



## **CANDIDATE INFORMATION PACK**

**Special Educational Needs and Disabilities (SEND)  
Teaching Assistant**



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Dear Applicant,

**Our Vision:**

“Be the best you can” this is what we ask of our pupils and our staff.

We are committed to providing the very best educational experience for our young people and invite applicants who share this commitment and want to be a part of our success story. We believe in the power a community can have and so intentionally have developed a strong Academy community of dedicated and friendly support staff to inspire our pupils.

The Academy is on a journey from Good to Great and appointed a new Principal in September 2020 to ensure that this objective is realised. The recruitment of an enthusiastic and committed **Special Educational Needs and Disabilities (SEND) Teaching Assistant** is crucial to support the Principal in the success of this journey.

**About You:**

- You have excellent interpersonal skills and a commitment to fulfilling your role to the best of your ability
- You have the drive and energy to work to utilise your skills in innovative ways to benefit the Academy
- You are committed to working in an inner-city school and believe that such schools should provide the best possible environment for academic success and personal development
- You are you are resilient and have a great sense of humour, as you never give up.

**About Us:**

- We provide a world class education for boys and girls aged 11-19, in a modern state of the art building that opened in September 2010.
- We provide a welcoming, caring and stimulating environment with excellent teaching facilities.
- We have pupils who strive to maximise their achievement and are fully supported by parents who work with us in partnership.
- We have excellent transport links; 5 min walk from the bus stop or 7 min walk from Manor House tube station which serves the Piccadilly Line.
- We have a high-quality teaching staff fully committed to supporting pupil's academic and personal development.
- We offer excellent opportunities for your own professional development
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education

Thank you for your interest in our Academy. I look forward to receiving your application.

**Shereka James**  
**Principal**

# SKINNERS' ACADEMY HISTORY

Skinners' Academy, a school in the Woodberry Down (North Hackney) community for boys and girls aged 11-19, provides a world class education in a state-of-the-art building. The Academy opened in 2010 and is supported by the Skinners' Company, who is proud of the Academy being at the heart and hub of the local community.

The Academy provides a learning environment that is inspiring, exciting and motivating for every student. Therefore, with your contribution, we will challenge and support their paths to success.

Our "Be the best you can" ethos is applicable to both students and employees.

## OUR MISSION

### 'Be the best you can'

#### Our Mission:

The Principal and Governors at Skinners' Academy believe that all children will be the best they can by working in active partnership with the Academy to achieve excellence for themselves and the wider community. The Academy will provide the necessary prerequisite skills, knowledge and experiences for children to ensure they have the opportunities to succeed. Not only will our young people be successful and productive citizens but, they will be a source of influence in the society that they live in, ensuring that they make sustainable and authentic contributions for future generations.

#### Our Values:

- Be Curious** - We will ask the right questions, learn from others, and look for ways to work smarter.
- Be Cooperative** - We will work in partnership with others to achieve our goals.
- Be Determined** - We will see challenges as obstacles that we can overcome. We will not give up.
- Be Kind** - We will be generous with our time and resources; we will show empathy.
- Be Respectful** - We are committed to upholding the values of equality and inclusion. We will not tolerate prejudice in any form.
- Be Outstanding** - Exceptionally good; this is what we strive for 100% of the time.

#### Our Specialism:

In our commitment to ensuring that our young people are not only prepared for every step of their learning journey but that they also have the agency to influence their future, we believe that Enterprise forms a crucial role in realising this. As an Academy we will ensure that students understand the skills of Enterprise and that they can use these effectively to carve out their desired futures.

*"Enterprise is about motivating young people to learn and excel in their education and to see the relevance of their studies. It is more than the creation of entrepreneurs, it is about a can-do and positive attitude and equipping people with the confidence to develop ambitious career and vocational interests. Enterprise therefore supports the development of a wide range of work and professional skills and capabilities, including resilience, risk taking, creativity and innovation, as well as a self-belief that starting a business is a viable career choice and one of the most exciting and challenging things a person will ever do."*

- Lord Young 2014

# STAFF REWARDS AND BENEFITS

## Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

## Cyclescheme

Skinners' Academy is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

CycleScheme has also launched the UK's first Cycle to Work scheme for City Bike Hire, perfect if you can't have a bike of your own or if you want a multi-modal commute.

City Bike Hire enables staff to save 32-42% on the cost of bike hire membership. Cyclescheme has partnered with Santander and Brompton, with more exciting partnerships coming soon.

## Discounted Mortgages for Teachers

Endorsed by the NEU, Teachers Building Society was established specifically to help teachers with smaller deposits buy their very first home. As the only building society dedicated to teacher lending, they not only reserve their best (cheapest) mortgage deals especially for teachers but they use their expert understanding of the education industry to make the home buying process as smooth and simple for teachers as possible. Buying a property with someone else? No problem, only one applicant needs to be a teacher.

