



**North East
Learning Trust**

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

School Support Assistant

Required January 2023
Term Time + 2 days / Permanent Contract
37 Hours per week
Grade 5 SCP18 – SCP22
Actual Salary £23,755 - £25,575
(£27,344 - £29,439 FTE)

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

We have 720 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:

- Have English & Maths at GCSE 9-4 (A*-C) / NVQ (or equivalent).
- Have experience of supporting secondary school children
- Have excellent IT skills.
- Be proactive and self-motivated.
- Have a flexible approach to work.

Deadline: Monday 19th December 2022, 9am

Interviews To be confirmed

How to apply:

Application packs can be downloaded from our website.

Letters of application should be returned by email 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 compliment your application form.

Job description

Post title:	School Support Assistant
Responsible to:	Deputy Headteacher & Designated Safeguarding Lead
Responsible for:	Supervision and Supporting Students
Salary Band:	Grade 5 SCP18 – SCP22 Actual Salary £23,755 - £25,575 (£27,344 - £29,439 FTE)
Contract:	37 Hours per Week, Permanent – Term time, plus 2 days

Job purpose:

- You will develop positive working relationships with students, teaching staff, other professionals, and parents/carers, as well as promoting positive pupil behaviour and conduct at all times working within the Academy's policies, procedures and ethos
- To work with the Designated Safeguarding Lead on any safeguarding and pastoral concerns that arise within a mainstream school setting.
- To work closely with and support the Special Educational Needs and/or Disabilities Co-ordinator in meeting the pastoral needs of pupils.
- To contribute to the development of a proactive pastoral/safeguarding program and work closely with SEMH/RSE and Cultural Capital Leaders as well as the Learning Managers in school.
- To supervise the behaviour unit/isolation areas within school and provided interventions for pupils who need support to overcome barriers to learning.
- To be responsible for the efficient and effective supervision of students across different age groups and ability levels within the Northeast Learning Trust in a variety of settings as requested.
- To supervise and manage classroom cover and enrichment and cross-curricular activities in school under the direction of Heads of Department as and when required
- Any other reasonable requests from the Head of School.

Duties and responsibilities:

- To work with the Designated Safeguarding Lead and pastoral staff ensuring the safeguarding / pastoral / welfare needs of the students are met, in line with the School's Child Protection and Safeguarding Policy and procedures.
- To supervise and manage classroom cover and enrichment and co-curricular activities in school under the direction of the Heads of Department as and when required.
- To supervise students in the teacher's absence and communicate the work set by the class teacher to the students.
- To work alongside the students keeping them on task, discussing work with them offering any support and advice.
- To manage student's behaviour whilst supervising, feedback any information from the lesson to the teacher regarding behaviour and any other important issues.
- To accompany staff on educational visits as required.
- To provide classroom support activities as required.
- To supervise homework after school club as required.
- To support/supervise lunchtime clubs as required.
- To act as an exam invigilator as and when required.

- To undertake school detention as and when required.
- To supervise students during break and lunchtimes as and when required.
- To receive and supervise pupils excluded from, or otherwise not working to a normal timetable during school hours in the behaviour support unit as required.
- To support students in accessing work set and ensure students are provided with relevant work when required.
- To support pupils' access to learning using appropriate strategies, resources.
- To provide objective and accurate feedback and reports as required, to other staff on pupil's achievement, progress and other matters.
- To be responsible for keeping and updating records as agreed, contributing to review systems/records as requested.
- To provide appropriate clerical administration support e.g. phone calls, dealing with correspondence, compilation of analysis/reporting on behaviour, exclusions and data collection/analysis.
- To attend and participate in regular meetings, training and other learning activities as required, contributing to the overall ethos and aims of the school.
- To be aware of and comply with policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person.
- To encourage students to achieve their targets and full potential, providing additional resources where appropriate (i.e. revision guides, exam techniques etc).
- To make suggestions where additional interventions may be useful / required for individual pupils and / or groups of pupils to the Head of Pastoral.
- To ensure promotion and support of Equal Opportunities and Health & Safety.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To undertake various duties as may be required by the Head of School and / or Senior Leadership Team from time to time, for example. exam invigilation.
- Supporting students so they remain focused on a task. Encourage and support student participation in a positive learning environment.
- Ensuring student conduct themselves in line with the school behaviour policy.
- Manage students at break times and lunchtimes.
- Ensuring registers are up to date.
- To help reduce the incidence of internal and external exclusion.

Additional

- You will attend any training courses relevant to the post, ensuring continual personal and professional development.
- You will present yourself as a role model to pupils in speech, dress, behaviour and attitude.
- You will be expected to maintain complete confidentiality of all information, data and material to which you have access to.

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 any 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"> Numeracy and literacy equivalent to GCSE grade A* - C or 9-4 or NVQ equivalent. IT skills sufficient to carry out the role, for example, input data, producing reports. 	<ul style="list-style-type: none"> A level or higher qualifications. Relevant professional qualification. Knowledge and understanding specific to the post, for example, Keeping Children Safe in Education, the SEND Code of Practice. Understanding of Child Protection and or Special Educational needs.
Experience	<ul style="list-style-type: none"> Experience of working with young people and their families. Experience of working under pressure and managing deadlines. Experience of prioritising work load. 	<ul style="list-style-type: none"> Experience of working in a school, social work or special educational needs setting. Knowledge of the principals of confidentiality and data protection.
Aptitude and skills	<ul style="list-style-type: none"> Effective oral and written communication. Excellent interpersonal skills to work effectively with young people, families, carers and a range of professionals. Organised. Excellent time management skills. Ability to keep accurate records. Ability to provide reports and analyse data. 	<ul style="list-style-type: none"> Willingness to keep up to date with changing legislation and guidance. Willingness and commitment to undertaking further training.
Personal qualities	<ul style="list-style-type: none"> Professionally discreet. Be empathetic. Calm and kind. 	

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.

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