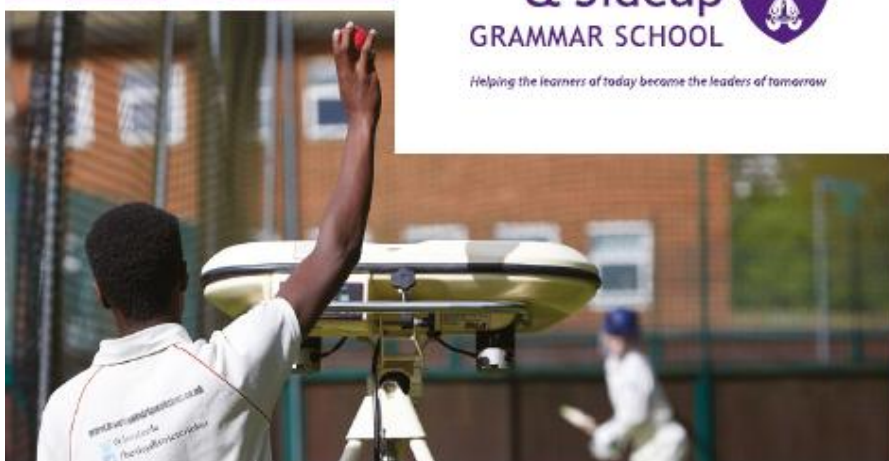




Chislehurst
& Sidcup
GRAMMAR SCHOOL



Helping the learners of today become the leaders of tomorrow



Teaching Assistant & SENCO Support Assistant Recruitment Pack



Dear Applicant,

Thank you for your interest in the position of Teaching Assistant at Chislehurst & Sidcup Grammar School. This is a fantastic opportunity for an enthusiastic Teaching Assistant to work with pupils identified as having special educational needs and disabilities.

Chislehurst & Sidcup Grammar School is one of the top performing grammar schools in the South East, based in the London suburb of Sidcup. We are a heavily oversubscribed mixed selective school where students excel, with many going on to Oxbridge or other Russell Group universities.

My vision for this School is to make Chislehurst and Sidcup Grammar School the very best place for a young person to grow up. To achieve this, it is essential that I meet three key targets.

Firstly, to ensure that all students are safe and feel safe at all times. Safeguarding is a priority at this school. Secondly that students are happy and ready to learn. Finally, that all students maximise their academic potential to enable them all to achieve their goals in life. Clear and committed professional advice and guidance is part of daily life for the students on their individual pathways to their chosen university, apprenticeships or employment.

If our vision is one you share then please do read on. We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification. We encourage applications from all candidates who would like to play their part in our work.

I look forward to welcoming you in person at Chislehurst & Sidcup Grammar School soon.

Nigel Walker, Headteacher



Our school

The school opened in the Autumn Term of 1931 and has been at three different sites since then. CSGS has been at the current site for over fifty years and has undergone considerable building development, ensuring that we have purpose-built buildings for Art and Design, Performance and Sixth Form study. There has also been the development of sporting facilities with flood lit netball courts and full gym equipment (which staff are able to use after school).

CSGS aims to educate and prepare for life, able students from all backgrounds. This mission is dynamically carried forward within a caring, happy and supportive community. We look to develop the character of our students focusing on resilience, intellectual curiosity, courage, creativity, commitment, responsibility, gratitude and compassion. The ingrained idea of excellence in school life allows students to reach the highest academic, sporting, cultural and aesthetic standards.

The special quality of learning in the classroom is equally matched by the richness of teaching that students experience. We aim to help our students to leave the school fully prepared for the future ahead of them and, as our school motto states, we believe that 'from hard work character grows'. *Abeunt studia mores*.

Whilst healthy academic competition is central to the CSGS ethos, there are also many opportunities for students to enter into the wider life of the school. Service to the school and community is enthusiastically performed and high levels of leadership and responsibility are actively taken on by students at all levels. There is a supreme belief that building CSGS's tradition of excellence comes not from dwelling on yesterday's successes but performing tomorrow's tasks.

Take a tour of our school. <https://virtualschooltour.co.uk/chisandsidgrammar/>



Why join the staff of Chislehurst and Sidcup Grammar School?
Academic success



CSGS is one of four grammar schools in Bexley and as such our students all pass an entrance examination in order to attend the school. Our results reflect both the hard work of the students and the teachers with the GCSE results for 2024 giving us a Progress 8 score of 0.82 and our A level students continuing to move on to top institutions.

The focus on the academic progress that the students make in the school is evident from the school's priority to ensure that the academic and pastoral support is on offer with the role of Head of Learning for each year group and a Learning Manager to provide a key link with parents.





Continuing Professional Development

As well as outstanding students who are keen to learn we look to have a happy staff who are able to develop professionally.

