



HOE VALLEY SCHOOL

TEACHING ASSISTANT

JOB DESCRIPTION AND PERSON SPECIFICATION

SALARY: £22K to £25K dependent on experience

The School

“Hoe Valley School is an inspiring environment at the heart of its community where every student’s experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve their highest potential.”

Hoe Valley School is:

- An oversubscribed secondary school that opened in September 2015 to serve the local community of South Woking
- Delivering innovative and exciting lessons to years 7-13
- Committed to ensuring our students leave us with excellent academic outcomes, the skills to be ‘work-ready’ and the traits of excellent global citizens
- Following the National Curriculum, where Maths and English are taught every day
- A Google School with ICT fully embedded in all curriculum areas
- Committed to learning which is relevant with links to the ‘real world’ of business, higher education and the local community
- In a state of the art, new School completed in September 2018 on Egley Road, Woking
- Committed to supporting our staff to have a good work / life balance by offering longer school holidays, bespoke CPD programmes, minimising paperwork and meetings, and ultimately by trusting our staff to deliver excellent outcomes

The Role

To support the teaching and learning of students under the guidance of the responsible teacher and SENCO. The Teaching Assistant will lead on a specific area of SEND provision (such as small group tutoring) and develop an area of expertise to meet the needs of our cohort and reflect the individual’s skill-set.

Role Information

Contract: Term time, Permanent

Hours: 37.5 hours per week. Monday to Friday 8:00-4:00pm (including 30 minute unpaid lunch break)

Salary: **£22,000 to £25,000 actual salary** (FTE £26,507 to £31,175) dependent on experience

Start date: We are recruiting for 2 positions, starting June and 1st September 2026

Responsible to: SENCO and ultimately the Head Teacher

CORE RESPONSIBILITIES

Supporting Teaching and Learning

- To support the teaching of English, Maths and Science within the age range 11-18 and within other subjects as required. You will work with students with an EHCP on a 1:1 level and within small intervention groups. You will share the school's vision and the belief that all young people can achieve at high levels.
- To help support students in mixed-ability groups ensuring they meet the objectives of the lesson
- To plan, prepare and deliver small group/whole class learning under appropriate supervision
- To ensure that resources and displays are organised and available to promote a purposeful environment for teaching and learning to take place
- To ensure that the classroom presents a stimulating environment through the display of student's work and other exemplar materials

Supporting Progress and Attainment

- To promote the inclusion of all students in the school curriculum and to support students with complex needs where appropriate
- To attend internal and external meetings as directed
- To communicate with parents / carers to celebrate successes and inform them of issues promptly when appropriate
- To attend SEND review meetings and contribute to Education and Health Care Plans as required

Supporting Behaviour and Safety

- To ensure the absolute safety of all students on and off site
- To support identified students who follow alternative curriculum pathways
- To model and enforce excellent standards of behaviour within and beyond the faculty in line with school policy
- To attend year group meetings as required

The above list is not exhaustive and may be subject to amendment in due course in discussion with the relevant employee.

PERSON SPECIFICATION

Essential	Desirable	Assessment Criteria
Qualifications & Competencies		
A* - C grade in English and Maths at GCSE level or equivalent	Evidence of other relevant CPD qualifications	Application form
	ELSA or ELA trained	Application form
Experience		
Experience working with young people in both 1:1 and small group settings		Application form & interview
	Experience of working in a Primary or Secondary school setting	Application form, interview & reference
Skills and Attributes		
<p>Alignment with HVS Values:</p> <p>C - Courtesy: model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect</p> <p>I - Integrity: fair and honest, trustworthy, committed to earn success through hard-work</p> <p>R – Resilience: Not giving up when times are tough, demonstrating endurance</p> <p>C - Community: A strong sense of responsibility to the community to improve the quality of the local environment for its residents</p> <p>L - Leadership: show leadership in thought and action, being open to new ideas and overcoming adversity to achieve success; communicating effectively</p> <p>E - Enthusiasm : a positive attitude towards life, passion, curiosity and a lifelong love of learning</p>		Application form, interview & reference
Excellent interpersonal skills with strong levels of numeracy and written and oral communication		Application form, interview & reference

Be a team player, support all aspects of School life and relentlessly pursue what is best for the students		Application form, interview & reference
Strong attention to detail where only the best is good enough		Application form & interview
Ability to remain calm, good humoured and strategic in challenging contexts		Application form & interview
Able to communicate effectively with peers, students and staff across the School		Interview & reference
Commitment to the ethos of the School		Application form & interview
Safeguarding		
2 satisfactory written references including from current/most recent employer		Application form & reference
A satisfactory enhanced DBS check		DBS Process