



Marjory Kinnon School

Teaching Assistant

Appointment Details

October 2024



Be Awesome. Be You. Teach SEND.



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A Welcome from our School Community

Our Pupils

Do you understand that everyone is different and that's great? Do you want to interact with amazing young people every day? Can you show kindness and respect to everyone, be tolerant and persevere even when things get tough?

We are looking for supportive, caring and kind people who understand our needs to come and join the fantastic team at Marjory Kinnon School. We like having teachers who believe in making learning fun, give us exciting opportunities and help us to grow. Patience and empathy are qualities we like in the adults who work with us. If you work here, you must be ready to learn, always show respect and keep us safe. We like to learn from interesting people who will nurture, challenge and inspire us. If you work at MKS, you will meet new people who will always put a smile on your face. Don't be nervous – there is always someone here to help you.

It does not matter who you are or where you are from, as long as you are passionate, hard-working and will listen to us we would love to get to have you at Marjory Kinnon School.

Written with contributions from our secondary pupils

Our Chair

Thank you for your interest in joining Marjory Kinnon School. Our school is a lively, modern and constantly-changing place, where our diverse staff continually nurture, challenge and inspire each and every one of our children to realise their full potential.

People with skill, creativity and passion who join us to make a difference to the lives of our amazing children and their families are welcome; here they will find a highly professional, supportive and progressive learning environment that will challenge them, and reward them with unique opportunities for personal growth and fulfilment.

Tom Gardner

Our Headteacher

At Marjory Kinnon we believe everyone has something unique to offer and we commit to providing opportunities for all staff to learn and grow. We invest heavily in staff training and career progression at all levels.

We want every employee to feel valued within a warm, caring atmosphere with kindness and respect as our core values. If you want a challenge and an opportunity to make a difference to the most vulnerable children and families then we are the place for you. No day is ever the same and every day will give you a purpose to be proud of.

Tracy Meredith



Our What. Our How. Our Why.

Our Mission

We believe that through our learning, work and play we can nurture, challenge and inspire each other to achieve our full potential. As a new and expanding purpose built SEND school, we have fantastic opportunities for people to use their knowledge to teach, their passion to change lives and their enthusiasm to inspire.

Our Vision

Every pupil will learn the skills and develop the confidence needed to become a valued integrated and independent member of their community.

Our Values

Kindness – We aim to be kind to everyone.

Perseverance – We keep trying until we succeed.

Tolerance – We value and celebrate differences in each other.

Respect – We are respectful and responsible in everything we do.

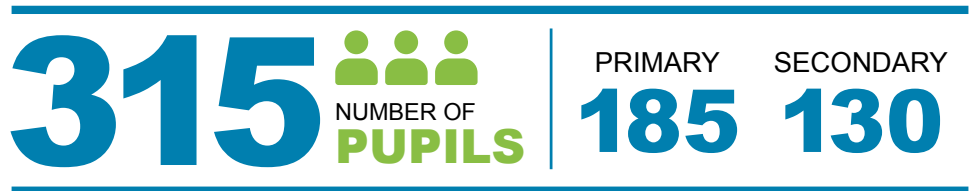
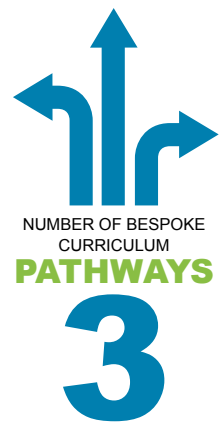
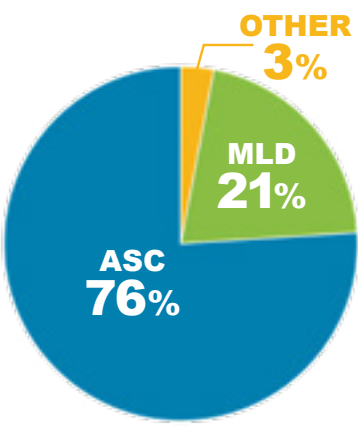
Marjory Kinnon School is one of the country's largest SEND schools. Since having moved into a new purpose built school building in 2018 the school has doubled in size. A well performing school, MKS provides education to more than 300 pupils between the age of 4 and 16, many of whom have ASC as their primary diagnosed need.

We are a multi-disciplinary team of dedicated, knowledgeable and creative professionals, over 200 in number, working collaboratively to effectively support every single child in the way they need. Our vision is that every pupil leaves our school having learnt the skills and developed the confidence needed to become a valued, integrated and independent member of their community. We are always keen to hear from other professionals who have a desire to work in a SEND setting. Please do get in touch if you would like to come and have a look or just want to find out more about us.

