

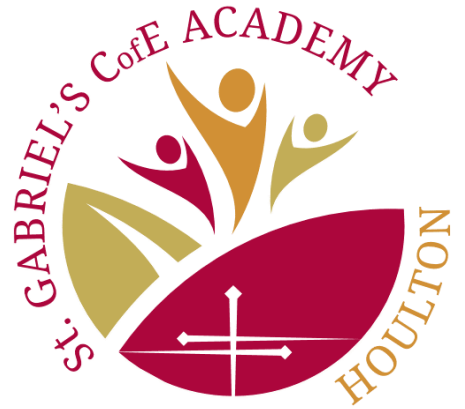


Communicating Love; Inspiring our Community to Flourish



## Candidate Information Pack

SEND Support Assistant SCP 5 – 6 £19,312- £19,698 FTE – 30 Hours per week  
Fixed-Term  
St Gabriel's CofE Academy



## Letter from the Headteacher

Dear Applicant,

Thank you for expressing an interest in the post of SEND support Assistant at St Gabriel's Church of England Academy. The role offers the successful candidate the opportunity to work in a small and highly-collaborative team to impact learning and progress for children with additional learning needs as well as contributing to our overall school aims.

St Gabriel's CofE Academy is a newly-opened primary school with around 200 pupils spanning the 4-11 age range in seven classes. We have grown very quickly and need to be flexible and creative in offering provision for all of our children. This need to be flexible is a key trait that all staff need in St Gabriel's, along with positivity, passion and enthusiasm. Our building provides a wonderful learning space which helps us provide great educational experiences for our children.

You will play an important role in supporting the team as we strive towards our vision of:

'Communicating Love; Inspiring our Community to Flourish'

At St Gabriel's we are dedicated to inspiring, challenging and supporting children to fulfil their potential, making them feel valued, loved and able to flourish. As a Church of England Academy, all of this is underpinned by our inclusive Christian ethos as we work for the common good of everyone, nurturing success for all. We are looking for professionals who share these values and would like to join a team committed to learning and growing personally and professionally.

Depending on the individual circumstances, the successful candidate will have the opportunity to take up post in January 2021 until at least the end of the year.

I hope this information pack will capture your interest as you carefully consider the opportunity on offer here. This will undoubtedly be a challenging yet rewarding position, offering you the chance to work in a new school significantly impacting pupils who need the most support.

If you feel inspired by the challenge, I would love to hear from you.

Andrew Taylor  
Headteacher



## Ethos

At St Gabriel's CofE Academy everything we do is underpinned by our loving, distinctive and inclusive Christian ethos. We want the best for our children; with love as our core value and primary motivation we ensure every decision and every action we take is with the best-interests of the child at the forefront of our thinking. We communicate God's love and hope for the future to the children in our care and the community we serve by providing the best possible educational experiences and support for children and families. Experiences which are deeply affecting, inspiring confidence and fully equipping our children for their future, enabling them to flourish and fulfil their potential. We recognise each child is gifted with unique skills, talents and interests and place an equal emphasis on developing the whole child in every way:

Academically – encourage excellence, striving to make great progress

Physically – grow healthily with increasing skill and respect for our bodies

Mentally – secure a healthy, joyful, mature outlook, building resilience

Spiritually – develop an appreciation of beliefs, their impact and influence on our lives

Morally – mature in an understanding of behaviour, law and ethics

Socially – build and maintain healthy relationships as a collaborative community

Culturally – identify the responsibilities and opportunities presented in our society



## Our Vision Statement

At St Gabriel's CofE Academy, our vision is that we are always:

**Communicating Love; Inspiring our Community to Flourish**

## Job Description –SEND Support Assistant

**Starting salary:** SCP 5 – 6 £19,312 - £19,698 FTE – 30 Hours per week, Pro rata; Term Time only + Teacher Training days.

**Immediately responsible to:** the SEND support assistant is managed by and is directly accountable to the Assistant Headteachers/SENDco. At all times the post holder will operate within school policies and procedures.



