



RECRUITMENT PACK

TRAINEE SUPPORT
ASSISTANT (TSA)



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.



“ Parents and professionals are overwhelmingly positive about the impact that staff have had on their child’s progress, emotional well-being and physical growth. ”

OFSTED SCHOOL EDUCATION 2024

STAFF BENEFITS



Fantastic working environment with beautiful outdoor space



Onsite free parking

Bike 2 Work Scheme



Enhanced DBS Check paid for



Regular support and Supervision from Line Managers throughout the year



Employers pension contribution at a minimum of 8%

Annual salary review

Employee assistance programme

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



A minimum of 31 days paid holiday per year (FTE)

For more information please visit thesheilingringwood.co.uk/benefit

JOB DESCRIPTION



Job Title	Trainee Support Assistant (TSA)
Responsible to	Teacher and/or House Manager/Deputy House Manager
Salary	Minimum Wage (age related)
Hours	35 hours in assigned class or residential house

ROLE SUMMARY

The primary purpose of the TSA's is to provide a career pathway for young people at the age of 16 or 17 and start the steps to become a Teaching Assistant (TA) or residential Support Worker (SW). Venue of placement (classroom or residential) will be based on applicant's area/role of interest as a future career pathway.

The TSA will be mentored and shadow experienced TAs and SWs in how to provide 1:1 support in the care of children and young people with special needs, within a residential school or college community, and in implementing the children and young person's individual learning plans by encouraging and supporting the development of social, educational, communication and emotional abilities of the children and young people.

The TSA's will be supernumerary and at all times working alongside the Teacher and TAs in the classroom, or within a residential house team with the House Manager/Deputy House Manager and SWs, with the day-to-day running of the class or house.

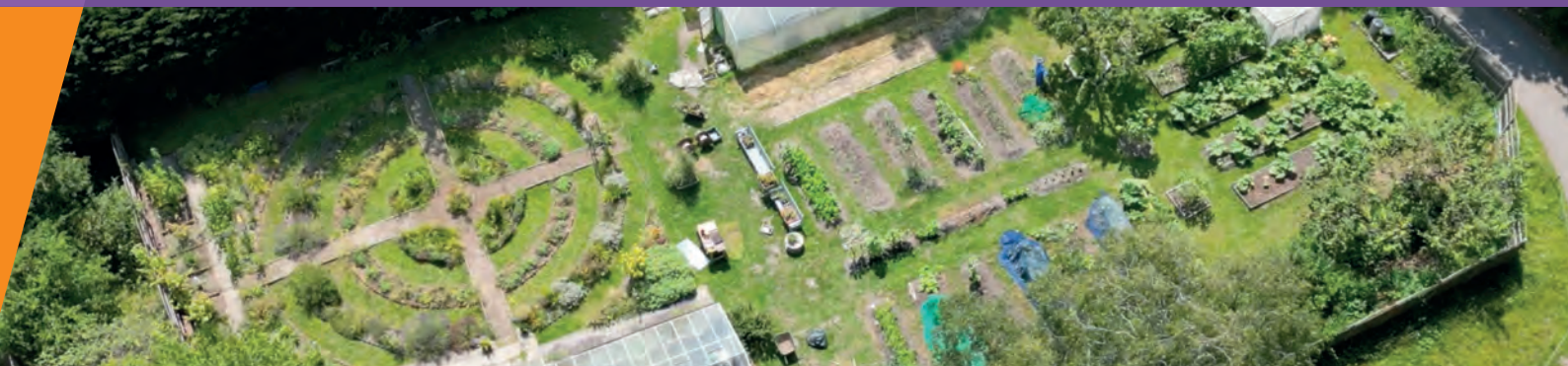
Working hours for TSA's who apply for the TA route as a future career path will be Monday to Friday from 9am to 4pm. TSA's who apply for the SW route will be scheduled to work between 8am and 7pm weekdays and weekends.

