



Assistant Teacher - SEND

Candidate Pack

Opportunity through community

Dear candidate,

Thank you for expressing an interest in this position. The Reach Free School is an 11 to 18-year-old school in Rickmansworth that serves pupils of all backgrounds and abilities. It was opened in September 2013 by teachers and local parents and continues to go from strength to strength.

Academic achievement, our school community, and a love of learning are key to this school's ethos, and we take great pride in knowing all of our pupils and what it is that makes them the individuals they are. Everywhere you turn in this school, pupils and staff work together to achieve the very best.

Our GCSE and A Level results are strong, we have a positive local reputation, and we remain innovative in our approach. All of this ensures that future generations of young people have access to an excellent, non-selective school right in the heart of their community.

Everyone involved in the school wants the very best for our pupils, and there are incredibly high expectations regarding their learning behaviour, how they conduct themselves, and the contribution they bring to the school. We expect all pupils to:

- Commit their best efforts to all that they do
- Work with their teachers to exceed their goals
- Support each other to achieve their potential
- Demonstrate exemplary behaviour in all that they do
- Take pride in their school and its community within its walls and beyond
- Enjoy learning

The school plays an active role in the community, working with local businesses, supporting local events and providing a hub for local services. Pupils are involved in the school's wider responsibilities, developing leadership and decision-making skills, communication and collaboration and independent, self-led learning.

The school was inspected by Ofsted in October 2024, who confirmed that effective action had been taken to maintain the standards identified at the previous inspection. As such, the school has elements that are outstanding and others that are firmly good. Attracting the very best staff is the most effective way to continue our development, which is important for us as we move through the school's second decade.

If you are passionate about contributing to the continued development of our unique school, then we look forward to receiving your application.

Richard Booth
Headteacher



The Ethos of the School

The Reach Free School's ethos and curriculum are designed, first and foremost, to meet the needs of the young people in the local area. The core of our ethos is to personalise the education of every pupil so that they can maximise their potential and realise their dreams and aspirations.

We believe in the following principles:

Achievement – Realised through recognising the individual needs of every learner

Community – Embracing, utilising and supporting the local community for the benefit of all learners and building partnerships to support teaching and learning

Enjoyment – A commitment to innovative practice and the application of technology to develop enthusiasm for learning

Features of The Reach Free School

A Smaller School – With 750 pupils, The Reach Free School is a close-knit environment, ensuring a strong sense of community.

Modern facilities - In September 2018, the school moved to a £19 million new home with first-class facilities throughout.

'Outstanding' Judgements - In October 2024, the school was inspected by Ofsted, confirming that effective action had been taken to maintain the standards identified at the previous inspection. Here, the school received outstanding judgements for the 'Effectiveness of leadership and management' and 'Personal development, behaviour and welfare'. Many of the strengths identified in 2019 remain in place, including "Pupils' experiences at this school are exceptional" and "pupils' behaviour is exemplary".

Transition – From September 2023, we reverted to four classes in year 7 after taking an additional form of entry in 2022. Each year 7 class benefits from its own Home Room and a dedicated Assistant Teacher for the first year. This Assistant Teacher is the form tutor for this class and supports learning in a range of subjects for their pupils. Together, these help ease the transition from primary to secondary school for the children and help us understand each child as an individual.

Focus on English and Mathematics – The school focuses on English and Mathematics, the building blocks for success in other subjects. Literacy and mathematics pervade teaching and learning at the school, and all teachers play a role in developing pupils' skills in these areas.

Reach Beyond – This is the school's all-encompassing wider curriculum, which includes a reading programme for key stage 3, a targeted academic support programme from year 10, our REACH Time PSHE programme and community projects, where pupils work together on local projects. Reach Beyond helps develop our pupils into creative, confident, and proactive individuals. At Sixth Form, we have a Reach Out programme for students as they prepare for life beyond school.

