The Sheiling
Ringwood

RECRUITMENT PACK

TEACHING ASSISTANT



An exceptional SEND school and college where individuals are cared for and valued.

ABOUT THE SHEILING RINGWOOD

Our mission is to create an educational, therapeutic community and environment, which upholds each person's human integrity and spiritual wholeness and where every child and young person, both because of and despite their individual challenges, has something to give and something to learn through all of their relationships with others.

Students are encouraged and supported to become resourceful and caring individuals, to explore the world of feelings, behaviour and values. We focus on building confidence and skills in different environments and social groups, whilst also developing functional independence in preparation for adult life.

Our school and college offer an individualised and flexible approach to placements: 38-week, day, extended day, weekly and termly boarding. On our 45-acre woodland site we provide a living, working and learning environment that is comfortable, beautiful and natural, befitting of a home away from home with extensive SEND facilities.

> **"The inspection team were impressed by the strong culture of teamwork that exists and that parents and carers are overwhelmingly positive about the school's work."**
>
> *OFSTED SCHOOL EDUCATION 2024*



ETHOS AND CORE **VALUES**

The Sheiling Ringwood is a Camphill Community. It is committed to maintaining a therapeutic community environment that is based on the social and educational principles of Rudolf Steiner. Essential to these principles is the recognition that behind every disability, each person's human integrity and spiritual wholeness is inviolable.

This means that every student, both because of and despite their disabilities, has something to give and something to learn in all of their relationships with other children/young people, with staff, teachers, carers, friends and family. The Sheiling Ringwood strives to maximise the diverse social and educational opportunities of community living, within a safe and secure environment, as a stepping-stone for each student's fulfilment of their potential.

> **"Our child is at the heart of every little thing the staff do. We feel blessed to have found this place; it is like my child has a second family.."**
>
> *OFSTED RESIDENTIAL INSPECTION 2024*



We believe that mutual recognition and acceptance, within a distinct community setting, enables both the individual independence and social connectedness that form the basis of growth and change. We believe that recognising each child's/young adult's human and spiritual integrity means to educate and care for the whole person, intellectually, morally and physically. The Sheiling's School and College seek to broaden each student's horizons along with their confidence and ability to access the wider community beyond.

THE **IMPORTANCE** OF OUR STAFF

The success of The Sheiling Ringwood is based on the strength of positive relationships between our students and also between our students and staff. We are thrilled that the impact of these relationships is recognised and lauded by Ofsted and CQC.

Our staff provide the flexible and individualised support that each student deserves. Our teams are well trained, supported, valued and recognised as pivotal to the happiness of our young people and the successful outcomes achieved by them in the key areas of education and life-skills.



STAFF **BENEFITS**

- Fantastic working environment with beautiful outdoor space
- Enhanced DBS Check paid for
- Employers pension contribution at a minimum of 8%
- Annual salary review
- Employee assistance programme
- A minimum of 31 days paid holiday per year (FTE)
- Onsite free parking
- Bike 2 Work Scheme
- Regular support and Supervision from Line Managers throughout the year
- Minimum of circa 10 days’ paid inset/ training per year
- Access to funded RQF qualifications through dedicated career pathways
- Induction for all new starters on commencement, followed by targeted 5 day Foundation programme

For more information please visit **thesheilingringwood.co.uk/benefits**

JOB **DESCRIPTION**



Job Title	**Teaching Assistant**
Responsible to	**Class Teacher**
Hours per week	**35 hours per week**
Weeks per year	**41 weeks per year**
Salary	**£23,731-£24,490 (term time)** **£25,951-£26,782 (full time equivalent)**

ROLE **SUMMARY**

To provide reliable and consistent support for the class teacher, playing a key role in supporting the whole class.

You will be involved in supporting the delivery of all aspects of the School/College curriculum, in line with the School/College teaching and learning policies.

