



**North East
Learning Trust**

**Teaching Assistant
Teesdale School & Sixth Form**
Applicant information pack

Teaching Assistant

Term Time Only

37 Hours per week

Salary Grade 2, SCP4-SCP6

FTE £18,933-£19,698, Actual £16,277-£16,934

Teesdale School and Sixth Form are a part of the North East Learning Trust and is seeking to appoint a Teaching Assistant to join our dedicated team.

We have 700 children across Key Stages 3 and 4 and Post-16. Our small size means that you can really get to know your students; know who they are; their aspirations, ideas, talents and dreams, bringing out the best in them, helping to champion their ambitions and giving them a great start in life. Teesdale School is a place where traditional values of kindness, respect and hard work take precedence.

Teesdale School and Sixth Form was rated as 'Outstanding' by Ofsted in June 2019.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- a vibrant learning community with enthusiastic and engaging students
- a positive and caring ethos
- an excellent learning environment and resources
- a team of hardworking, dedicated and friendly staff where everyone is valued
- a supportive and effective governing body.

We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

The successful candidate will:

- hold an NVQ Level 3 in Supporting Teaching and Learning qualification (or equivalent)
- have experience of working with Key Stage 3/ 4 and working with children with a range of needs
- have excellent IT skills
- be proactive and self-motivated
- have a flexible approach to work.

Deadline: Tuesday 1st February 2022, 9am

Interviews taking place Monday 7th February 2022

How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to Tracy.Tuck@teesdaleschool.co.uk or by post to Tracy Tuck, PA to the Leadership Team, Teesdale School, Prospect Place, Barnard Castle, Co Durham DL12 8HH. Please do not submit a CV unless it is to complement your application form.

Job description

Post title:	Teaching Assistant
Responsible to:	Assistant Head Teacher
Responsible for:	Assisting class teachers in raising the achievements of all pupils
Salary Band:	Grade 2, SCP4-SCP6

Job Purpose:

To support and assist teachers, parents and children as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with school's policies and procedures.

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 / Head of School 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 / Head of School 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.

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

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 acts at work. This includes co-

operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> NVQ Level 3 in Supporting Teaching and Learning or an equivalent qualification. GCSE English and Maths grade 9-4 (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 KS3/KS4. Experience of working with children with a range of needs. Experience of planning and evaluating learning activities and assessing/tracking pupil progress Involved in planning programmes of learning for individuals, groups and whole class 	<ul style="list-style-type: none"> Experience of working in a school environment.
Aptitude and skills	<ul style="list-style-type: none"> Classroom practitioner with evidence of working in a secondary school. Ability to relate well with children and adults. Knowledge 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 groups. Ability to work within the School's policies and guidelines.

Personal qualities	<ul style="list-style-type: none"> • Sensitive to the needs of children and their parents/carers. • Skilled 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.
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References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

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.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

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.

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