



ST JAMES'S
CHURCH OF ENGLAND HIGH SCHOOL
CARING FOR OTHERS + ACHIEVING EXCELLENCE

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Headteacher: Mrs T. Lewycky B.Ed. M.Ed. NPQH

June 2017

Dear Applicant

Thank you for your interest in our current vacancy for a **Teaching Assistant Level 2** here at St James's.

The role is to start from September 2017 initially for 12 months until 31st August 2018, however, over the last few years SEN pupil numbers have been either static or increased and so there is an opportunity contracts may be extended beyond the next academic year. We are usually able to provide staff with confirmation of what is happening to temporary contracts around the start of the summer term each year.

We want to create an environment where *everyone* matters and *everyone* is involved in continuing to move the school forward. If you can work collaboratively, are emotionally intelligent and resilient, then St James's is a good place to be.

We were judged as outstanding (December 2011) by Ofsted and SIAMs Inspection (December 2016). We were also delighted to be designated a National Teaching School in September 2013. We are forward thinking with high aspirations for all. We are not complacent and constantly aim to improve all aspects of our work.

You will find further information about the school on the school website along with general information for candidates under the vacancies section and an application form to download. If you have any questions once you have looked at the website and job description /person specification please contact Sharon Wardle, School HR Officer.

You should be aware that the Governors of St James's CE High School are currently exploring becoming a Multi Academy Trust in the future. Initially, the MAT would include two other local schools, Canon Slade and Bolton St Catherine's. Canon Slade and St James's (both judged outstanding by Ofsted and SIAMs) are applying for conversion to academy status and will form the MAT then will look to sponsor Bolton St Catherine's (currently RI).

We have thought long and hard about these next steps in our development and believe that by moving to a MAT will be the right decision to take on a number of levels. Firstly, we have a moral obligation to support other schools and we have been doing this since 2013 as a National Teaching School, working alongside the Bolton Learning Alliance. Secondly, we wish to have control of our own destiny and set the agenda for our school and others to achieve the best for all our pupils and staff within a local context. In addition, the new formula funding indicates further reductions in finance for schools and therefore we explore ways in which we can make savings by working more closely together. Finally, as a family of Church of England schools we believe we can share best practice within the MAT, offer more opportunities to pupils and staff and continue to create an educational environment which celebrates the uniqueness of every child.

If the school does establish a MAT, then all employees of St James's CE High School will be employed by the new MAT. If you are successful in your application for this position, depending on your timing of your appointment you will transfer to the new employer or be directly employed by the MAT. However, our offer is not dependant on the MAT being established and if for any reason the MAT is not established you will be employed by St James's CE High School

To ensure that your application is considered, it is essential that all sections of the application form are completed in full. Please submit a supporting letter up to two sides of A4 paper showing how you meet the requirements of the person specification. CV's are not accepted.

I look forward to receiving your application by the closing date in the advert. It can be emailed to recruitment@st-james.bolton.sch.uk or alternatively if you wish to post a hard copy, please mark for the attention of Miss S Wardle, School HR Officer. We request you only submit your application in one format, please do not send an electronic version and a paper version.

Please ensure you provide an up to date email address with your application as we usually contact candidates electronically rather than by post on most occasions.

If you have not been contacted within ten days of the closing date please assume your application has been unsuccessful. Whatever the outcome, we thank you for the interest shown.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tania Lewycky', with a stylized flourish at the end.

Tania Lewyckyj
Headteacher



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St James's CE High School
Lucas Road, Farnworth, Bolton BL4 9RU

Telephone: 01204 333000

Fax: 01204 333201

Email: [recruitment @st-james.bolton.sch.uk](mailto:recruitment@st-james.bolton.sch.uk)

Teaching Assistant

Level 2 Grade 4 Points 17 - 21

Salary £17,772 to £20,138 pro rata + SEN Allowance

We wish to appoint an additional Teaching Assistant to join our Learning Support Department to cover a fixed term contract in the first instance from September 2017.

The role involves supporting pupils with a full range of difficulties including Autistic Spectrum Disorder, Learning Difficulties, Behavioural and Emotional Difficulties.

We are looking for somebody who enjoys working as part of a team and who is able to communicate effectively with pupils, parents and staff. You must be committed to supporting the progress and wellbeing of pupils with special needs.