Technology-Rich – All pupils are provided with a school device, and teachers are encouraged to use the latest technology to teach creatively

Expectations

At The Reach Free School, we expect our staff to:

- Approach their role with enthusiasm and dedication
- Be committed to securing the best outcomes for the school
- Have a passion for education and be open to innovative approaches in everyday aspects of school life
- Lead their areas of responsibility and support the premises team, as required
- Be well organised and have excellent communication skills
- Be flexible in their approach to work, adapting to new challenges

In return, we will offer you:

- A happy and supportive working environment with high expectations and standards
- Access to the latest technology to assist in developing your teaching and learning
- Competitive salaries based on skills and experience
- A staff committee that organises various social events
- A comprehensive employee assistance programme
- A £500 new employee referral scheme
- Free parking
- A BUPA cash plan to contribute to medical care
- A Cycle to Work Salary Sacrifice Scheme
- Up to five days paid leave in compassionate, emergency or exceptional circumstances. For example, our staff can see their children perform in assemblies or shows.
- A network of outstanding practitioners to collaborate with and learn from, both in school and across the Watford Partnership for Teacher Training
- A comprehensive professional development programme, together with opportunities to further develop your career



Job Description

Job Title:	Assistant Teacher - SEND
Reports to:	SENCo
Hours:	Full-time hours are (8.00am to 4.15pm, Monday to Friday). Part-time working will also be considered
Salary Range:	Academy Trust Scale based on skills and experience (£22,280 to £27,394 (FTE))
Start Date:	March 2026

SEND Support at The Reach Free School:

The Reach Free School recognises that special provision must be made for pupils with additional learning needs and disabilities to ensure they have equal access to the curriculum, resources and facilities. We are committed to ensuring that pupils with SEND are supported to achieve their academic potential, feel fully included within the school community, and enjoy their learning experiences. Our approach is built on the belief that every pupil deserves the opportunity to thrive and be supported as an individual.

Our SEND team works collaboratively with teachers, parents, external agencies and, most importantly, the pupils themselves to provide high-quality support that meets a wide range of needs. We aim to encourage independence, confidence and resilience, celebrating success at every level.

Main duties

Assistant Teachers at The Reach Free School are responsible for supporting pupils in lessons and upholding ACE ethos of the school - achievement, community and enjoyment.

Achievement:

- Liaise with staff about interventions and strategies needed for identified pupils
- Supervise and provide support for identified pupils ensuring they have access to learning
- Assess and evaluate both the pupils' learning and the effectiveness of the provision for named pupils
- Work with teachers to assess the needs of individual pupils
- Observe, record and feedback information on pupils' achievements, progress and difficulties to teachers and the Head of House
- Assist with whole class teaching
- Assist in the design, implementation and review of Individual Education Plans for specific pupils
- Support, both as directed and through own initiative, groups of, or individual, pupils
- Prepare and maintain equipment/resources for use by pupils as directed by the teacher and assist the pupils in their use
- Use ICT to enhance the quality and variety of teaching and to support pupils in utilising this key tool in their own learning
- Monitor and manage the attendance and punctuality of pupils in their class, to school and to lessons

Community:

- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Encourage pupils to become independent learners and promote self-esteem

- Encourage pupils to engage in activities led by the teacher, giving pupils ownership of the task
- Promote inclusion and acceptance of all pupils
- Contribute to ensuring classroom and corridor displays of pupils' achievements are current and in excellent repair
- Liaise with parents, guardians and carers to maximise pupil wellbeing and achievement
- Attend regular meetings and training as required
- Assist with behaviour management in and outside of the classroom for all pupils in line with school's policies and encourage pupils to take responsibility for their own behaviour and learning.
- Supervise pupils in line with the supervision duty rotas
- All staff should share their talents, skills, ideas and enthusiasms for the benefit of the whole school and should be ready to accept responsibilities that extend beyond the classroom

Enjoyment:

- Create a purposeful, happy, secure and stimulating learning environment for their class
- Have a sympathetic understanding of every child's needs in their remit
- Maintain pupil and family confidentiality, be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Run extra-curricular activities and participate in trips and visits
- Secure high standards of behaviour in line with the School's Code of Conduct and Behaviour Policy
- Attend to personal professional development and ensure keeping abreast of national, local and school initiatives and best practice

Wider Responsibilities

- Take part in the school's performance management process
- Attend training sessions as necessary to support professional development
- Provide reception support for evening and weekend school events on a rota basis
- Carry out other tasks commensurate with their role, as directed by the Admin and Finance Manager or Senior Leadership Team

All staff are encouraged to contribute their skills, ideas, and enthusiasm for the benefit of the whole school community. They should be prepared to take on responsibilities beyond their core duties and support efforts to promote the school, such as open evenings and community events. All staff agree to undergo an enhanced DBS check.