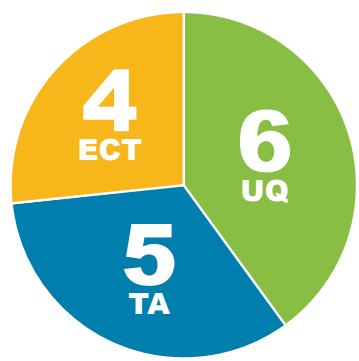
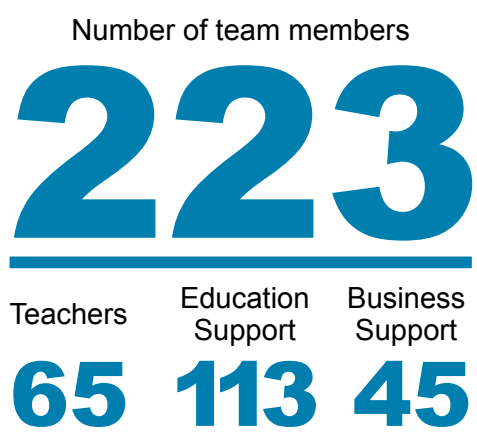
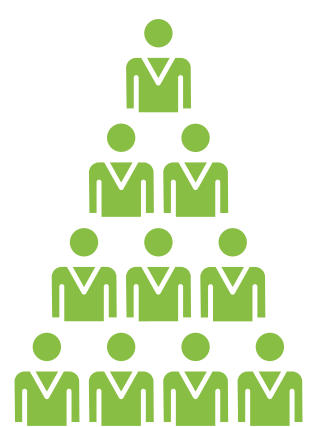


MKS at a Glance

The primary diagnosed needs of our pupils



43% of FSM eligible pupils



15 Colleagues on their journey to QTS





Staff Benefits

It's not just a job, it's a career – the benefits we offer you:

- A well-resourced, enjoyable and caring working environment.
- Competitive salaries and pay progression – as a growing school there will be a number of opportunities over the next few years for staff that wish to progress.
- Generous annual leave entitlements for all year round support staff, starting from 23 days and rising to 31 days after the completion of 5 years' service.
- Christmas closure – 3 additional days off between Christmas and New Year.
- A commitment to staff wellbeing, including access to Occupational Health and an Employee Assistance Programme (counselling, information and support), a wellbeing week every half term and the offer of an annual flu vaccination.
- Extensive CPD training which provides a range of tailored and bespoke CPD opportunities to all.
- An in-house Professional Development Centre.
- A supportive leadership team who are engaged in your professional development and success.
- All non-teaching staff have access to the generous Local Government Pension Scheme. All teaching staff have access to the Teacher's Pension Scheme.
- Excellent transport links with Hatton Cross Station and Feltham Station close by.
- Tax Free Childcare (TFC) scheme to help working parents with the cost of childcare.
- Free on-site car parking and electric charging points.

Things that help make us different

- We recognise the individuality of pupils with ASC and complex needs, having 3 pathways to personalise the curriculum to meet their learning needs.
- All staff are trained in specific techniques for working with ASC pupils such as TEEACH.
- We run SCERTs as a basis for working with ASC pupils and this is complimented by our THRIVE approach.
- A full induction programme delivers training on ASC pupils to all new staff.
- 'Marjory Kinnon's got talent' has got to be seen, it allows all our pupils showcase their talents and interests and is fully inclusive.
- A bespoke assessment system to assess progress of all our pupils.
- Well-resourced sensory room.
- Well-resourced equipment for individual classes.
- High ratio of adult to pupils in classes.





About the Role

Job Summary

- Post Title:** Teaching Assistant.
- Responsible to:** Class Teacher.
- Contract Type:** Permanent. Full Time (Term Time Only), Part-Time applications will be considered in line with the needs of the school.
- Salary:** Scale 5 (point 11-15).
- Contractual Hours:** Mon, Tue, Thurs 8.30am - 3.45pm; Wed 8.30am - 4.00pm; Fri 8.30am - 3.15pm (unless an alternative arrangement has been agreed with the Headteacher).
- Line Management:** None.

Job Purpose

The post holder will:

- Work under the direction of the class teacher (or TA leading the class in the short-term absence of the class teacher), to implement planning and assessment, working with individual or small groups of pupils in order to achieve good levels of pupil progress.
- Support pupils to overcome barriers to learning, promoting the inclusion of all pupils by developing their communication skills, supporting them to manage their behaviour, developing independence and social skills and to take responsibility for monitoring/reporting on the impact of class based interventions.
- Provide supervision and guidance and learning opportunities in all non-lesson based activities.





