



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

**TEACHING ASSISTANT
APPLICANT PACK**

JULY 2025

INTRODUCTION

Dear Candidate,

We are delighted to welcome applications for the permanent role of Teaching Assistant at Hartford Church of England High School. Our school is a great place to work! We have brilliant students, talented and committed staff and supportive parents. Our most recent Ofsted inspection in June 2023, demonstrated that we are a good and improving school and our ambition is to make Hartford Church of England High School an outstanding place to learn and work.

We have spent the last year creating a new team across our Associate Staff body. Our Associate Staff are integral to the daily operation of Hartford Church of England High School and as such are recognised for the substantial contribution that they make. Continuous Professional Development is key to this, with colleagues being trained in areas of their interest alongside teaching colleagues within the school.

Within the SEND department, we operate in close collaboration with our RISE (Resources for Inclusion and Supporting Education) provision. Our RISE managers report directly to the Assistant Head SENDCO and the Senior Pastoral Lead SEND, ensuring strong leadership and coordination. To further enhance SEND leadership within the school, we have recently appointed an Aspiring SENDCO who works alongside our existing SENDCO and is undertaking the NPQ SENDCO qualification. Our dedicated team of Teaching Assistants holds various specialised roles, all committed to meeting our students' individual needs and achieving the best possible outcomes.

Aside from the curriculum, we focus on the importance of personal development, high expectations and care for one another across the school community. Our Family System, pastoral teams and inclusion provision support this philosophy. All that we do is centred around our core HART values of Happy, Achieving, Ready, Together, built on the Christian foundation of Love (caritas) and Truth (veritas).

Our school is blessed with exceptional facilities across a large and growing site and is a popular choice for parents and children. We have students who are enthusiastic to learn and who are great to teach. We have hugely supportive parents and committed staff and governors. Our school is at the centre of the community in Hartford and we are constantly looking to strengthen our commitment to one another, no matter what stakeholder we are. We have extremely close working relationships with the Diocese, local authority and our colleagues in other schools.

If you share our vision and values and are determined to bring out the best in young people, providing them with the best possible educational experience, we want to hear from you!

Should you choose to apply for the role of Teaching Assistant, I look forward to receiving your application and hopefully welcoming you to Hartford Church of England High School in the near future.

Rachel Pickerill

Headteacher



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KEY INFORMATION

Job role: Teaching Assistant

Starting Date: 1st September 2025

Salary: Grade 4 SCP 4 – SCP 6 £24,404 - £25,183 pro-rata (Actual Salary Payable £21,057- £21,728 based on 37 hours)

Contract Details: 37 hours per week, 39 weeks per year (Term time + 5 Days) Part-time hours would be considered for the right candidate

Closing Date: 9am Monday 14th July 2025

Interviews: Week Commencing 14th July 2025

How to Apply: Applications only accepted on completed school application forms and they should be sent to sara.morris@hartfordhigh.co.uk.



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JOB DESCRIPTION

At Hartford Church of England High School, as a voluntary-aided maintained school, we follow the job descriptions as set out by the local authority. However, in practice, these job descriptions are a 'best fit' for the role.

In essence, the role of Grade 4 Teaching Assistant at Hartford Church of England High School in accordance with the job title Teaching Assistant: Support (AAAE5051) is to:

- Work alongside teachers to enable barriers to learning to be broken down, including delivering interventions, ensuring that students can access the school's universal offer for learning and gain knowledge in their lessons.
- Work alongside teachers to ensure that, when planning for the next stage of learning, misconceptions can be addressed and barriers to learning removed. Work with teachers to ensure that the curriculum is adapted to meet the needs of SEND students.
- Where supporting students across the school, ensuring the safety and well-being of children, safeguarding them at all times.
- Be a key worker for SEND students; updating and monitoring the shared information about children (currently one-page profiles) and monitoring their academic progress, personal development, behaviour and attitudes and wellbeing.
- Provide regular updates to parent/carers; formally, through calendared reviews as key worker, and informally through reviews of one-page profiles and general conversation (in person or over the telephone) to report on all aspects of school life.
- Maintain a log of all support provided for and intervention given to SEND students, as directed by the SENDCO. Ensure all systems are followed and updated regarding behaviour and safeguarding.
- Provide appropriate interventions for SEND students to support their social, emotional and physical well-being as directed by the SENDCO.
- Prepare resources to support the curriculum, ensuring that these enable SEND students to access learning. Where providing support and intervention to students, ensure that the classroom environment or sensory space is clean and tidy.
- Champion the achievements of SEND students by highlighting quality work and creating displays of this within the SEND hub and in the wider school.
- Undertake all professional development as required for the role.
- Participate fully in the performance management and appraisal process



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Additional Responsibilities

- Attend all meetings as requested by the Headteacher or SENDO/Assistant SENCO in relation to the role.
- Additionally undertake:
 - * Fire marshall and first aid duties where applicable
 - * Duties during the working day
- Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by their Line Manager from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.



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PERSON SPECIFICATION

Receptionist - Person Specification

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> GCSE English & Maths (9 to 5) or equivalent 	<ul style="list-style-type: none"> 'A' Levels or higher Qualifications relating to SEND 	<ul style="list-style-type: none"> Application Certificates
Experience	<ul style="list-style-type: none"> Experience of working with children or young people 	<ul style="list-style-type: none"> Experience of working with SEND children Experience of working in a school setting Experience of working with young people exhibiting challenging behaviour Experience of managing confidential information 	<ul style="list-style-type: none"> Application References Interview
Special Aptitudes	<ul style="list-style-type: none"> Good knowledge of the challenges facing SEND children Knowledge of the 4 key areas of SEND Drive and enthusiasm Flexibility and adaptability Attention to detail Able to use initiative where necessary Excellent personal organisation Good under pressure Trustworthy 	<ul style="list-style-type: none"> Knowledge of good practice for managing behaviour in schools Literacy skills—to include good spelling, grammar and punctuation Numeracy skills 	<ul style="list-style-type: none"> Application References Interview
Interpersonal Skills	<ul style="list-style-type: none"> Ability to defuse difficult situations Confidentiality and discretion Good communication skills Good sense of humour 		<ul style="list-style-type: none"> Application References Interview



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OUR SCHOOL VALUES

H

HAPPY

Showing respect to one another.
Looking after our mental and
physical wellbeing.

A

ACHIEVING

Working towards our goals,
both academic and extra-
curricular. Showing resilience
and not being afraid to fail.

R

READY

Being punctual, equipped
and ready to learn every
day. Wearing our uniform
with pride.

T

TOGETHER

Working together in all
things - building a school
family characterised by
tolerance and kindness.

LOVE 'CARITAS' & TRUTH 'VERITAS'

"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they
may see your good deeds and glorify your Father in heaven."

John 15:12 and Matthew 5:16



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