



North East
Learning Trust

WE'RE LOOKING FOR

A TEACHING ASSISTANT

TO JOIN OUR TEAM



Teaching Assistant

NELT Grade 5 (£18975 pro rata) Term Time contract £15801

Full Time 37 Hours per week - Term Time contract

Monday – Thursday 8.30am – 4.30pm (30 mins lunch), Friday 8.30am – 4pm (30 mins lunch)

We are looking to appoint to the above post from September 2019. The post-holder will support identified students across all year groups in the classroom.

The successful candidate will:

- Provide learning support under the supervision of a qualified teacher
- Provide up to date information on progress and attainment
- Provide pupil responses and learning achievements highlighting any specific difficulties or concerns
- Support pupils with social and emotional wellbeing

Deadline:

Friday 21 June 2019, 9am

Interviews will be held during week commencing 24 June 2019

All visits to the school are warmly welcomed.

Please contact the school office on **01833 638166** to arrange a visit.

How to apply:

Application forms should be completed and returned with a cover letter detailing what skills and qualities you have that would be suitable for this post to **tracy.tuck@teesdaleschool.co.uk** or by post to Tracy Tuck, Teesdale School and Sixth Form Centre, Prospect Place, Barnard Castle, County Durham, DL12 8HH



Job description

Supported by

Assistant Headteacher / SENCo

Job purpose

- To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.
- Work may be carried out in the classroom or outside the main teaching area.

Duties and responsibilities

Support for Pupils, Teachers and the Curriculum

- Work in partnership with teachers and other professional agencies to provide effective support with learning activities;
- Awareness of and work within school policies and procedures;
- Support pupils to understand instructions, support independent learning and to promote the inclusion of all pupils;
- Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate;
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress;
- Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils;
- Under the guidance of a teacher monitor, assess and record pupil progress/activities;
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher;
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and in line with health and safety requirements;
- Support pupils in their social development and their emotional well-being, reporting problems to the teacher as appropriate;

- Support pupils with SEND needs as appropriate;
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate and in line with school policies and procedures;
- Contribute to pupils plans and reports;
- Support the work of volunteers and other teaching assistants in the classroom;
- Work with pupils not working to the normal timetable using Teacher's planning.
- Undertake pupil record keeping and maintenance of records as requested;
- Invigilate examinations and tests;
- Assist in escorting and supervising pupils on educational visits and out of school activities;
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, but not as a supervisory assistant;
- Maintain a clean, safe and tidy learning environment;
- Support pupils in developing and implementing their own personal and social development;
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;

Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding/ child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals;
- Attend relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

Duties in common with similar posts

- To attend training courses relevant to the post as agreed with line managers, ensuring continuing personal and professional development.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date shown but, in consultation with you, may be changed by the Executive Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. Employees will be expected to comply

with any reasonable request from the Executive Headteacher to undertake work of a similar level that is not specified in this job description.

- Comply with the policies and procedures to promote child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- As for all staff, presenting oneself as a role model to pupils in terms of speech, dress, attitude etc.



Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">NVQ Level 3 in supporting Teaching and Learning or an equivalent qualification.GCSE English and Maths grades A- C or equivalent.Excellent literacy skills including spelling, grammar and punctuation.Excellent numeracy skills.Willingness to undertake further training	<ul style="list-style-type: none">First Aid certificate
Experience	<ul style="list-style-type: none">Experience of working in Key Stage 3 / 4Experience of working with children with a range of needs.Experience of planning and evaluating learning activities and assessing/tracking pupil progress.Experience of working with childrenExperience of planning and evaluating learning activitiesInvolved in planning programmes of learning for individuals, groups and whole class	<ul style="list-style-type: none">Experience of working in a school environment
Skills and knowledge	<ul style="list-style-type: none">Classroom practitioner with evidence of working in a secondary school.Ability to relate well with children and adultsKnowledge and compliance with policies and procedures relevant to child protection and health and safety.An understanding of and commitment to safeguarding and the welfare of children.Ability to work independently with individual children, small groups of children and whole classes.Ability to use initiative and resolve problems as they arise.A willingness to work co-operatively with a wide range of professionals.Good communication skills, both written and verbal.Working knowledge of National Curriculum key stages and government strategies.Use ICT to support teaching and learning.	<ul style="list-style-type: none">Involvement in planning programmes of learning for individuals and groupsAbility to work within the School's policies and guidelines
Personal knowledge	<ul style="list-style-type: none">Sensitive to the needs of children and their parents/carersSkilled and creative.Ability to work as part of a team.Positive and enthusiastic approach.Willingness to be involved in all aspects of school life.Commitment to professional development.Promote a positive image of the School to children, parents/ carers and visitors.May be required to work outside of normal school hours.	<ul style="list-style-type: none">A fundamental desire to work within the ethos of the school and to positively promote the school within the community.

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.