## Employee Assistance Programme

Our Employee Assistance Programme (EAP) is a package of emotional and practical support that provides the following:

- A range of counselling options including telephone, online or face-to-face sessions, and a mindfulness module
- A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations
- Financial, legal and practical support from qualified professionals on a range of personal issues
- Access to online health and wellbeing resources and a specialist information service

This free service is confidential and can be used to support staff with any personal or work-related issues that may be affecting their wellbeing.

## Gift Vouchers for 100% Attendance

We really value staff commitment to each working day and as a token of this, each term, staff members who have achieved 100% attendance participate in a prize draw, offering them the prospect of winning £100 worth of LOVE2SHOP vouchers which is accepted in over 20,000 stores, restaurants and attractions.



### Local Café Discount

One of our local cafés, [215 Hackney](#) kindly offers all Skinners' Academy staff a 15% discount on food and drinks upon presentation of their staff ID card.

They are a casual café and restaurant serving Middle Eastern breakfast, brunch/lunch and dinner with an East London Twist. They are located at 149 Woodberry Grove, Hackney, London N4 2SB.



Opening Hours are:

Monday - Friday, 8am - 6pm

Saturday, 8am - 6pm

Sunday, 9am - 6pm

### London Borough of Hackney School Staff Offers

All employees of London Borough of Hackney schools can register for the borough's savings and discounts scheme where employees can enjoy 100's of offers on big name brands such as BT Broadband and supermarket digital gift cards. Employees can register for free using their school email address and Scheme ID Number.

### Pension Scheme Contributions

We pay in a high percentage of monthly contributions for Teaching Staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

### Running Club

Skinners' Running Club gives staff the opportunity to get active and join other runners within the Academy along a route which passes a climbing castle and sailing club, with beautiful views. All staff are welcome to join in, every Tuesday after the Academy day.



### Social Events

The Skinners' Social Committee helps to connect staff during this challenging time by organising lively staff social events to ensure that staff get the opportunity to unwind and enjoy a well-deserved break from work.

### Staff Wellbeing

Regular guided mindfulness meditation takes place accessed remotely via the Skinners' Academy All Staff Wellbeing Channel in MS Teams.

Regular Wellbeing Audits occur throughout the year, followed by a Wellbeing Action Plan, giving opportunities for staff, students and parents to suggest strategies that would positively impact wellbeing.

We encourage a culture of celebrating each other. 'Staff Shout Outs' can be sent via a link for members of staff to nominate a colleague they particularly want to celebrate each week.

### Techscheme

The Techscheme is powered by Apple and Currys PC World and lets staff members choose from over 5,000 tech products from tablets and televisions, fitness trackers and phones, to games consoles and kitchen appliances. Staff can spread the cost from their salary via a salary sacrifice across 12 months and make a National Insurance saving of up to 12%.

## JOB DESCRIPTION

<b>Post:</b>	Special Educational Needs and Disabilities (SEND) Teaching Assistant
<b>Grade:</b>	Scale 2 (Spine Point Range 10 - 13) £21,906 - £22,419 (FTE) <b>£19,210 - £19,660 (pro rata)</b>
<b>Hours:</b>	Full time, term time (39 weeks per year)
<b>Responsible to:</b>	SENDCo

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### Principal Accountabilities

- 1) To work under the instruction/guidance of the SENDCo and other teaching/senior staff, within an agreed system of supervision to complement the professional work of teachers by supporting the learning of pupils with SEND.
- 2) To provide support in addressing the needs of pupils who require specialised input to overcome barriers to learning.
- 3) This may involve planning alongside a teacher, preparing and delivering learning activities for individuals/groups and monitoring, assessing, recording and reporting on pupils' achievement, progress and development.

### Main Activities and Responsibilities

The duties outlined in this job may be modified by the Principal, to reflect or anticipate changes in the job, commensurate with the salary and job title.

#### 1. Support for Pupils:

- Support pupils learning by using specialist skills/training/experience.
- Assist with the development and implementation of Student Profiles of Additional Need.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion of all pupils within the classroom
- Support pupils consistently by recognising and responding appropriately to their individual additional needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence; recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Assist with assessment of pupils.
- Support students in maintaining high standards of pupil behaviour in line with the Academy's Behaviour for learning policy.
- Support students in exams / assessments who qualify for access arrangements

#### 2. Support for the Teacher:

- Work with teachers in establishing an appropriate learning environment.
- Work with teachers in lesson planning, evaluating and appropriately differentiating curriculum materials and approaches.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.

- Provide objective and accurate feedback and reports as required, to the teacher and SENDCo on pupil achievement, progress, etc; ensuring the availability of appropriate evidence.
- Responsible for keeping and updating records as agreed with the teacher/SENDCo and contributing to reviews of systems/records as requested.
- Mark pupils' work, accurately record achievement/progress and feedback to teacher.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy, and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents as directed.
- Provide general clerical/administrative support as directed by the SENDCo.