Job Description

Teaching and Learning

- Under the supervision of the class teacher or the TA covering the class teacher, deliver planned activities to individuals and small groups in small steps so that they are able to access the planned learning.
- Support the development of pupils' literacy, numeracy and phonics skills in all lessons.
- Support social communication skills at all times.
- Support the development of pupils' independent learning and independence skills.
- Plan and deliver lunchtime activities as timetabled.
- Facilitate play and social interactions at play and lunch times.

Assessment

- Feedback to the class teacher on the progress made by individual pupils throughout the lesson verbally and in written form.
- Assist the class teacher to mark work and give verbal feedback to pupils on progress made and next steps in all lessons.
- In liaison with the class teacher, to contribute to pupil reports and participate in reviews of pupil progress.
- Work with the class teacher to identify pupils requiring targeted interventions based on pupil progress data and ongoing assessment of progress.

Pastoral

- Provide support for pupil's emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour Policy.
- Contribute to the writing of Behaviour Support Plans.
- Assist with the general pastoral care of the pupils, follow Health Care Plans, administer medication and help pupils who are sick, distressed, injured or require personal care.
- Actively engage and supervise pupils during unstructured time and transitions as necessary for their safety.
- Establish positive relationships with the pupils and encourage them to interact with others and engage in activities.





Management of resources

- Prepare the classroom for lessons, ensuring resources are available and cleared away throughout and at the end of the lesson.
- Prepare and maintain appropriate learning aids, materials and equipment and assist the pupils in their use.

Support to the class teacher

- Carry out any duties, which the class teacher deems appropriate and necessary for the benefit and well-being of the pupils.
- Accompany the class teacher and supervise pupils on visits, trips and out of school activities as required
- Work on displays following consultation with the class teacher/Team Leader.
- Provide general clerical support, e.g. photocopying, laminating, filing, etc as required.
- Liaise with parents under the direction of the class teacher.
- Contribute messages in the home/school communication books.



Other

- Assist as required in work familiarisation of new members of staff or volunteers.
- To act as a first aider (if appropriate training has been provided).
- To drive the school minibus (if a holder of a full driving license and appropriate training has been completed).
- Contribute to the creation and development of an organisation in which all staff recognise that they are accountable for the success of the school.
- Attend and participate in regular meetings and planned training sessions.
- Fulfil responsibilities as specified on school rotas and duties and undertake lunchtime supervision duty.





Person Specification

			Essential / Desirable	Assessed at A/T/I
Qualifications	1	GCSE or Equivalent qualification in English and Mathematics (or a willingness to achieve this within 2 years of appointment).	E	A
	2	Child Care/NVQ/ other relevant qualification (related to education is desirable) at level 3. TAs working in Early Years classes will need to have an appropriate Early Years qualification.	D	A & I
	3	Experience of support work with children in an educational setting.	D	A & I
Knowledge and understanding	4	The National Curriculum and Schemes of Work in Literacy and Numeracy.	D	I
	5	The principles of child development and processes of learning.	D	I
	6	How to remove barriers to learning for pupils with a range of SEN (cognitive learning difficulties, ASC, Communication and Language needs, Attachment needs, Social and Emotional development needs) and promote inclusion.	D	I
	7	How to support the development of social communication and literacy skills, promoting high standards of literacy, articulation and numeracy.	D	A & I
	8	How to support the development of independence.	D	A
	9	How to support phonics and reading development	D	A & I
	10	How to support pupils with ASC barriers to learning.	D	I
	11	Excellent written communication skills and a high level of ICT literacy.	D	I
Skills	12	Is able to work as a member of a class team to work with individuals and groups of pupils, under the teacher's direction	E	I
	13	Is able to build and maintain successful and positive relationships with pupils, understanding and managing their challenging ASC behaviours	E	I
	14	Can break down given planned tasks into small steps of learning and can give positive feedback to pupils on progress made and next steps.	E	I
	15	Can use ICT effectively to support learning and general administrative tasks.	D	A & I
	16	Can self-evaluate effectively to improve own practice.	E	A
	17	Hold a UK driving license and, after training is provided, be willing to drive minibus (desirable).	D	A & I
Pupils & staff	18	Support pupils to achieve the best that they can and encourage and facilitate independent life skills	E	I
	19	A clear understanding of what makes effective lessons and an ability to develop a culture where striving for excellent progress and learning is central to the school's work.	D	I
	20	A belief in the essential need for developing social communication skills.	E	I
	21	An understanding of excellent strategies for management of ASC needs and challenging behaviour.	D	A & I
	22	A commitment to valuing the need for continued training and self-improvement.	D	A
Personal qualities	26	Proven ability to listen to, understand and work effectively with all children, staff, governors and parents/carers.	E	I
	27	Ability to work under pressure and to meet deadlines.	D	I
	28	The ability to foster an open, transparent and equitable culture, working in a team that supports colleagues by resolving conflicts that may arise professionally	E	I



Professional values and practice

Be committed.