Previous experience of working with children aged 11 -16 in an education setting is desirable but full training will be provided. We have a CPD programme specifically for our Teaching Assistants. Have you the passion, energy, commitment and enthusiasm required to see our young people with SEN achieve their full potential ? If so we would love to hear from you.

The position is for 27.5 hours per week Monday to Friday (Actual salary £11,098 to £12,576 + £773 SEN Allowance) during school term time only plus 16.5 hours training. Hours of work are 8.40 am - 3.15 pm Monday to Friday.

St James's is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. Successful candidates are subject to an enhanced DBS disclosure.

For further details, including how to apply, please contact the school on 01204 333000 or visit our website www.st-james.bolton.sch.uk

Applications must be returned by Thursday 29th June 2017 8.30 am and can either be emailed to recruitment@st-james.bolton.sch.uk or posted to St James's CE High School, Lucas Road , Farnworth , Bolton BL4 9RU.

Interviews will be held Tuesday 4th July

ST JAMES'S CHURCH OF ENGLAND HIGH SCHOOL

JOB DESCRIPTION - TEACHING ASSISTANT LEVEL 2

Pupil Days (190 days) plus 16.5 hours training
Equivalent to 193 days salary per annum
27.5 hours per week
Grade 4 plus SEN Allowance

Core hours for all Teaching Assistants are 8.40 am- 3.15 pm along with some before and after school sessions for Teaching Assistants Level 3 and 4's. Actual hours of work will be arranged with the SENCO.

There will also be a requirement to attend 12 after school CPD sessions on a Wednesday each year which is incorporated into the salary paid which is based on 190 days + 11 training hours

Responsible to the Head of Learning Support

This is an important post in the Learning Support department. The postholder will work under the direction and guidance of the Head of Learning Support with groups and individuals to improve pupil learning and achievement. This will involve liaising with subject teachers, supporting identified pupils in lessons and evaluating their learning needs. Work will be mainly be carried out in classrooms, although you may be supporting pupils on a one to one basis elsewhere. It will be necessary at times to support pupils outside lesson times where appropriate.

The person appointed will be calm and approachable, being able to establish effective, professional relationships with pupils and staff. It is important that the postholder is aware of the sensitive issues involved in working on a one-to-one basis with a range of pupils with diverse needs. A positive and enthusiastic approach to inclusion is essential.

As a church school, all staff are supportive of the Christian ethos. Conditions of service are based on national and local authority conditions of employment, using The National Society contracts.

Responsibilities are to:

- provide support for learning activities across a range of key stages and in a range of environments;
- support children's development (eg physical, emotional, social, communication and intellectual development needs);
- help to keep children safe, including maintaining a safe environment, dealing with accidents, supporting safeguarding;
- encourage children's positive behaviour;
- contribute to positive relationships with children and adults through communication and interaction;
- provide effective support for colleagues;
- support literacy and numeracy activities;
- support the use of ICT to support pupils' learning;
- observe and report on pupil performance;
- provide displays;
- escort and supervise pupils on educational visits and out of school activities;
- contribute to maintaining pupil records;
- contribute to monitoring and maintaining curriculum resources;
- invigilate tests and examinations;

- any other appropriate duties commensurate with the grade of the post which may be required from time to time.

These responsibilities are subject to review.

Safeguarding of children and young people

- **The post holder is responsible for promoting and safeguarding the welfare of all children and young people he /she comes into contact with**

This job description may be amended at any time following discussions between the Headteacher /Line Manager and the post holder and will be reviewed annually as part of the school self review programme.