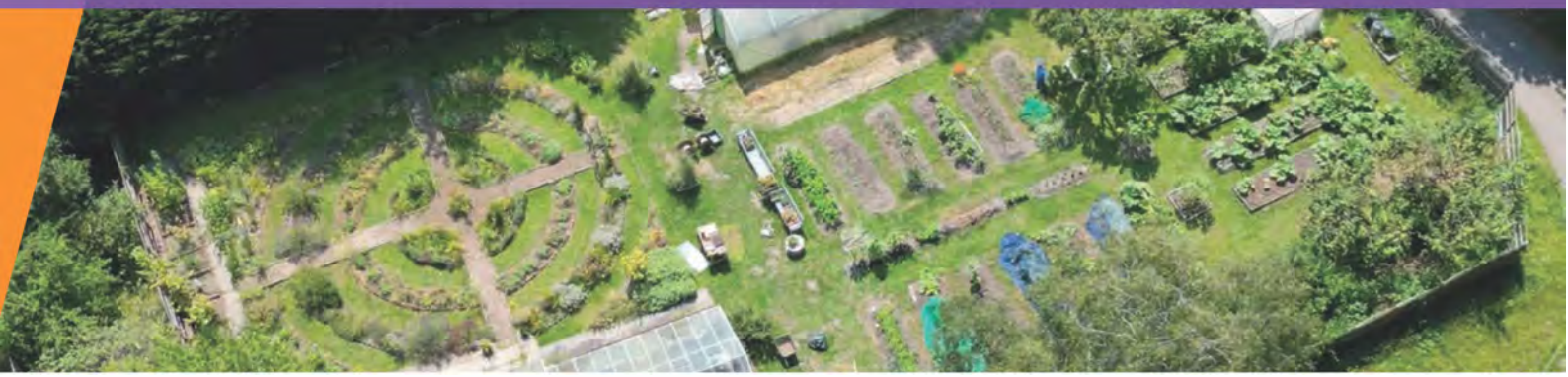
The role includes taking responsibility for some timetabled small group or individual lessons and providing occasional teaching cover for the class teacher, e.g. for illness and attending reviews.

The role will require the post-holder to deal at times with challenging behaviour.



SUMMARY OF **DUTIES** AND **RESPONSIBILITIES**

> **I found the recruitment process incredibly easy. HR are a dream with all the help and encouragement I could have wished for and more. Such a good organisation, everyone so friendly and helpful.**
>
> *NEW MEMBER OF STAFF 2024*



- Supporting the class teacher in delivering the School/College curriculum, providing skilled support to enable learners to make progress
- To provide support for students to enable them to participate and learn, as appropriate
- for their specific difficulties that include
  a) communication and interaction difficulties,
  b) cognition and learning difficulties,
  c) behavioural, emotional and social difficulties and
  d) sensory and/ or physical impairments
- To provide skilled support to enable students to develop their literacy, numeracy and IT skills
- To react and respond effectively to behaviour that challenges using positive behaviour support strategies.
- To provide students with clear expectations and encourage appropriate behaviour, role model conduct, and clearly communicate boundaries.
- To provide skilled support for students to enable them to learn in formal, informal and new learning situations beyond the classroom and in the community
- To contribute to student assessments, recording and reporting of student progress, risk assessments and reviews.
- To take responsibility for some timetabled small group or individual lessons and providing teaching cover for the class teacher in their absence. This will require providing guidance to other support staff in the class.
- To cover for colleagues as directed, sometimes at short notice, and working with other timetabled class groups or ability groups.
- Balancing giving students the support they need with encouraging appropriate levels of independence.
- To prepare teaching resources, including modifying and adapting these to ensure students' learning needs are well met.

- Assist with the provision of personal care for the students. In line with Study Programmes and Individual Education Plans (IEPs), to balance giving direct support with encouraging appropriate levels of independence

- To contribute to maintaining a clean, safe, ordered and welcoming teaching environment

- To Maintain comprehensive and accurate records both paper-based and electronic

- To support and guide students during lunch times and in completing domestic or leisure activities within the School/College Houses

- To work collegially as a member of a team, demonstrating clear communication with colleagues

Additional duties and responsibilities

- Attend staff meetings, briefings, relevant internal and external reviews (as required by the class teacher) and pre/post-term planning meetings, training and development sessions

- Attend up to five Sheiling Ringwood events per year that take place during a weekend e.g. Summer Festival, parent/carer event

- You may be required to join a class residential "trip" based off the Sheiling site. This will mean being residential and working beyond your normal working hours during this week

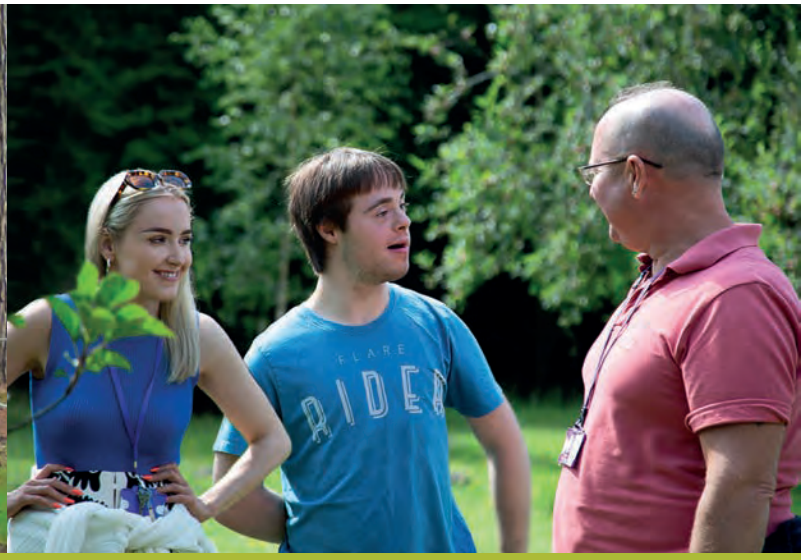
- Behave in such a way as to set an example to the students of mature and appropriate behaviour which is representative of The Sheiling Ringwood's ethos and standards

