

TEACHING ASSISTANT

INFORMATION BOOKLET

Introduction

Thank you for enquiring about our Teaching Assistant position. Vandyke is a school with high expectations and we believe that “Everyone Matters”. It has a ‘special atmosphere’ - one that visitors to the school often comment upon. This ‘special atmosphere’ is based on our emphasis on high quality relationships: staff-to-staff, student-to- student and staff-to-student.

The successful candidate will be joining a thriving school, with a growing reputation for excellent teaching and achievement, innovative and inclusive practice, and excellent leadership and management that puts students and learning at the centre.

The Role

Attached is a job description and person specification for the Teaching Assistant role.

Due to internal and external promotion of current employees, we are looking to recruit a Teaching Assistant for 32 ½ hours per week during term-time, plus 32½ hours on training days and/or during school holidays, equivalent to one week of term-time hours.

Hours will usually be worked between 8.30am and 3.30pm; this will be discussed with shortlisted candidates at interview.

A minimum of one year’s experience in teaching students with limited literacy and numeracy skills is desirable but not essential, as is experience of working with young people with a range of special needs as well as social, emotional and behavioural difficulties. An empathy with young people, good communication skills and a sense of humour are essential.

We would welcome graduates who are thinking of a career in teaching and would like some professional experience before applying to teacher training.

The Team

The Achievement and Inclusion Team comprises, SENCO, Assistant SENCO, Teaching Assistants, Inclusion Support Officers and a Learning Mentor. The team works to support and encourage the learning of a wide range of students who present with a range of barriers to their learning. The ethos underpinning all the work within the team is that students of all abilities can aim high and achieve their best.

Induction and Training

The successful candidate will receive induction, support and training during the first year from the following sources:

- line management by the Assistant SENCO
- SEN Team.
- induction course for new staff run by Vandyke

- twilight sessions on different areas of SEN

Our School

Our students achieve very well, making very strong progress in all year groups and achieving excellent outcomes at GCSE and A Level. In 2017, 60% of students achieved 5+ A*-C including English and Maths with 99% of students achieving 5+ A*-G. 30% achieved the EBacc which is well above the national average. A Level outcomes were also impressive with a 99% pass-rate. ALPs score for A2 was '3' and at AS Alps is '3' i.e. sixth form students make excellent progress.

This summer A Level were again excellent with progress at ALPS '3' for A Level and ALPS '2' for BTEC. GCSE results are also very strong again and in line with 2016.

On March 2018, we had an Ofsted inspection that judged Vandyke overall to be a "good" school. The report states that "students are very proud of their academy. They behave well and display highly constructive attitudes to their learning."

Our commitment to high standards and to regularly reviewing, evaluating and improving our practices is recognised in the many awards we hold. We are proud to hold Sportsmark and Artsmark Gold awards, in recognition of our commitment to Sport/PE and our outstanding programme of extra-curricular sport and performing arts activities. We also hold the International School Award, which recognises the depth and breadth of our commitment to the international dimension of our curriculum.

Facilities at Vandyke are excellent and include recently refurbished and developed areas such as a Theatre, Drama Studio, Dance Studio, Sports Hall, Sports Activity area, Music suite, Café, and Library/Study facilities.

As a successful and popular school, Vandyke has been requested by Central Beds local authority to expand to accommodate additional students. This expansion programme is currently underway, with the construction of 10 new classrooms and PE changing rooms increasing capacity to 1200 students. A further programme to provide a new Sixth Form centre and 12 new Science Labs is also planned and will bring the number on roll to 1500.

The Recruitment Process

To apply, please complete the application form in full, in accordance with the accompanying guidance notes, including a letter of application addressing why you are a suitable candidate and

what you can bring to the post. CV applications will not be accepted, as the information provided on a CV may not be consistent with the information we require.

The closing date for applications is 12 noon on Thursday 28th June 2018.

Vandyke is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All shortlisted candidates will be required to bring proof of identity and original qualification certificates to the interview. The successful candidate will be required to complete an application for an Enhanced Disclosure from the Criminal Records Bureau (CRB). Please refer to the separate information provided about the process and acceptable forms of identification.

All applicants are also required to confirm their eligibility to live and work in the UK. Please ensure one of the documents you produce to support your DBS application is also included on the enclosed list "Asylum and Immigration Act 1996" to satisfy this requirement.