

# CANIDATE PACK



Start date:  
ASAP

Location:  
Manor Mead School  
Shepperton

Part of

# Our Mission

Passionate about potential, we promise to realise the unique talents and abilities of the children and young people entrusted to London South East Academies Trust.

Ambitious for every child, we will work tirelessly to ensure that progression and their 'next step' is always in reach. We recognise and respect the diversity and strength that our different schools bring to our community, within the school and beyond.

Our mission is to create a network of outstanding schools that:

- Promote excellence
- Celebrate diversity
- Enable personal development and achievement
- Foster social value in their communities



# Our Vision

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools
- Maximise the strength of our diversity
- In areas of social and economic deprivation we will improve the life chances of children and young people
- We will actively challenge social inequality
- Create a diverse network of high performing schools





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The Trust's commitment to improving outcomes for some of the most vulnerable children in Surrey has been impressive and continues to make a significant difference enabling these boys to achieve and thrive.

”

*Maria Dawes - CEO, Schools Alliance for Excellence*

# Job Description

**Job Title: Bank SEN Teaching Assistant**

**Salary: £13.04 per hour plus £1.57 per hour holiday pay (FTE £25,172)**

**Contract Type: Zero hours**

**Reporting To: Class Teacher**

We require people who would have the flexibility to work school term time on an ad-hoc basis, when cover is required in school.

You will support the educational and care needs of the special students, working alongside the existing school staff at Manor Mead Shepperton.

The role would suit those with school experience, graduates or those who have spare time looking for additional hours in a rewarding, happy environment.

## Job purpose

- To work with and support the teaching staff of Manor Mead School in the education and care of pupils, to meet their Special Educational Needs.
- To work with and support the pupils of Manor Mead School enabling them to take part in all aspects of the curriculum.
- To work under the direction of the Class Teacher, or the Senior Teaching Assistant in the absence of the Class Teacher, as a member of the class staff team, to support the delivery of an appropriate curriculum in a safe, stimulating and caring environment.



# Job Description

## Duties and responsibilities

- To support the teacher in the classroom and in other learning environments/activities e.g. swimming pool, P.E. to enable children to make the most of their learning opportunities
  - To attend to the pupils' personal requirements , physical care and therapy needs on a daily basis, including moving and handling children as necessary (following training)
  - To manage pupils' behaviour in line with school policy and procedures, following pupils' individual Behaviour Management Plans and Strategies.
  - To supervise pupils during break and lunch time as appropriate to support teachers and Senior Teaching Assistant: encouraging pupils to be physically active and to play
  - To contribute to the organisation of classroom resources to ensure effective classroom management
  - To encourage independence at all times
  - To undertake specific tasks with individuals or small groups of pupils
  - To assist on outings and school trips on foot or in the Minibus
    - To be aware of school policies and support the implementation of these policies
    - To record pupils' progress on appropriate recording charts
    - To work within the specific hours designated by the post

Note: Teaching Assistants are welcome to attend any relevant staff meetings



This post will entail working with children between the ages of 2 and 11 who will potentially require any or all of the following:

- **Personal Care, i.e.:**
  - Toileting
  - Feeding
- **Administration of medication and or medical interventions, i.e.:**
  - Gastrostomy feeds
  - Suctioning
  - Tracheotomy
  - Administering oral medication, (always with supervision by another trained adult)

All these would be after specific training by medically trained staff and carried out under their supervision until such time as their competencies were signed off and the staff member is confident to carry them out.

- **Administration of Therapies, i.e.:**
  - Carrying out therapy programmes provided by the relevant therapist including Hydrotherapy programmes
- **Management of challenging behaviour, i.e.:**
  - Using registered and County approved physical interventions
- **Moving and Handling of pupils / students, i.e.:**
  - Positioning
  - Toileting
  - Therapy input
- **Delivery of the wider curriculum, i.e.:**
  - Engaging children in play activities at break times
  - Taking children including those who may be wheel chair users off site to access community based activities
  - Supporting children to participate in all curriculum areas, including, Performance Arts, Sports and PE activities

This post will require a level of mobility and fitness commensurate with the staff member's ability to undertake any or all of the above. \* Following policies and protocols and appropriate training.

# General Requirements

- Take on any additional responsibilities which might, from time to time, be determined.
- Safeguarding: Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.
- Equity, Diversity and Inclusion: Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.
- Health and Safety: Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.

STARS Values: Consistently model and promote the our STARS values, contributing positively to our culture and reputation. Sustainability: Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices. This job description may be amended at any time following discussion between the Head Teacher, Senior Leader and member of staff, and will be reviewed annually.

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

# What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.



  
LONDON  
SOUTH EAST  
ACADEMIES  
TRUST

# Our Values

## **SUCCESS**

Success is for all. We create a culture of continuous improvement, encouraging all learners and staff to strive to be better, and succeed.

## **TEAMWORK**

We work together to maximise the talent and abilities of all, with our learners central to every choice we make.

## **ACHIEVEMENT**

We have ambition for our learners and staff so that they can achieve and exceed with courage, resilience and determination, realising their own unique potential

## **RESPECT**

We empower our learners and our staff to be respectful, to value diversity and to maximise this as a talent and strength.

## **SERVICE**

Our purpose is to serve our learners and our communities. Leaders at every level serve with integrity, ensuring our learners achieve and progress in society.

<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Good level of written and spoken English</li> <li>• Numerate</li> <li>• Basic IT skills</li> </ul>	
<b>Previous Experience</b>		<ul style="list-style-type: none"> <li>• Experience of working with children in a school setting or child care experience</li> </ul>
<b>Abilities</b>	<ul style="list-style-type: none"> <li>• Able to follow through verbal and written instructions</li> <li>• Able to communicate effectively with pupils</li> <li>• Able to motivate pupils to learn</li> <li>• Able to assist with the organisation of the learning environment</li> <li>• Able to undertake routine tasks under the direction of the teacher or Senior Teaching Assistant</li> <li>• Able to work effectively with adult team members</li> <li>• Able to carry out and record individual pupil programmes</li> <li>• Able to maintain confidentiality</li> </ul>	

Specification	Essential	Desirable
<p style="text-align: center;"><b>Personality</b></p>	<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Common sense</li> <li>• Flexible</li> <li>• Able to cope in difficult situations</li> </ul>	<ul style="list-style-type: none"> <li>• Sense of humour</li> </ul>
<p style="text-align: center;"><b>Equal Opportunities</b></p>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities</li> </ul>	