



# CANDIDATE INFORMATION PACK

## SEND ASSISTANT

### Why work for us?

- A genuine commitment to staff wellbeing and to ensuring that all colleagues can maintain an appropriate work/life balance. Our staff are listened to and valued
- A school where teachers really can teach: students behave very well at Holyport College and they want to learn. Teachers at Holyport College will teach across the full age and ability range however we will always work to make sure that we take their strengths and preferences into account
- Two additional weeks holiday per year compared to the average state school: our October half term is two weeks long and our Christmas holiday is three weeks
- Extensive opportunities for international travel: no member of staff will be asked to do this if they don't want to however we have regular trips to Iceland, the Alps, Spain, France, Italy and hope to introduce an annual trip to the USA from next year
- Subsidised accommodation may be available in Windsor. No deposit required
- Exceptional opportunities for CPD through our partnership with Eton College
- An excellent career move: we actively seek to further the careers of our staff and to promote from within where possible. Staff have moved on from Holyport College to their choice of comprehensive, grammar and independent schools
- The (optional) opportunity to become involved in the boarding life of the school for additional payment



# LETTER FROM THE HEAD MASTER

*Holyport College is a co-educational state day and boarding school for pupils aged 11 – 19 years, providing an outstanding, all-round education.*



Dear Colleague,  
Thank you for your interest in Holyport College and for considering us as your next career move. I firmly believe that Holyport College represents one of the most unique and exciting opportunities in education today. We opened in September 2014 and have been growing ever since (reaching full capacity in September 2019). From 11-16 we are a fully comprehensive school teaching our traditional academic curriculum to students from across the ability range. At Sixth Form, we offer an aspirational academic pathway with entry criteria to match and our aim is to prepare students for study at the best Universities in the world, including Russell Group and Oxbridge. Our students are happy, well motivated and are making exceptional progress. Our school is a community in which parents, carers, students and staff work together to ensure the best possible outcomes, not just academically but for the development of our students as human beings.



The College operates an extended day (finishing at 17:30 from Monday to Thursday) and all staff contribute to the co-curriculum programme however the overall percentage contact time on teaching staff timetables is significantly lower than in most other state schools to compensate for this: we hope that you will be able to leave work at work and we are constantly striving to ensure that our staff enjoy a good work life balance. For most roles, we are also open to discussion regarding part time working and flexible working arrangements.

Schools are not defined by OFSTED and, whilst we are exceptionally proud of our Outstanding OFSTED rating, we are also continually working to be the best school which we can be, not for OFSTED, but for our students, staff and community. That said, there are a number of comments in our OFSTED report which we think prospective employees should consider:

- *The school is a harmonious community where all groups coexist and cooperate together particularly well.*
- *Pupils are thoughtful, respectful and friendly. They are exceptionally proud to be a part of this new school. Behaviour is impeccable*
- *The school's pastoral system is a real strength.*
- *Pupils are encouraged to develop as confident, articulate young people with an enthusiasm for learning and life*

We are honoured to have as our educational sponsor Eton College. Eton's fine traditions, its educational expertise and exceptional pastoral care help us to create a school where students aspire, achieve and succeed. And yet we are forging our own path and identity to become one of the country's best schools.

Our website and Twitter feed (@holyportcollege) will help you to get a further flavour of the school. We are happy to arrange visits to the school from prospective candidates and, should you have any questions at all or if you would like to arrange a visit, please do not hesitate to get in touch.

**Walter Boyle**  
hmpa@holyportcollege.org.uk

*Holyport College welcomes speculative applications from suitably qualified individuals at any time.*



## JOB DESCRIPTION – SEND ASSISTANT

**REPORTS TO:** SENCO

**START DATE:** As soon as possible

**SALARY:** £18795 - £19945 (Full time equivalent; actual salary is pro-rata) permanent, term time plus one week  
Hours 8:00-15:45 Monday to Friday

### KEY RESPONSIBILITIES

#### Job Description

Overall purpose to assist in the running of the Department, to ensure that successful teaching & learning and development of the department take place

#### Key Accountabilities

- Assisting the SENCO with the identification, assessment and provision for all children with Special Educational Needs or Disabilities and to deputise for the SENCO if required
- Raising standards of SEND student inclusion, attainment and achievement by monitoring and supporting student progress
- Liaising with Learning Support staff, Subject Leaders, Year Leaders and class teachers about students with SEND
- Engaging in meetings with appropriate outside agencies, under the direction of the SENCO
- Advising Learning Support staff of the needs of students with learning inclusion issues and of suitable methods and strategies to support these needs. This may include the modelling of good practice or support with planning and review
- Promoting a collegiate approach so that the staff in the department work as a team
- Managing and deploying available resources including, under the direction of the SENCO, assisting in the day-to-day line-management of staff working within the department.



## Key Tasks

- To assist with the smooth day-to-day running of the Department, including the timetabling of LSA and use of resources
- To manage the schedule of Annual Reviews, and other meetings, and prepare the necessary paperwork, including writing minutes of these meetings
- To keep up to date with national developments in the departmental area and remain informed of recommended teaching practice and methodology
- To have an allocated group of key SEND students and be the first point of contact in respect of their needs. (Planning and delivering, in consultation with the SENCO suitable programmes of work and in-class support strategies for students with SEND)
- To assist with the staff development and INSET training with regards to SEND where appropriate
- To work with the SENCO to ensure that students are awarded appropriate examination concessions in respect of their needs and trained in their usage
- Keep detailed records of the progress of key students receiving Learning Support
- Take every opportunity to positively engage with parents and carers, forming strong links to communication regarding all SEND issues related to their children
- To write or assist with applications for EHC plans

# PERSON SPECIFICATION – SEND ASSISTANT

## QUALIFICATION CRITERIA

- Right to work in UK
- Educated to Level 3, including Maths and English GCSE at grade C or above

## EXPERIENCE

- Experience of SEND in schools will be essential
- Knowledge of the Code of Practice and other relevant procedures, such as Annual Reviews, would be useful
- Experience of working with SEND students and an understanding of their needs would be preferred, although not essential

## CANDIDATES SHOULD DEMONSTRATE THE FOLLOWING

- Commitment to Equal Opportunities
- Empathy with students with various SEND
- Competence in communicating clearly in speech and in writing with students, parents, outside agencies and colleagues
- An understanding of the Code of Practice and its applications in an urban comprehensive high school
- Ability to manage and lead a multi-disciplinary team
- Competence in using ICT
- Competence in assessing students needs and drawing up learning plans
- High level administrative and organisational skills

## OTHER

- The post holder must be committed to the safeguarding and promoting the welfare of all pupils

# APPLICATION INFORMATION

## DISCLOSURE AND BARRING SERVICES

All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

## EQUAL OPPORTUNITIES

Holyport College welcomes applications from all sectors of the community.

## APPLICATIONS

Applications should be returned by e-mail to [careers@holyoportcollege.org.uk](mailto:careers@holyoportcollege.org.uk) and must be received by the College no later than **Noon, 20<sup>th</sup> March 2019**. **Interviews will be held week commencing 25<sup>th</sup> March 2019**.

Applications must contain the following:

- A fully completed Support Staff Application Form;
- A fully completed Recruitment Monitoring Form;

Applicants may also provide Curriculum Vitae to supplement information given in the Application Form.

Holyport College reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

All staff take part in the College's performance management process and must abide by the Code of Conduct for Staff and