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

”



TSA's will be shadowing and observing:

- how to support and encourage students to develop and maintain social relationships within the house and classes.
- supporting students in developing independence e.g. in self-help and general life-skills, observe personal hygiene, household tasks, meal preparation and managing their finances in line with the extended day curriculum.
- supporting students within their classrooms to access the “I can” curriculum (in school) and the study programme (in college) under the guidance of the teacher.
- supporting and encouraging students to participate in educational, recreational and leisure activities across residential and educational settings and hours.
- observe how to assist students with the provision of personal care ensuring that the dignity of the person is respected and upheld at all times.
- Shadow SWs and TAs in how to maintain and complete electronic records (accident, incident, daily and learning logs etc.) on information systems and paper-based records as part of daily responsibilities.

- contributing to the student’s general well-being, health, safety and security.
- ensure that any matters of concern or possible concern relating to the care, well-being and safety of students, colleagues or visitors are recorded and reported in accordance with specified procedures and time scales.

Additional duties and responsibilities:

- assist the Teacher or House Managers in general class and household duties.
- attend and participate in contracted Inset days and attend staff meetings and briefings where requested.
- be able to work within scheduled working hours and weekly rota pattern.
- assist or coordinate leisure or social activities and clubs to stimulate and motivate students in the development of their life skills, interests and leisure activities as directed onsite and offsite.
- 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.

PERSON SPECIFICATION

QUALIFICATION, EDUCATION & TRAINING

Essential

GCSE (or equivalent) in English, Maths and ICT

Willingness to take part in training as required throughout the year

Desirable

GCSE (or equivalent) in English, Maths and ICT Above level 4

KNOWLEDGE

Essential

Knowledge of how to take care of and support the general health and welfare of children and young people

Understand the principles of professional boundaries

Ability to understand the need for engaging children and young people in purposeful activities

Desirable

Awareness of basic health and safety principles

Awareness of the regulatory frame

Awareness of the regulatory framework (CQC/Ofsted)

Understanding of supporting and caring for children and young adults in care and/or education setting

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Great outcomes for students and the hard work of our staff is clear to see, it is very encouraging to have Ofsted confirmation that the college is doing so well.

I am grateful to the staff teams who are dedicated in their work, providing the platform and opportunities for our students to reach these wonderful outcomes.

”

HEAD OF COLLEGE 2024



PERSON SPECIFICATION



“ 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

EXPERIENCE

Essential

Potential previous experience or exposure to similar provisions and children and young adults with complex SEN/Learning Disabilities.

Desirable

Devising and delivering leisure activities
Been a scout or sports coach or similar.
Rudolf Steiner/Curative Education
Potential knowledge of use of alternative communication method

TECHNICAL SKILLS

Essential

Ability to keep clear and concise records including daily logs, incident and accident logs and learning logs.

Basic IT skills

Good written English

INTERPERSONAL SKILLS

Essential

Communicates effectively with people who have widely differing levels of communication ability

Ability to establish relationships with a range of people e.g. students, colleagues, parent/ carers, other professionals



MOTIVATION & APTITUDE

Essential

Able to provide a positive role model for children and young people

Motivated to support and facilitate the development of children and young people across residential and educational setting

Resilient to periods of high demand

Desirable

Passionate about maximising opportunities for children and young people

Takes a proactive/self-directed approach to maintaining and developing own job-related skills and knowledge

OTHER

Suitability to work with children and young people with severe SEN/Learning Disability who present with behaviours that can challenge

Ability to take part in light sporting/leisure pursuits including swimming-based activities

Physical capability to react quickly in response to emergency situations including kneeling, running or similar

“ 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

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.

TSR is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An enhanced DBS and Barred List Check will be required. Staff are also prohibited from promoting extremist/radical religious or one-sided political 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

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Their safety and safeguarding practice are managed like a golden thread that runs through all aspects of the children's care.

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OFSTED RESIDENTIAL INSPECTION 2024





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](https://www.what3words.com/declines.dusters.tractor)



thesheilingringwood.co.uk