



Teaching Assistant



Enquiries

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Cranbrook School
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www.cranbrookschool.co.uk

THE SCHOOL

Cranbrook School is a mixed state grammar school with c.900 pupils aged 11-18 years, including around 250 boarders. It was founded in 1518. Following an academic test, day pupils come from the local catchment, whereas boarders are admitted from a wider area. Although it is a selective school, Cranbrook admits a wider ability range than many other grammar schools and provides a challenging and supportive curriculum so that students of all abilities are catered for. The value-added scores that are achieved each year bear testimony to the success of our provision. Our most recent Ofsted inspections rated us as 'Outstanding' (boarding, 2025) and 'Good' (education, 2022).

Pupils join at the age of 11 or 13, and in Year 10 they start GCSEs in nine or ten subjects. Most students then qualify for the Sixth Form, this being supplemented by a healthy intake into Year 12 from other schools. All Sixth Formers take at least three A levels and can choose the EPQ and other qualifications in addition.

For a state school, the facilities are impressive. Within the seventy acres of school grounds are found the six boarding houses, the Queen's Hall Theatre (used for assemblies, school productions, visiting theatre companies and concerts), a large library and lecture theatre. Sports facilities include a large sports hall, dance studio, cardio gym, weights room, heated outdoor swimming pool, squash courts and extensive playing fields and facilities for games - hockey, rugby, cricket, netball, tennis and athletics – as well as an astro-turf pitch. The school also possesses a Performing Arts Centre that houses a drama studio and music practice rooms, and a vibrant Sixth Form Centre. The school boasts an Observatory named after Dr Piers Sellers OBE, an Old Cranbrookian and NASA astronaut.

Cranbrook is keen to educate the whole person and to this end it runs a wide programme of extra-curricular activities, including the Combined Cadet Force and Duke of Edinburgh Award Scheme, as well as a broad range of sports, music and drama, both during the week and at the weekend. We have a long tradition of overseas trips and, in recent years, groups have travelled to South America, Portugal, Nepal, and southern India for sports tours, exchanges, adventure, and to work on projects.

Cranbrook's boarding houses each have their own ethos and identity and a marked sense of house pride. There is a full fixture programme on weekends and a variety of trips and activities on Sundays, for which a number of staff give up their time. The boarding life of the School offers both staff and students new and enriching experiences and makes this an exciting and fun place to work.

Cranbrook is an active school which will appeal to those prepared to give generously of their time and to take the progress and development of their students very seriously. The school seeks to appoint staff who will involve themselves fully in the life of the school, and applicants are invited to indicate areas where they would be able to make a contribution. We welcome Early Careers Teachers and have a number of experienced mentors on our staff. ECTs and their mentors are offered additional support via Teach in Kent to help ensure a positive experience during the two-year training.

Benefits of working at Cranbrook include:

- Priority entry for staff children
- Lunch in the dining hall every day
- Use of the sports facilities and gyms
- Regular socials and use of our on-site bar, the Coach House
- A rural site in a small country town, Cranbrook is around fifteen miles from Maidstone, Ashford, Hastings and Tunbridge Wells, and London is just an hour away by train from nearby Staplehurst.

General information about the school can also be found on our website at www.cranbrookschool.co.uk.

JOB DESCRIPTION

Job title: Individual Needs Teaching Assistant

Line Manager: SENCO

Responsible to: Bursar

Job Purpose

Supporting the teaching and learning for a student with Autistic Spectrum Condition. The candidate will ideally need to have a good understanding of students with additional educational needs and relevant experience in working with them in an educational setting. Applications are particularly welcome from candidates with specific prior experience of working with students with an identification of autism or sensory needs.

