



# Appointment of Teaching Assistant

Required September 2025

# Welcome from the Head



My priority over the past few years has been to improve the quality of teaching and learning and to open doors for every student that we are privileged to teach.

The school has undergone a great deal of change since I arrived in 2018. Some of these changes have been as a result of our own analysis and reflections on what we needed to do better, some have come about through the amazing new building project, and others have evolved as we have addressed our vision, ethos and purpose as educators .

We want our students to **ASPIRE**; to want to be the best they can be, to seize opportunities, be prepared to take risks and not be frightened of failure. We want them to **INNOVATE**; to think outside the box, be creative and curious, to be proud of who they are and to be able to work both collaboratively and independently.

We want them to show **RESPECT**; to be thoughtful and kind citizens who support each other, members of our school and local community.

Our motto, **Ad Astra**, to reach for the stars, represents the high expectations that we have for each member of our school community. Having dreams, goals, targets and a vision is an important driver to help keep us all motivated and make the learning journey purposeful and exciting. We want excellence in everything and we support and encourage everyone to be the best they can be in all that they do.







## Who We Are

- We are a 11-16 comprehensive school
- We are a 7 form entry, 210 PAN
- We are central to Redhill and have great access from the train station, easily accessible to the coast and London
- We are in SESSET along with The Ashcombe School and Therfield School
- Our last Ofsted Inspection was rated 'Good' in May 2023
- Our students make good progress and we continue to work hard to ensure their outcomes continue to improve

*“Pupils are proud of their school. They know that the staff work very hard to support them”*  
(Ofsted 2023)

# The Role

The key accountabilities of this role are to promote learning and behaviour in lessons and around the school, maintaining appropriate records on students with SEN and to adapt resources to make them accessible to students with SEN.

If you would like to visit the school or meet with the Headteacher to discuss the role further please feel free to contact us to arrange a convenient time.

**Job Title: Teaching Assistant**

**Salary: SESSET 4 £16,949 to £18,464 (FTE £23,860 to £25,993)**  
**30 hours per week/39 weeks per year**

**Line Manager: SENCO**

**Line Management of: N/A**

Contact Karen Ehren, HR Officer for more information  
[hr@carringtonschool.org](mailto:hr@carringtonschool.org) or 01737 764356 x208



# Benefits

- > Strong induction programme
- > Great CPD and training opportunities
- > Two-week October half term
- > Opportunities to **accompany visits locally, nationally and internationally**, such as skiing in Italy, hiking in Morocco and community project work in Uganda
- > Modern, spacious and well-equipped staff room
- > On-site parking
- > Confidential membership of Smart Clinic, our employee support service that covers legal, health, financial and lifestyle support for all staff
- > Annual pay progression within your pay grade
- > Laptops for all teaching staff and tablets for all teaching assistants
- > Start the day with free morning porridge!
- > Complimentary refreshments when attending evening events such as Parent-Teacher meetings and Open Evening
- > £1000 finders fee for staff who recruit other appropriate staff for us
- > London Fringe Allowance
- > **Annual flu vaccinations**
- > Paid lunch duties available

Our people really are what sets us apart, with a warm and positive culture that challenges and supports us to be our best every day.

Our holistic approach is evident in our innovative Excellence Programme designed to provide cultural capital, a beautiful Ecology Area that stretches alongside the Earlswood brook where we run our Forest School, and extensive enrichment opportunities.

# Role Description

## The Role

To promote learning and behaviour in lessons and around the school, maintaining appropriate records on students with SEN and to adapt resources to make them accessible to students with SEN

## Key Tasks

- Support statemented students, to ensure that they have the correct equipment for lessons, engage with learning set by the teacher, remain on task and write down and understand home learning
- To keep records on SEN students' difficulties, triggers for behaviour, successful strategies and to monitor & review targets
- To keep the teacher informed of the IEPs targets of SEN students and to assist in assessing students' work and behaviour against these targets
- To work with other students in the class as agreed with the teacher
- To assist with the supervision of students between lessons
- To familiarise yourself with the schemes of work used with each class
- With the SENCO or HOY, to contribute to the setting targets for IEPs / PSPs and to the review of these targets at predetermined intervals
- To contribute to the annual review of students' statements & meet with parents as needed
- To contribute to records on students with SEN, as requested
- To alert the SENCO to any students not yet on the SEN Register who appear to be having more learning or behavioural difficulties than is usual in the class
- To enable thinking skills development by providing appropriate intervention to ensure the student's understanding of the task.
- To support problem solving skills by providing opportunities to develop investigative skills, encouraging students to seek a range of solutions.
- To provide support for developing learning skills to enable students to become more aware of their own thinking as an active process.
- To give support for increased self-esteem and self confidence/emotional skills development, by encouraging students to build on existing effective relationships in order to share ideas and opinions with peers and adults.
- To encourage the use of collaborative skills by assisting students to learn to work with others.
- To actively support the approach of the teacher in behaviour management and reinforce agreed rules in working with students.
- To encourage students to take responsibility for & be proud of their learning
- To provide support for the teacher by offering feedback about the progress of individuals, in order to assist in planning.

## General Responsibilities

- To attend meetings and contribute to organisational policy
- To work within the performance management process of the School, to evaluate performance and take full advantage of training
- To undertake reasonable duties at the request of the Headteacher, eg such as examination invigilation, a break duty and student displays

## Safeguarding

The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Carrington School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.





# Person Specification

	Essential	Desirable
<b>Qualifications and Training</b>		
Degree level education		✓
Experience of working in a school		✓
<b>Skills and Abilities</b>		
	✓	
To manage own workload	✓	
To complete tasks to deadlines	✓	
Ability to work on several different projects/areas at the same time	✓	
Experience using first rate IT skills in all MS Office applications	✓	
To have worked in an administration environment and/or school/college environment	✓	
To have experience dealing with confidential matters	✓	
To have used a Management Information System (MIS) within an educational setting or equivalent	✓	
Time management and planning skills to prioritise workload and balance conflicting demands to meet strict deadlines	✓	

## Person Specification continued

	Essential	Desirable
To work with a high degree of accuracy	✓	
To work well under pressure	✓	
To work flexibly	✓	
To work without close supervision	✓	
To work well both as part of a team and independently, demonstrating initiative (regularly review own (and team's) work and take the initiative to suggest ideas to make improvements	✓	
To follow relevant policies, procedures and regulation to complete work	✓	
To adapt quickly to changes in regulations and processes	✓	
To deal with enquiries in a professional and sensitive manner	✓	
To work in a confidential manner and observe and adhere to data protection regulations	✓	
To commit to safeguarding and promoting the welfare of young people	✓	
<b>Personal Attributes</b>		
Excellent communication skills with the ability to relate well to students and adults	✓	
Integrity, honesty, consistency of approach and a respect for others	✓	
Energy, enthusiasm, determination, aspiration and an insistence on high standards	✓	
Be able to work under pressure, prioritise and manage time effectively	✓	
Good health and attendance record	✓	





Aspire Innovate Respect

Closing date for applications is  
**10:00am on Monday 26 May 2025**

Applications will close should a suitable candidate be appointed

Interviews will be held on **TBC**

For an informal discussion about the  
role please contact the HR Manager,  
Karen Ehren  
[kehren@carringtonschool.org](mailto:kehren@carringtonschool.org)





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information about our  
school



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