



Candidate Pack

Graduate Teaching

Assistant





Index

Index	2
Welcome	3
(An introduction to our school)	
Welcome from Bourne Education Trust Chief Executive Officer	4
Section 1 – Vacancy Information	
Profile of Vacancy	5
Person Specification	7
How to apply	8
Section 2 – General Information	
Our School	9
Facts and Figures	9



Jubilee High School

"Committed to Excellence in Learning & Teaching"



Dear Candidate

Thank you for your interest in the advertised post. The brochure has been designed to give you, a potential applicant, the essential information about Jubilee High (plus details on the vacancy) so you can decide if this will be the next step in your career.

"Committed to excellence in learning and teaching" is our mantra which underpins our school's philosophy. We are a school community which does not stand still. At Jubilee High, we are committed to providing staff with first-class opportunities for training and development. Our aim is to be a centre of excellence where staff aspire to be at the cutting edge of the profession. We want everyone in our school community to feel challenged to succeed but confident of steadfast support.

If this ethos appeals to you, then we hope you will apply to join our team and support our drive to become outstanding and we look forward to receiving your application. For more information, and to see our school video, please visit www.jubileehigh.surrey.sch.uk.

A handwritten signature in black ink, appearing to read 'M. Conroy'.

Mark Conroy
Head of School





Why work with Bourne Education Trust?



The Bourne Education Trust is a Surrey-based multi-academy trust made up of fourteen schools, including nursery, primary and secondary schools. The ethos of the Trust puts children at the heart of all that we do. The role of the Trust is to ensure that our students make the most of their opportunities by ensuring that our academies aspire to and reach the highest standards.

The principle of schools working with each other is core to the ethos and operation of the Trust. We are committed to raising standards in all our schools and look to deploy experts to support improvement wherever and whenever it is needed. Staff may be offered secondments, to ensure that the very best practitioners are deployed in the areas of greatest need, whilst enabling ambitious and talented staff to further their experience and gain rapid promotions.

There are many benefits of working with the Trust. These include:

- Coaching and mentoring programmes
- Leadership training and development
- Business management support and development
- CPD
- Sharing best practice and planning
- Professional partners for new post holders
- Initial teacher training support
- School direct and SCITT trainees
- Secondment opportunities

It is often said that each child gets one chance of education. Our role is to ensure that our students make the most of their opportunities by ensuring that our academies aspire to and reach the highest standards.

I look forward to an exciting future for the Trust and all its stakeholders



Alex Russell
Chief Executive Officer





Job Description

The Teaching Assistant will be required to:

- o provide enthusiastic and committed support in the classroom for individual students with statements of special Educational Needs.
- o work with students with auditory, visual, physical, learning, behavioural, social and emotional needs.
- o work closely with teaching and support staff, the SENCO and other outside agencies
- o lead interventions and support after-school homework clubs.

Key accountabilities

- o Support the teacher in the development and education of pupils with special needs
- o To work with the students in class individually or as part of a small group, ensuring students keep to the task in hand
- o To liaise with teaching staff about lesson content and plan with teachers to deliver effective support strategies with identified pupils in class
- o Clarify and explain the nature of the tasks set, checking the students have understood what is expected
- o Assist in meeting students' needs, giving encouragement and reassurance
- o Record the work done with the students, maintain records and pupil files
- o Contribute to Annual Reviews of students' progress
- o Feedback regularly to the SENCO about work done, progress made and difficulties faced by the students in their lessons
- o Be a committed team member and be keen to develop within the role and take full advantage of our performance management
- o Maintain confidentiality inside and outside the workplace
- o Understand and apply school policies





Teaching Assistant: Person Specification

Knowledge/Qualifications	<ul style="list-style-type: none"> • An undergraduate degree or equivalent • Maths & English GCSE or equivalent (minimum C grade) • Good level of numeracy • Good level of literacy (written and spoken English) • Able to support students in research using all media • Good IT Skills – ability to use Word, Excel and Internet Search Engines, for example
Skills/Abilities	<p>An ability to:</p> <ul style="list-style-type: none"> • follow instructions • plan and prioritise regular and irregular tasks • have a flexible and positive approach to work • manage one's time • inspire & motivate students • support students in accessing the curriculum • have a consistent approach to behaviour management • maintain confidentiality
Experience	<ul style="list-style-type: none"> • Relevant experience with young people • Knowledge and understanding of education (desirable) • An understanding of Special Educational Needs (desirable)
Professional & personal qualities	<p>An ability to:</p> <ul style="list-style-type: none"> • work as part of a team • maintain appropriate adult/student boundaries • relate effectively to and earn the confidence of staff, students and parents • be sensitive to students' needs and concerns • have a keen interest in all aspects of school life • be smart and well presented • have a commitment to equal opportunities • commit to ongoing professional development
Special factors	<ul style="list-style-type: none"> • An ability to move around the school quickly to be in place for the start of lessons





Contact details and how to apply

Designated contact for this vacancy:

- Name Mrs Jacque Roberts (Human Resources)
- Number 01932 884800
- Email address j.roberts@jubileehigh.surrey.sch.uk

Please complete the school's application form and return this electronically, to j.roberts@jubileehigh.surrey.sch.uk. Alternatively, please submit an application through the advertised portal.

Closing date: processed on receipt of application

The school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to demonstrably share this commitment. Any successful candidate will be required to undertake an enhanced disclosure check.





General Information

Jubilee High School is a thriving 11 – 16, mixed, comprehensive school in Surrey. It is adjacent to the M25 and boasts good rail and road connections to London and the rest of the South East. We converted to academy status in September 2013 as part of the Bourne Education Trust and Jubilee is an active partner.

The school occupies a large, attractive site on a campus which includes St Paul's Primary School, St Paul's Church, and Addlestone Leisure Centre. The school boasts good facilities which include suited departments, IT suites and a purpose built theatre. Jubilee High serves the local community which has a broad social and economic mix of people.

At Jubilee a great deal of emphasis is also placed on extra-curricular life at the school and outside the formal curriculum there are numerous opportunities for students to take part in a wide range of activities such as drama, sport, music, international exchanges, Duke of Edinburgh and all of our staff support this enrichment drive.

Jubilee High is a good school (Ofsted 2015 & 2018) and the drive in the next phase of our development is to achieve 'Excellence' with regard to all areas of school life. The school belongs to the Bourne Education Trust and as a primary/secondary Surrey based multi-academy trust, we ensure staff are afforded opportunities to further develop their careers in our schools.

We take recruitment very seriously and want to do all we can to find the right people for our Staff say that working collaboratively with other members of staff is a strong and positive feature of the school. Candidates are welcome to contact the school for more information about specific departments or even pay us a visit. Please visit our website, www.jubileehigh.surrey.sch.uk, where you can find the latest news about the school.

Facts and Figures

The School Day	
8.40	Assembly/Registration
9.00	Lesson 1
10.00	Lesson 2
11.00	Break
11.20	Lesson 3
12.20	Lesson 4
13.20	Lunch
14.00	Lesson 5
15.00	End of school
15.15	Extra-curricular activities

School Statistics	
Type of School - Mixed Comprehensive, Academy	
Location	Surrey
Age Range	11 – 16
Total Number of Students	670
Number of Teaching Staff	44
Total Number of Staff	86
OFSTED	GOOD grading

