p>An ability to use ICT effectively to support learning.</p> <p>Ability to apply a range of behaviour management policies and strategies which contribute to a purposeful learning environment.</p> <p>Full working knowledge of relevant policies / codes of practice/legislation.</p> <p>Good working knowledge and experience of implementing relevant curricula and other relevant learning programmes.</p> <p>Constantly improve own practice / knowledge through self-evaluation and learning from others.</p>	<p>Recent experience of working in a school.</p> <p>Enthusiasm for working with and supporting children.</p>

	<p>Understanding classroom roles and responsibilities and your own position within these.</p> <p>Ability to apply a range of behaviour management policies and strategies which contribute to a purposeful learning environment.</p>	
<b>Personal Qualities and Attributes</b>	<p>A passion and commitment in supporting young people to develop to their full potential.</p> <p>Flexible approach to the work undertaken.</p> <p>Ability to motivate and inspire young people.</p> <p>Ability to build positive relationships with students and other staff.</p> <p>Have high expectations of children and young people with a commitment to help them fulfil their potential.</p> <p>Establish fair, respectful, trusting, supportive and constructive relationships with children and young people.</p> <p>Improve their own knowledge and practice including responding to advice and feedback.</p> <p>Work effectively as part of a team and contribute to group thinking, planning etc. with an ability to input strategically to the future development of the department.</p> <p>Effective time management.</p> <p>Use own initiative and work independently.</p> <p>Excellent communication skills with adults and children, verbally and in writing.</p> <p>Creative approach to problem solving.</p> <p>Ability to adapt quickly and effectively to changing circumstances/situations.</p> <p>Ability to record and assess pupil progress/performance etc.</p>	
<b>Professional Experience</b>	<p>Experience of working with or caring for young people in the 11-16 range</p> <p>Experience of working in a school/educational setting</p> <p>Good ICT skills with a working knowledge of Microsoft Office applications including Word and Excel</p>	<p>Experience of using ICT effectively to support learning</p>
<b>Special Factors</b>	<p>Must be eligible to work in the UK.</p>	

	<p>Must satisfy relevant pre-employment checks including DBS Clearance.</p> <p>Two supportive work related references. (References from friends will not be accepted).</p> <p>Suitability to work with children and young people.</p> <p>Committed to personal and professional development</p>	
--	---	--

## **WORKING AT HAYGROVE**

### **Conditions of Service**

Full details of conditions of employment will be set out in a Statement of Main Terms and Conditions of Employment, which will be issued to the successful candidate on appointment.

### **Fitness for Employment**

The successful candidate will be required to complete a medical questionnaire which may result in a check by the Occupational Health Physician. Satisfactory clearance with police records will also be necessary (please see Disclosure procedure).

### **Remuneration**

Salary is paid on the 31st of each month comprising salary for the whole month.

### **Flexibility**

As a condition of employment, the post holder may be required to undertake such other duties as may reasonably be required, in addition to the major tasks outlined in the job description.

### **Interview Expenses**

The School will pay second class rail travel, or mileage allowance and reasonable out-of-pocket expenses incurred by candidates attending interview.

### **Smoking Policy**

Haygrove School is a non-smoking site and all prospective employees are expected to accept this as a condition of working at the school.

### **Equal Opportunities**

Haygrove School is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that we are striving to ensure that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

### **Safe Recruitment**

Haygrove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

### **Disclosure**

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment - this will depend upon the nature of the offence(s) and when they occurred.

Further information about Disclosure can be found at [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

**Shortlisting**

Only those candidates meeting the right criteria will be taken forward from application.

**Interview**

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

**Reference Checking**

References from the previous and current employer will be taken up for shortlisted candidates and where necessary, employers may be contacted to gather further information.

**Probation**

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with students.

**Working across the Haygrove Academy Trust**

This job needs to be considered in the context of a changing and evolving Multi Academy Trust and therefore the duties detailed here will need to be adjusted to meet the needs of the Trust. Whilst this post is based at Haygrove School this is a Trust wide post and you could be required to work across the Trust Schools.

## APPLICATION

To apply, please download an application from our website [www.haygroveschool.co.uk](http://www.haygroveschool.co.uk)

Completed application forms should be sent, together with a supporting letter, by email or post to:

 [recruitment506@educ.somerset.gov.uk](mailto:recruitment506@educ.somerset.gov.uk)

 **Miss M Collins  
HR Administrator  
Haygrove School  
Durleigh Road  
Bridgwater  
Somerset  
TA6 7HW**

Please ensure your application form has your email address and also the e-mail addresses of your referees.

**Closing date: noon on 6<sup>th</sup> April 2018**  
**Interview Date: w/c 16<sup>th</sup> April 2018**

*Early applications are encouraged.  
We reserve the right to close the advert should we feel able to appoint  
an appropriate candidate.*