Be consistent.

Have a flexible and adaptable approach to work, be willing to go the extra mile when required to get the job done for the benefit of our pupils, our colleagues and for ourselves.

Whilst being willing to work hard for the success of the school and its pupils, ensure that you and your team have a work life balance that enables health, happiness and wellbeing.

Have a happy, constructive and collaborative attitude to the work you undertake.

Be positive and respond to situations in a calm, professional manner at all times.

Have a thirst for excellence and a relentless drive to achieve the best outcomes for our pupils.

Have the capacity and enthusiasm to learn, be self-motivated, reflective, creative and innovative in order to continuously improve.

Be emotionally resilient.

Maintain the professional standards associated with your role in our school (e.g. DfE Teachers Standards; MKS Teaching Assistant Standards; MKS Business Management Standards).

Have a strong awareness of professionalism and respect for confidentiality.

At all times model good relationships, attitudes, and behaviour.

To be able to self-evaluate your own and your team's performance, keep own knowledge and skills up to date, and participate in relevant training and CPD opportunities as required.

Present a smart and professional appearance appropriate to your role.

Willingness to work flexible hours and to occasionally attend meetings outside of normal working hours (e.g. in relation to parental events or governance meetings).

Have a high level of commitment to safeguarding, inclusion, equality and value our school's diversity.

Understand and respect all social, cultural, linguistic, religious and ethnic backgrounds.

Support the Governing Body, the Headteacher and SLT in their duty to ensure that the school meets its aim to deliver the best possible educational outcomes for pupils and everyone is kept safe.

Act as a positive ambassador for Marjory Kinnon School and make a meaningful contribution to the school community.





Our School Statements

Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and external agencies to share this commitment. All applicants undergo a thorough selection process, including background checks to ensure their suitability to work with children. All staff members receive comprehensive safeguarding training to ensure they are aware of and understand the signs of abuse, the school's procedures for reporting concerns, and their role in creating a safe environment. Our school promotes an open culture where everyone, including staff, pupils, and parents, is encouraged to share any concerns they may have regarding the welfare of our pupils.

Equality, Diversity and Inclusion

In our school community, we celebrate and embrace diversity as a source of strength. We are committed to fostering an inclusive environment that values and respects all individuals. Our mission is to create a culture of equity where everyone feels heard, seen, and valued. We strive to eliminate bias and promote equal opportunities for learning and growth. Join us in cultivating a school where diversity is not only acknowledged but cherished, and where every student and staff member can thrive.

Professional Standards

At Marjory Kinnon School, we uphold the highest professional standards to create a positive and inclusive learning environment for our pupils. All staff are expected to adhere to our Code of Conduct which guides our professional behaviour and ensures that every member of our team operates with integrity, treats others with respect, and upholds the ethical standards that define our school.

GDPR

We are required under the **General Data Protection Regulations 2018** to confirm why we collect personal and/or sensitive data from you, what we use it for and how we will store it. The personal/sensitive information that you provide to us on the application form will be used and retained as part of our recruitment process. This means information provided by applicants to inform part of our assessment during the recruitment process and for successful candidates the information will be used as part of the contract of employment and be shared with the school's payroll provider. We may contact other relevant organisations to check the information that you provide, including for safeguarding purposes. The information will be stored electronically and disposed of after 6 months if your application is unsuccessful.



How to Apply

Thank you for your interest in this role.

Application Form

You will find the application form on our website on our 'Current Vacancies' page.

Please complete and return this via email to hr@mks.org.uk

CVs are not accepted.

Closing Date: Monday 27th January 2025 at 12pm.

Shortlisting: Week commencing 27th January 2025.

Interview details will be confirmed with shortlisted candidates.

We will communicate directly with shortlisted candidates to confirm interview details.

Safer Recruitment

In order to comply with 'Keeping Children Safe in Education' a number of checks will be carried out, including:

- **DBS Checks**

All applicants will be subject to an enhanced DBS and barred list check.

- **Online Checks**

Online checks will be carried out for all shortlisted candidates.

- **References**

All offers of employment are subject to the receipt of two satisfactory references.

Visits to the School

If you would like to visit our school or if you have any queries relating to this opportunity, please contact HR via email hr@mks.org.uk or telephone **020 8890 8890**.

You can find more information about Marjory Kinnon School on our website www.marjorykinnonschool.co.uk



Marjory Kinnon School

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