



## Graduate Teaching Assistant

Candidate Information Pack

2025/2026

**Learning Today: Leading tomorrow**

# About our school

Bentley Wood High School, Clamp Hill, Stanmore, Middlesex, HA7 3JW

## Our School

### **Learning today: leading tomorrow**

At Bentley Wood High School for Girls we are proud of our fine record of academic achievement within our safe, caring, stimulating environment where pupils learn happily and well. We encourage each girl to develop a wide range of skills and interests, to achieve her personal best and to work co-operatively with consideration for all members of our learning community at all times.

As a single sex school, we recognise that research has shown that our environment empowers girls to maximise their potential, participate fully in all areas of school life and achieve their very best.

Bentley Wood High School is a rich and diverse community. We celebrate our diversity and welcome further opportunities to learn from each other. Our partnership with parents is a strength of the school. Parents and carers consistently provide positive feedback and are very supportive of the school through our Parent Voice group.

We are extremely lucky to be in a school in such a beautiful natural setting which adds so positively to our working and learning environment. Please do not hesitate to come and visit us.

**I very much look forward to meeting you.**

Ms Naseema Akbar

Headteacher



# Job Description: Graduate Teaching Assistant

Purpose: To support students with significant special educational needs and disabilities (SEND) and/or English as an Additional Language (EAL) within the curriculum and pastoral provision and promote their wider inclusion in the life of the school.

Responsible to: Head of Inclusion

## Main Duties and Responsibilities

1. To be committed to and to promote the school's vision, aims, objectives and values;
2. To be committed to safeguarding and promoting the welfare of children, there will be involvement in regulated activity relevant to children; Please see our [Child Protection Policy and Procedures](#)
3. To support different groups of students at KS3, 4 & 5 in their learning across the curriculum;
4. To prepare differentiated resources for particular individuals or groups of students;
5. To support the teaching & network support team to develop new and innovative ways to support students in their learning across a number of subjects;
6. To discuss with subject teachers any specific requirements for a lesson e.g. special test arrangements, practical sessions, specific needs of a particular section of a course;
7. To track the progress of students who are specifically targeted for support;
8. To provide regular feedback about students on the SEND or EAL registers to the Head of Inclusion and Innovation or relevant teacher;
9. To provide brief reports for SEND or EAL review meetings;
10. To share effective strategies for supporting SEND and EAL students with the department and with other teachers in the school;
11. To contribute to risk assessments and risk assessment reviews on SEND and/or EAL students as appropriate;
12. To hear students read and support with literacy work three mornings a week;
13. To liaise with members of the team to contribute to planning for SEND and EAL students;
14. To work closely with the Head of Inclusion and Innovation and the EAL Coordinator;
15. To check daily for teacher absence, lesson cover and room changes which may affect students on the SEND or EAL registers;
16. Attend Inclusion and Innovation as well as departmental meetings;
17. To attend Parent's Evening.

## OTHER DUTIES

All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.

To comply with any reasonable requests from a leader/manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

# Person Specification:

Qualifications	Essential	Desirable	How measured
Degree or equivalent	✓		Application
Evidence of professional development	✓		Application and interview
Skills & Experience			
Have successful experience in working with a range of students with Special Educational Needs/EAL	✓		Application, references and interview
Good interpersonal skills, a high level of initiative, energy and enthusiasm	✓		Application, references and interview
Be able to communicate clearly and accurately both on paper and orally and to have a good command of English	✓		Application, references and interview
Be able to show initiative and know when to ask for guidance	✓		Application, references and interview
The ability to follow instructions in order for students to meet the tasks required	✓		Application, references and interview
Be well organised, able to prioritise and good at starting and completing tasks	✓		Application, references and interview
The ability to work as a member of a team and to have sensitivity and tact in dealing with a wide range of young adults and people	✓		Application, references and interview
The ability to remain calm under pressure, maintain complete confidentiality and discretion at all times	✓		Application, references and interview
Have good word processing skills and the ability to use Word and Excel	✓		Application, references and interview
Have knowledge of risk assessment procedures and/or be willing to be trained in this area	✓		Application, references and interview
Have or be willing to complete full First Aid training	✓		Application, references and interview
Qualities			
Commitment to student safeguarding and well being	✓		Application, references and interview
A commitment to the positive behaviours of students	✓		Application, references and interview
Commitment to equal opportunities	✓		Application, references and interview
A willingness to share in the school's educational vision	✓		Application, references and interview

Strong team player	✓		Application, references and interview
Self-motivation and a sense of initiative	✓		Application, references and interview
Open and transparent work ethic	✓		Application, references and interview
Flexible and adaptable in approach and hours if necessary	✓		Application, references and interview
Professional conduct and personal integrity	✓		Application, references and interview