- Adherence to all The Sheiling Ringwood's policies and procedures

- Performing with appropriate professional care any other tasks, duties and responsibilities within reason that further the aims and objectives of the Sheiling Special Education Trust

> **"A welcoming and inclusive process from application to appointment in role, with excellent training and support throughout. A wonderful place to work, so rewarding with excellent team support and a feeling of family and inclusion."**
>
> *NEW MEMBER OF STAFF 2024*





PERSON **SPECIFICATION**

QUALIFICATIONS, EDUCATION AND TRAINING

Essential

Level 2 or higher in Literacy and numeracy

Demonstrable commitment to own CPD

Willingness to undertake training/qualifications beneficial for role

Desirable

Teaching Assistant Qualification

PROACT-SCIPr-UK

KNOWLEDGE AND UNDERSTANDING

Essential

Good verbal and written communication skills

Openness/interest in Camphill Curative Education

Comfortable with possibility of facing challenging behaviour

Open to providing support for personal care
Interest in and empathy with students with learning difficulties and disabilities

EXPERIENCE

Essential

Relevant previous experience with people with learning difficultie

Desirable

Rudolf Steiner/Curative Education experience

Working in an SEN environment

Working in a residential educational setting

TECHNICAL SKILLS

Essential

Good basic level of IT skills

Desirable

Signalong, Makaton, PECs, Total Communication

INTERPERSONAL SKILLS

Essential

Communicates effectively and appropriately with people who may have widely differing levels of communication abilities

Able to establish and develop effective and productive relationships with student, colleagues and parents

High level of common sense

Ability to work independently and as part of a team





MOTIVATION AND APTITUDE

Essential

Demonstrable suitability to work with children and young adults with complex support needs

Patient and calm particularly at times of pressure.

Passionate in seeking to maximise opportunities for students to develop themselves

Provides a positive role model for students and less experienced peers

Resilient to periods of high/demanding emotional intensity

Reliable, flexible, motivated and enthusiastic

OTHER

Essential

Ability to participate in light sporting or leisure pursuits

Willingness to participate in swimming activity

Physical capacity to react quickly in response to emergency situations
(kneeling, running or similar)

Desirable

Able to swim

Clean full UK driving licence

Competent and accredited to drive Trust vehicles include mini buses

“Working at The Sheiling Ringwood (TSR) has been an incredible experience. The recruitment process was transparent, welcoming and efficient, and now, being part of this team is inspiring. TSR’s culture of promoting collaboration and personal growth makes each day rewarding. I am learning and growing continuously, contributing to an enriching professional experience.”

MEMBER OF STAFF 2024



SAFER RECRUITMENT

The Sheiling Ringwood (TSR) is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment.

We reserve the right to vary or amend the duties and responsibilities of the post and the post-holder at any time according to the needs of its Charitable business.

An enhanced DBS and Barred List Check will be required. Staff are also prohibited from promoting extremist/radical religious or one-sided views whilst working at TSR and/or whilst participating in activities associated with their employment.

Your Right to Work will need to be established as part of the appointment process. We will also carry out an online search for all shortlisted candidates, in line with the latest Keeping Children Safe in Education (KCSIE) guidelines.

For more information please visit **thesheilingringwood.co.uk/recruitment**

> **“Their safety and safeguarding practice are managed like a golden thread that runs through all aspects of the children’s care.”**
>
> *OFSTED RESIDENTIAL INSPECTION 2024*



The Sheiling
Ringwood



The Sheiling Ringwood School & College

Horton Road, Ashley, Ringwood BH24 2EB
tel: 01425 477488

HR: hr@thesheilingringwood.co.uk
Recruitment: applications@thesheilingringwood.co.uk

BH24 2EB will take you to the centre of the postcode. Following just the postcode will not bring you to us, but to another site within the same postcode. Please use the Horton Road turning from the Ashley Heath roundabout to accurately find us.

Alternatively, use our what3words grid reference:
w3w.co/declines.dusters.tractor

thesheilingringwood.co.uk