



**North East
Learning Trust**

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

TEACHING ASSISTANT

Required from 12 April 2021 (if possible)

Term Time contract
Salary NELT Grade 2, Points 4-6
Actual Salary £15917 - £16560
(£18,933 - £19,698 pro rata)
37 Hours per week

The North East Learning Trust is seeking to appoint a Teaching Assistant with effect from 12 April 2021. The post-holder will work as part of team to support identified students across all year groups in the classroom. The post will be based in Teesdale School and Sixth Form, rated as 'Outstanding' by Ofsted in June 2019.

We have 675 children across Key Stages 3 and 4 and Post-16. Our small size means that you can really get to know our students; know who they are; their aspirations, ideas, talents and dreams, bringing out the best in them, helping to champion their ambitions and give them a great start in life.

Nestled in Barnard Castle in the spectacular Teesdale countryside and imprinted with the historic values of the Dales and our close-knit community, Teesdale School is a place where traditional values of kindness, respect and hard work take precedence. Within 30 minutes of both Darlington and Durham and just over an hour from York and Newcastle, our idyllic yet convenient location affords our staff an enviable quality of life.

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 19 March 2021, 9am

Interviews: Tuesday 23 March 2021

How to apply:

Application packs can be downloaded from the 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.

Job description

Post title:

Teaching Assistant

Responsible to:

Assistant Headteacher / SENCo

Grade and Salary:

Term Time Contract

Salary NELT Grade 2, Points 4-6

Actual Salary £15917 - £16560 (£18,933 - £19,698 pro rata)

Working Hours

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

Friday 8.30am – 4pm (30 mins lunch)

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 / 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.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

Person specification

	Essential	Desirable
Qualifications/Attainment	- 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	First Aid certificate
Experience	- Experience of working in Key Stage 3 / 4 - Experience 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 children - Experience of planning and evaluating learning activities - Involved in planning programmes of learning for individuals, groups and whole class	Experience of working in a school environment
Aptitude, knowledge and skills	- 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.	- Involvement in planning programmes of learning for individuals and groups - Ability to work within the School's policies and guidelines

Personal qualities	• 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.	• 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:

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.