Duties & responsibilities

- To assist the student with engaging with their learning across the curriculum
- To deliver individual therapy programmes under the direction of a specialist
- To liaise with other agencies in order to provide the student with holistic support.
- To assist in implementing relevant aspects of the SEND CoP 2015
- To apply the Academy's Inclusion and Equal Opportunities Policy.
- Promote a positive view of SEND students with special educational needs throughout the Academy.
- Enable the student to develop their confidence, interpersonal skills, self-esteem and independence.
- To support the teaching staff in enabling the student to achieve high quality learning outcomes.
- To work under the guidance of the teaching staff to support teaching and activities to promote the students' social and emotional development.
- Working under the direction of teaching staff to plan and deliver a range of learning activities, including differentiating (and individualising) learning materials where required.
- Enabling learning and providing appropriate support whether in the classroom, home or in withdrawal sessions, under the direction of teaching or other relevant staff
- Assisting the student in the development of their organisational and independent learning skills.
- Supporting the student in social settings during unstructured times of the school day.
- Monitoring and evaluating the students' responses to learning activities through observation and planned recording of achievement.
- Contributing to the delivery of local and national learning strategies; initiating other learning activities to support the development of the student's skills, and recording achievement against predetermined learning outcomes.
- Providing verbal feedback to the student on their progress and achievement.
- Providing feedback to teaching staff on student's progress and achievement.
- Providing specialist support for the student in tests and examinations.
- Assisting with the implementation and reviewing of provision sheets.
- Assisting with the supervision of the student outside of lesson time, including extra-curricular activities.
- Keeping daily records and contributing to reports as a part of the review procedure for SEND students.
- Contributing to behaviour management around the Academy and with individual students as appropriate.
- Carrying out administrative, clerical and organisational tasks related to support the work of the Learning Support team.
- Safeguarding and the Health and Safety of students.
- Being fully involved in supporting the Academy Evacuation Procedure, including procedural briefing on emergency evaluation (including refuge communication points and the use of relevant apparatus).
- To contribute to Annual Reviews as appropriate

General:

- Maintain confidentiality inside and outside the workplace.
- To report any concerns in accordance with Safeguarding procedures.
- To be familiar with and comply with all relevant Academy policies and procedures as necessary
- To attend all relevant meetings and INSET days, and any relevant external courses.
- To undertake other reasonable tasks relevant to the needs of the Academy

• Person Specification

The candidate will ideally need to have a good understanding of students with additional educational needs and relevant experience in working with them in an educational setting. Applications are particularly welcome from candidates with specific prior experience of working with students with Autistic Spectrum Condition and/or ADHD.

Essential	Desirable
Qualifications & Education • Good standard of general education together with good numeracy and literacy skills	
Experience • Experience of working with students with autism and/ or selective mutism	• Experience of working with parents and carers and outside agencies • Ability to relate well to teenage children and adults, understanding their needs and being able to respond accordingly.
Knowledge & Understanding • Understanding of safeguarding principles • Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.	• Knowledge of boarding school life
Skills & Abilities • Strong interpersonal and communication skills • Ability to build positive relationships • Have a creative approach to problem solving and use this to inspire and motivate students • Be able to use basic technology • Ability to remain calm and respond appropriately in emergencies • Teamwork skills • Flexibility and willingness to contribute to a busy environment	• Good influencing skills to encourage pupils to interact with others and be socially responsible. • Must be flexible with effective time management skills. • Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations. • Excellent communication skills in order to build rapport with adults and students both verbally and in writing.
Personal Qualities • Enthusiastic, motivated and proactive • Responsible and reliable • Professional, with integrity and good judgement • Approachable, supportive and empathetic	

Outline of Role terms:

(to be confirmed by your contract and agreed with your Line Manager and the Bursar)

- Pay grade: 15
- This role is term-time only plus inset days
- If you would like further information, please contact Delyth Davies on 01580 711848 or DaviesD@Cranbrook.kent.sch.uk

Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment.

All offers of employment are subject to the following pre-employment checks:

- Satisfactory enhanced Disclosure and Barring Service (DBS) check (including a check of the children's barred list).
- Verification of right to work in the UK.
- References from your current and previous employers.
- Verification of employment history and explanation of any gaps.
- Identity check and confirmation of relevant qualifications.
- Where applicable, overseas police checks for periods of work or residence outside the UK.

We follow the statutory guidance in **Keeping Children Safe in Education (KCSIE)** and adopt safer recruitment practices throughout our selection process. These checks are part of our commitment to creating a safe and supportive environment for the children and young people in our care.

Terms and Conditions of Service

General

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School. The post holder will be required to attend statutory and mandatory training.

Safeguarding and Child Protection

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Cranbrook's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.