We offer an internal CPD programme that is personalised for a teacher's needs and considers the needs and wants of the teaching staff. There is a clear focus on Teaching and Learning with staff delivering thoughtful and thought-provoking sessions that always include opportunities for sharing of good practice and working together collaboratively. This sharing of good practice is encouraged further through all teaching staff being given time to visit another school to share ideas which can be brought back to their curriculum areas. There is also a specific training programme for any Early Career Teachers.

All new staff are also given a mentor to enable them to have a member of staff that they can go to for any additional support or questions that they may have as well as a member of the Senior Leadership Team being responsible for the Induction of New Staff. Working parties have also been used when staff are looking to develop a key issue.

Wellbeing

It is of vital importance to us that our staff are happy and enjoy coming to work. In order to enhance this, we offer wellbeing sessions where staff have the opportunity to learn a new skill and spend time with other staff. Staff here at CSGS are also a close community with free gym access to onsite facilities. The staff society also organise a Christmas party every year.

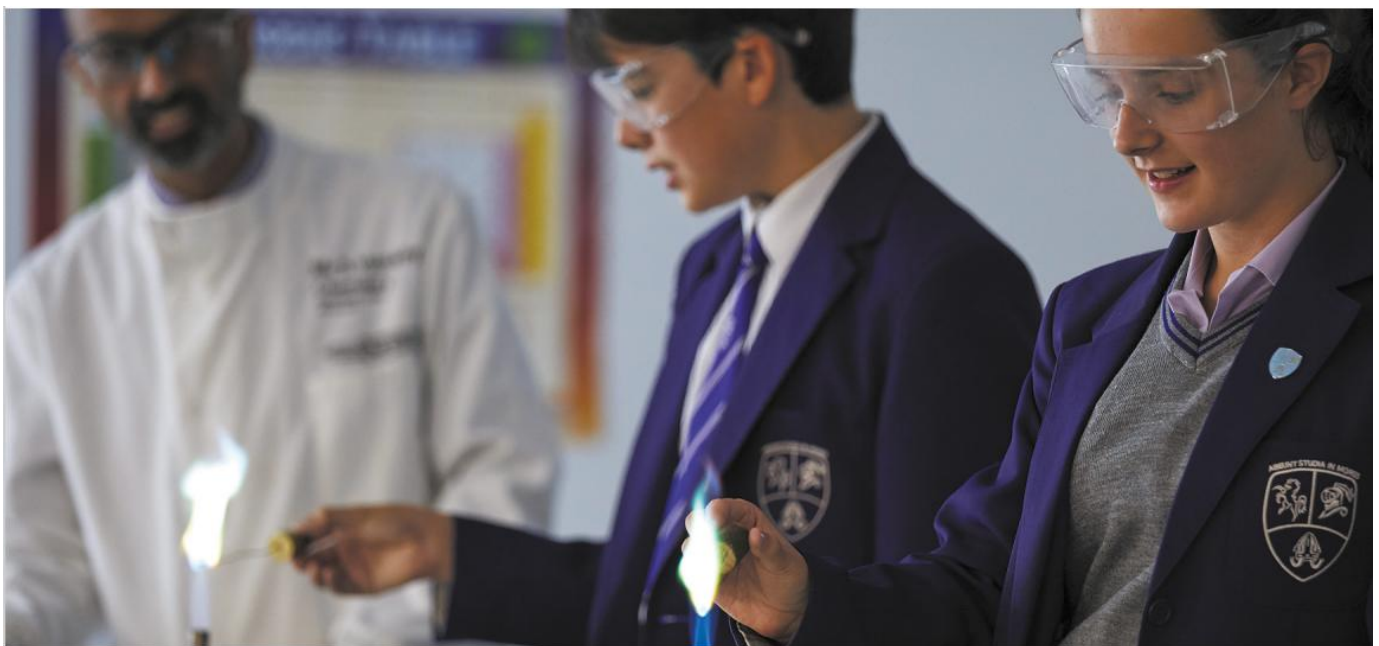
Our continued commitment to the wellbeing of our staff and students is further evidenced by achieving a Wellbeing Award for the support of the wellbeing of our staff and students.

We offer a comprehensive Wellbeing employee assistance programme 24/7.

Additional benefits



Further to this, we offer a competitive pay and pension scheme and to support parents we offer a priority to children of members of staff to join this school (subject to passing the 11+ examinations). All staff will also receive a tailored induction programme as well as a professional development scheme (as mentioned above) with the possibility of funding for additional qualifications. We offer discounted local gym membership (in addition to free use of our on-site facilities), free car parking on site, cycle to work and on-site dining with superb food.