Job context

The school welcomes individuals of a high professional standard and shares the responsibility with each member of staff for continual review and the development of expertise.

All members of staff make a valuable contribution to the school's development and, therefore, to the progress of all pupils.

The Academy Trust will endeavour to make any necessary, reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Review of Duties

The specific duties attached to any individual member of staff are subject to annual review and may be changed after discussion with the employee.

Salary

The Reach Free School operates its own payscale, which currently exceeds that of those used by other schools in the fringe area. The salary range for this position is between £22,280 and £27,394 FTE and will be awarded based on the experience, skills and suitability of the candidate. This is based on daily working hours of 8.00am until 4.15pm, during term time only.

Person specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none">GCSE Maths and English (grade A*-C/ 9-4) or equivalentRight to work in the UKKnowledge and experience of a range of interventionsExperience of working within a school environment.	<ul style="list-style-type: none">Education to degree level
Personal characteristics	<ul style="list-style-type: none">Genuine passion and a belief in the potential of every pupilHelpful, positive and calm natureAbility to follow instructions but make good judgements and lead when required	
Skills and Abilities	<ul style="list-style-type: none">Ability to motivate, inspire and support all pupils to achieve and succeedAbility to work flexibly, adapting to a pupil's changing needsAbility to liaise with other members of staff to record and track pupils progressAble to support activities and respond to the difficulties of the pupil, providing help and support where necessary as directed by the teacher or SENCoAbility to reflect and develop your practice for the benefits of all learnersAbility to solve problems and make decisionsAbility to work collaborativelyAble to communicate with a wide range of audiences, both verbally and writtenCommitment to The Reach Free School's core values of achievement, community, and enjoyment (ACE)Good numeracy and literacy skillsConfident and competent use of ICT	<ul style="list-style-type: none">Training in first aid

	<ul style="list-style-type: none"> • Training in child protection 	
Other qualities	<ul style="list-style-type: none"> • Awareness of health and safety requirements related to the role • A flexible approach to working patterns and expectations, understanding the evolving nature of the role and school • A desire to succeed in all aspects of the job • A commitment to the promotion of health, safety and safeguarding of children 	

How to apply

Completed application forms, along with recruitment monitoring forms, should be submitted in one of the following ways:

Electronically to:	Mrs Keri McKay, HR Officer, kmckay@reachfree.co.uk
By post to:	<p>The Reach Free School Long Lane Rickmansworth Hertfordshire WD3 8AB</p>

Once your application has been received, it will be acknowledged by email.

If submitting your application electronically, please save your form with your name at the beginning of the file name.

In compliance with Safer Recruitment guidelines, CVs will not be accepted.

Potential candidates may contact The Reach Free School with any questions on 01923 711517 or via email at kmckay@reachfree.co.uk.

Safer Recruitment

The Reach Free School is dedicated to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. To ensure we fulfil this responsibility, all candidates will undergo a thorough selection process designed to deter and identify unsuitable applicants. Details of this process are outlined below. Should you require further information, please do not hesitate to contact the school.

Disclosure

This role involves significant access to children, and any appointment will be subject to an enhanced Disclosure and Barring Service (DBS) check for previous criminal convictions. Candidates must disclose any convictions, cautions, or bind-overs, including 'spent convictions' as defined under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), prior to appointment. Failure to disclose relevant information may result in termination of employment. However, a

criminal background will not automatically exclude individuals from employment; each case will be considered based on the nature and timing of the offence(s).

Online searches

Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. The school will also carry out a prohibition from teaching check. Non-disclosure may lead to termination of your employment.



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