

**WHITMORE HIGH SCHOOL** Porlock Avenue Harrow HA2 0AD

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 Headteacher : Ms Susan Hammond, M.A.

Secretary : Mrs Sue Hartley

July 2018

Dear Colleague

**TEACHING ASSISTANT**

Thank you for your enquiry about the above post. I hope you will find the enclosed details helpful and that if they appeal to you and you feel you would like to make a contribution to developments at this school, you will feel encouraged to apply.

If you would like any further information please contact me. The closing date is at **9.00am on Tuesday 28th August 2018.** When applying, **please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.**

Whitmore High School is committed to safeguarding and promoting the welfare of young people. We expect all staff to share this commitment. The successful applicant will be required to undertake an Enhanced DBS check. Our CP Policy is available on the school’s website.

I regret it will not be possible to notify you if your application has been unsuccessful, but thank you now for showing an interest in the school.

I look forward to hearing from you.

Yours sincerely

Susan Hammond

Headteacher

Enc

Email - secretary@whitmore.harrow.sch.uk

**WHITMORE HIGH SCHOOL**

## TEACHING ASSISTANT POST

## FIXED TERM to July 2019

The post is Fixed Term to July 2019. Salary is Scale G2 (£13,948p.a.) for 30 Hours 40 Minutes a week, term time only. The hours are as follows:

 8.50am to 3.20pm on Monday, Thursday and Friday

 8.50am to 3.40pm on Tuesday and Wednesday

There is a half hour unpaid lunch break each day.

**JOB DESCRIPTION AND PERSON SPECIFICATION**

Teaching Assistants work as part of the Learning Development Department to help in the education of students with a wide range of special educational needs including ASD, social and emotional and behaviour difficulties, physical and learning difficulties.

The school has a number of students with Education Health Care Plans. Some students have complex needs and require extensive personal support. A number of the students who have physical disabilities require daily physiotherapy which is carried out by trained Teaching Assistants. All students follow a mainstream timetable.

The successful candidate will have the full support of other staff in the school as well as the Learning Development team. This is a challenging role, which could interest both male and female applicants, who are able to display initiative, tact, flexibility and sensitivity.

**JOB DESCRIPTION**

The person appointed will contribute to the inclusion of students with special educational needs into mainstream lessons. This will entail:

- helping students with their work in all areas of the curriculum according to a negotiated timetable

- building up relationships with students in the class who may not have previously experienced much success at school

- attending to students' personal care including helping some with toileting; following the advice of medical professionals, psychologists and social workers working with the school

- planning with teachers how individual students' educational needs can best be met in lessons and, where appropriate, helping adapt learning resources

- working effectively as a member of the Learning Development Department, responding to the needs of students on the basis of the team’s policies and agreed practices

- working flexibly and sensitively with different teachers and different children

- encouraging students to become increasingly independent

- assisting students in moving between rooms and with transport arrangements (eg accompanying students to and from the minibus provided)

- helping move equipment for students from room to room

- carrying out break and lunchtime duties eg supporting students in the library or learning development area, assisting students with their lunches and with their personal care

- assisting with any other tasks, commensurate with the post, as requested by the Head of Department or Headteacher

The successful candidate will also play an active part in the life of the school and maintain school policies, procedures and routines.

**PERSON SPECIFICATION**

The person appointed will:

- like, and have some experience of, working with children

- be keenly interested in children as individuals, in how they learn and in a co-operative approach to learning

- be able to establish a rapport with adults and children

- know how to provide the minimum amount of support needed and to help students be as independent as possible

- be able to demonstrate qualities of patience, firmness and sensitivity in establishing relations with students and staff

- show initiative, tact and flexibility in establishing successful working relationships with a number of children across a variety of subject areas

- be committed to teamwork and be able to work well as a member of a team

- be committed to the principle of inclusion, to the comprehensive ideal and to the principle and practice of equal opportunities

- have a good level of literacy/numeracy and good communication skills

- be willing to take part in the routine changing and personal care of students with physical impairments and to do so with the necessary sensitivity

- after suitable training be willing and able to be involved in moving and handling students

- be aware of, and committed to, the safeguarding of all young people

- be aware of, and committed to, health and safety at work

It would be desirable for the postholder to hold a Health and Safety at Work First Aid Certificate, or if not, to be willing to undertake the same.

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