Job Description

The role: Teaching Assistant & SENCO Support Assistant

Start date: October 2026

Salary: Bexley 06.1-06.4 (£30,288 - £31,611) FTE per annum. Actual £21,153 - £22,077 per annum

Contract: Part Time, Permanent

Hours: 30 hours per week, Term Time Only

PURPOSE:

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils including those with any special needs, to assist the teacher/senior staff in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, including the Learning Hub.

To assist the SENCO in supporting provision for pupils identified as having special educational needs and disabilities (SEND).

REPORTING TO: SENCO

MAIN RESPONSIBILITIES

1. Assist teachers in ensuring all pupils' continuing educational development through establishing constructive relationships and contributing to pupil information sheets, EHCP and medical care plans.
2. Assist teachers in fostering attractive learning environments to ensure that pupils spend their school life in stimulating surroundings.
3. Prepare, maintain and use equipment/resources required to support in the delivery of lesson plans/relevant learning activity and assist pupils in use.
4. To ensure accurate records and observations are kept so that pupils receive the maximum benefit from their education.
5. Administer routine tests and invigilate exams and undertake routine checking of pupil's work.
6. Ensure that Homework Club runs effectively and that pupils have a suitable environment to work in.



7. Support pupils with their learning in Homework Club.
8. To be a qualified first aider and administer first aid as and when necessary.

Job Activities:

- Supervise and provide particular support for pupils, including those with special and mental health needs, ensuring their safety and encourage pupils to interact with others and to engage in activities led by the teacher or in the Learning Hub.
- Set challenging and demanding expectations and promote self-esteem and independence, providing feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Establish constructive relationships with pupils, and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Assist with the planning of learning activities, monitoring pupils' responses to these, accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems as required.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Provide clerical and administration support for teachers, including administering examination forms.
- Assist in maintaining records for SEND students including medical and SEMH information.
- To support the SENCO with the organisation, co-ordination of meetings and conducting them when necessary.
- To liaise with relevant outside agencies to ensure that individual pupil needs are met effectively.
- To liaise with and inform parents/carers about the specifics of the SEN provision for their child under the direction of the SENCO.



- Ensure with the SENCO that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- To help assist the SENCO and ensure that the requirements of EHCP's funding applications are fully met.
- Support the SENCO with the observations of pupils who are raised through the SEN referral process and be able to identify traits of potential needs.
- Create and implement effective personalised plans of action to support pupils.
- To monitor the progress of students in SEND and advise the SENCO.
- To support the process of access arrangements in liaison with the examinations manager.
- Work with the SENCO and teaching staff to collate, track and implement EAA requests.
- Implement mentoring and therapeutic sessions with students following the relevant training.
- Provide emotional support to students with SEMH when necessary.
- Assist with the supervision of pupils out of lesson times, including before and after school. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the academy.
- To undertake other duties appropriate to the post as directed e.g. exam invigilation as and when required.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish productive working relationships with pupils, and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Attend and participate in training and other learning activities as required.



The Academy is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.



Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	• Good numeracy/literacy skills • 5 GCSEs in English and Maths • First Aid Qualification - Training will be given if necessary.	• DfES Teacher Assistant Induction Programme. • NVQ 2 for Teaching Assistants or equivalent qualifications or experience
SKILLS & EXPERIENCE	• Experience of working with children • Good record keeping and monitoring • Effective oral and written communication skills • Effective use of ICT support learning	• Working with children who have SEMH and/or SEND • Experience of supporting students with ASD • Experience of working in an educational environment
KNOWLEDGE	• Basic understanding of child development and learning • Ability to self-evaluate learning needs and actively seek learning activities • Work constructively as part of a team • Ability to relate well to children and adults	• Understanding of relevant policies/code of practice and awareness of relevant legislation • General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
SAFEGUARDING	• Suitable to work with children. All positions subject to a satisfactory enhanced DBS disclosure.	



How to apply

Further details together are available either from the school website www.csgrammar.com (Vacancies) or by emailing csgshr@csgrammar.com. Please complete your application form via www.TES.com. Applications will be considered on receipt and interviews may occur at any stage.

If you have any questions, please contact csgshr@csgrammar.com

References

Please note that it is our practice to take up references before shortlisting for interview. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your current/most recent employer. References from relatives or friends are not acceptable.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.

CSGS is an Equal Opportunity Employer. We do not discriminate on the basis of age, disability, sex, race, religion or belief, gender reassignment, marriage/civil partnership, pregnancy/maternity or sexual orientation.

We are fully inclusive and actively promote equality of opportunity for all. We welcome all applicants from a wide range of candidates.

Selection for roles will be based on individual merit alone.

How to find us

The school is located within a 5-minute walk from Sidcup train station which provides a quick connection to London, has local bus services and is close to both the A2 and M25.

<https://www.google.co.uk/maps/dir//Chislehurst+%26+Sidcup+Grammar+School%2CDA15+9AG>