### **3. Support for the Curriculum:**

- Implement agreed learning activities/teaching programmes, adapting and differentiating activities according to pupil responses/needs.
- Implement teaching and learning strategies to ensure that students achieve and make progress.
- Make effective use of opportunities provided by learning activities to develop literacy and numeracy skills and to promote independent learning.
- Support the use of ICT and assistive technology in learning activities and develop pupils' competence and independence in its use.
- Enable pupils to access learning activities through specialist support.
- Assist in the preparation and maintenance of general and specialist equipment and resources.

### **4. Support for the School:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support diversity, and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils between and out of lesson times, including before and after school and at lunchtime, if required and in agreement with line manager.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To promote equal opportunities at all times.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher and SENDCO, to support achievement and progress of pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Be willing to undertake first aid training and once qualified to administer first aid to staff and pupils

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. They may be required to do other duties appropriate to the level of the role, as directed by the Principal.

### **Key Organisational Objectives**

The Postholder will contribute to the Academy's objectives in service delivery by:



- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the Academy's Equalities policies, demonstrating commitment and contribution to improving standards for students as appropriate
- Attend Governing Body and staff meetings
- Participate in staff training and development
- Develop links with Governors, LEAs and neighbouring schools/Academies
- Adopting Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for young people
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy

**Conditions of Service:**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Governing Body.

**Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This post allows substantial access to children, candidates are required to comply with Academy procedures in relation to DBS checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Academy to ascertain details from the Disclosure and Barring Service (DBS) regarding any convictions against them and, as appropriate the nature of such convictions.

**Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

## Person Specification

**Job Title:** Special Educational Needs and Disabilities (SEND) Teaching Assistant

	Essential	Desirable
<b>Qualifications/Experience</b>		
Educated to degree level		✓
At least intermediate level qualifications such as GCSE A* - C in Mathematics and English or NVQ level 2	✓	
Previous experience of working within a secondary school special needs		✓
Experience of providing educational support to pupils within a mainstream class, in a small group and on an individual basis		✓
Experience of developing and sharing strategies to meet a specific area of additional need		✓
Experience of planning, developing and reviewing support to meet the needs of individual students		✓
Experience of monitoring, recording and reviewing student progress		✓
Experience of liaising with external agencies		✓
<b>Professional Knowledge and Understanding</b>		
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation or willingness to learn		✓
Working knowledge of the national curriculum and other relevant learning programmes		✓
Awareness of themes underlying Every Child Matters	✓	
Awareness of pupils' diverse needs, backgrounds and aptitudes	✓	
Working knowledge of a range of additional needs and strategies that may be employed to overcome barriers to learning	✓	
<b>Skills, Abilities and Personal Qualities</b>		
Very good numeracy/literacy skills	✓	
Ability to plan effective actions for pupils at risk of underachieving	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities	✓	
Good communication skills orally and in writing	✓	
Fluency in a language other than English		✓
Ability to use word processing, database packages	✓	
Excellent organisational skills and ability to meet deadlines		✓
Ability to work constructively as a proactive team member, understanding classroom roles and responsibilities and own position within these	✓	
Ability to use non-confrontational strategies with young people	✓	
Desire to undertake further professional development relating to inclusion	✓	
Committed to continually improving performance of self and team	✓	
Ability to produce and adapt learning materials using ICT	✓	
Good presentation skills	✓	
Resilience and determination when faced with difficult tasks	✓	
Commitment to the protection and safeguarding of children and young people	✓	

# Special Educational Needs and Disabilities (SEND) Teaching Assistant

**Salary: Scale 2, Spine Point Range 10 - 13**  
**£21,906 - £22,419 FTE (£19,210 - £19,660 pro rata)**

**Contract Type: Permanent, Term Time only**  
**Required: Immediate Start**  
**Location: North Hackney**

We are seeking to appoint an enthusiastic and committed Special Educational Needs and Disabilities (SEND) Teaching Assistant to work under the guidance of the SENDCo to support the learning of pupils with SEND.

## **Our Vision:**

“Be the best you can’ this is what we ask of our pupils and staff.

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## **About Us:**

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- We have pupils who strive to maximise their achievement and are fully supported by parents who work with us in partnership.
- We have excellent transport links; 5 min walk from the bus stop or 7 min walk from Manor House tube station which serves the Piccadilly Line.
- We have a high-quality teaching staff fully committed to supporting pupil’s academic and personal development.
- We offer excellent opportunities for your own professional development.
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education.

Please note this post allows substantial access to children, therefore the successful candidate will be required to apply for, and hold, an enhanced DBS (Disclosure & Barring Services) certificate. The Academy will arrange this for you prior to you taking up your post.

To apply, please send a completed application form and monitoring form to:  
[recruitment@skinnersacademy.org.uk](mailto:recruitment@skinnersacademy.org.uk).

Please note that we do not accept CVs.

**The closing date for applications is 9am on Monday 28<sup>th</sup> February 2022**  
**Interviews will be held in w/c 7<sup>th</sup> March 2022**