### Purpose of the Job

To complement the professional work of teachers by taking responsibility for learning activities under an agreed system of delegation. This may involve supporting, preparing and delivering learning activities for individuals/groups with additional learning needs. Monitoring, recording and reporting on pupils' achievement, progress and development.

### Duties and Responsibilities

#### Pupil Support

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion of all pupils within the school.
- Respond skilfully to individual needs.
- Promote independence and holistic development.
- Provide feedback to pupils in relation to progress and achievement.

#### Working in the Teaching team:

- Organise and manage well-planned learning resources.
- Within an agreed system of delegation, plan engaging learning opportunities to support pupils' development and progress.
- Evaluate pupil responses to learning activities through a range of assessment and monitoring strategies. Contribute systematically to the assessment of individual pupils, the recording of progress and planning for next steps as part of the assessment cycle.
- Promote positive relationships and behaviour.
- Deploy specialist support where required.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

### **Working in the school team**

- Fully adhere to and contribute to the development of school policies and procedures including the safe and effective running of the school, child protection, health and safety and security, confidentiality and data protection.
- Contribute fully to the life of the school.
- Be a point of contact for parents, developing positive relationships.

### **Other**

- Maintain a commitment to professional development and training; keeping up-to-date with developments in curriculum and teaching and learning
- Act as an ambassador for the school, promoting the ethos, aims and provision at St Gabriel's Church of England Academy.
- Any other duties required by the Headteacher, which are within the scope of this post.

*This job description is subject to annual review. It may be amended at the request of the Headteacher or post holder after full consultation.*

## Person Specification

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how you meet the requirements of the person specification. You should refer to these requirements when completing your application.



Education and training		Essential	Desirable	Measured by:
	NVQ level 3 or equivalent	✓		Application
	GCSE Maths and English at grade A-C or equivalent		✓	
	Current first-aid certificate		✓	
	Evidence of further professional development	✓		
Relevant Experience				
	Good experience of working to support learning within a primary setting	✓		Application and interview
	Experience of working with children with SEND	✓		
	Demonstrable experience of impacting on pupil progress and outcomes		✓	
Knowledge and Skills				
	Good knowledge of child development	✓		Application and interview
	Excellent interpersonal skills with adults and children	✓		
	Excellent organisation	✓		
	Excellent oral and written communication	✓		
Personal Qualities				
	Positive and flexible	✓		Application and interview
	Ability to work independently and demonstrate initiative	✓		
	Kind and approachable	✓		
Additional				



	Commitment to involve parents and the community in the life of the school	✓		Application and interview
	Demonstrates an understanding that at all times the best interests of the children must be promoted	✓		
	Commitment to upholding and promoting the school's ethos and values	✓		
	An understanding of and proactive commitment to promoting equal opportunities for all	✓		
<b>Safeguarding</b>				
	Appreciates the significance of child protection and safeguarding for all individual children and young people whatever their life circumstances.	✓		Application, interview and references
	Can demonstrate a working knowledge of and commitment to establishing a culture of safeguarding for the whole school community.	✓		

*St Gabriel's CofE Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an Enhanced DBS check, two satisfactory references and a Disclosure of Criminal Record and Disqualification Declaration. **The post holder will be required to take responsibility for and uphold a culture of safeguarding within the school community.***

## Application Information

Thank you for taking an interest in this post.

Candidates are most welcome to visit the school.

Please contact Mrs H Wilmot at [office@stgabrielscofeacademy.org](mailto:office@stgabrielscofeacademy.org)

**Please note the closing date for applications is 12:00pm on  
Thursday 10<sup>th</sup> December 2020**



## Contact Details

**Completed applications and supporting documents should be sent via email to:**

**[office@stgabrielscofeacademy.org](mailto:office@stgabrielscofeacademy.org)**

**or posted to:**

**Mr Andrew Taylor, Headteacher, St Gabriel's C of E Academy, Houlton, Rugby, CV23 1AN**

If you do not receive acknowledgement of an electronic application then please phone  
01788 222405

**Interviews for shortlisted candidates provisionally w/b 14<sup>th</sup> December 2020**

Please contact us if you require a printed or enlarged application pack.

St Gabriel's Church of England Academy

Houlton

Rugby

Warwickshire