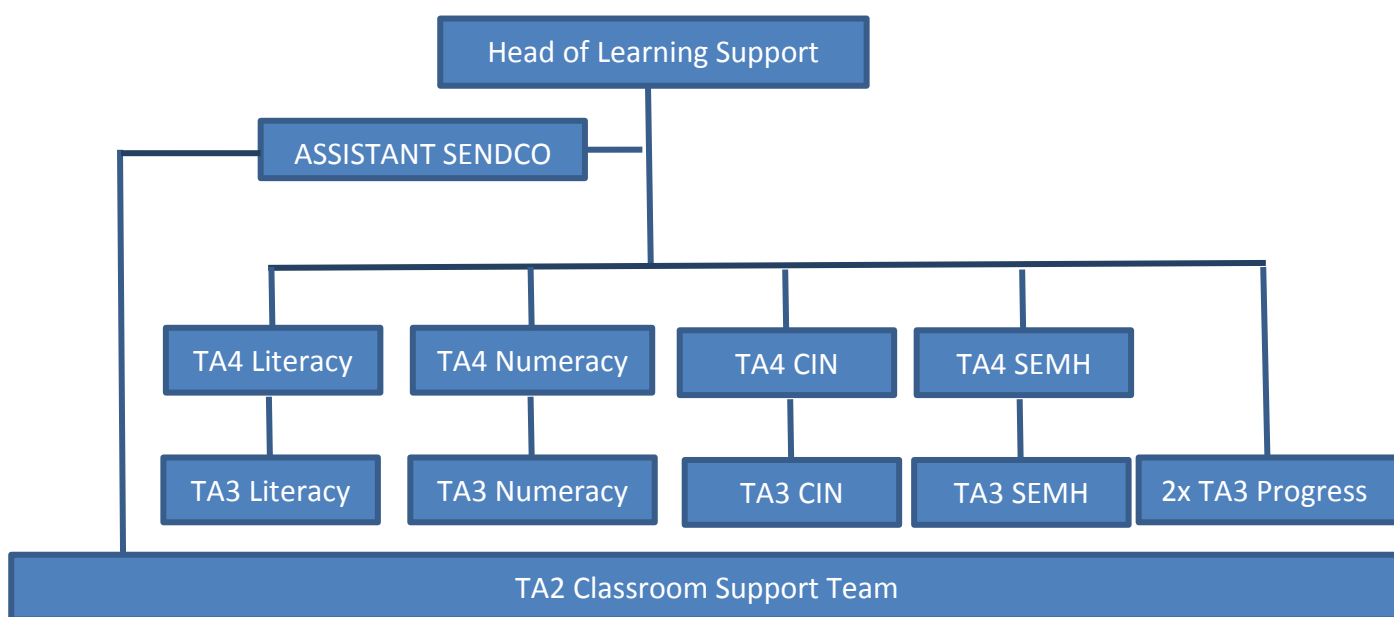
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PERSON SPECIFICATION - TEACHING ASSISTANT LEVEL 2

Area	Essential Criteria	Desirable Criteria
Education, Training and Work Experience	<ol style="list-style-type: none"> 1 educated to a good standard of secondary education including GCSE Maths and English to Grade C or above (or equivalent level) 2 knowledge and understanding of children's and young people's development in secondary schools; 3 knowledge and understanding of the importance of consistent behaviour management and safe working practices; 4 knowledge and understanding of appropriate software packages; 5 experience of working with and/or caring for children of secondary school age; 6 ensure health and safety procedures are adopted at all times. 	<ol style="list-style-type: none"> 1 evidence of further education or professional training; 2 previous experience of working in a similar post. 3 working towards or willing to work towards NVQ Level 2, BTEC Level 2 or equivalent in Teaching Assistant or Supporting Teaching and Learning in schools;
Skills and Abilities	<ol style="list-style-type: none"> 1 ability to deal with pupils in a positive and sympathetic manner; 2 ability to support the teacher in planning, delivering and evaluating learning activities to ensure effective teaching and learning; 3 ability to listen to and observe pupils and share observational findings effectively; 4 ability to work in a classroom environment; 5 ability to communicate effectively with pupils and adults; 6 ability to interact and respond positively to pupils establishing a rapport and able to be positive and supportive; 7 to be aware of the sensitive issues involved in working on a one-to-one basis with challenging pupils, and to maintain professional relationships at all times. 	to be willing to become a first aider.
Personal Qualities	<ol style="list-style-type: none"> 1 to be fully supportive of the Christian ethos; 2 to have a sense of humour and be able to relate to all staff and pupils; 3 to be able to act as a role model to young people 4 to be highly motivated and professionally committed; 	

Learning Support Department Information for Candidates

The Learning Support Department is underpinned by a strong belief in inclusion and inclusive education. The department consists of the SENCO, Assistant SENCO, four Level 4 TAs, four Level 3 TAs and 7 Level 2 TAs. Having this structure has enabled the department to deliver interventions that match with the areas of SEND within the revised Code of Practice 2014. The department as a whole has the aim of ensuring pupils with Special Educational Needs or Disability (SEND) are given the skills and knowledge necessary to lead productive and independent lives. The department works with pupils with or without an Education, Health and Care Plan with a full range of difficulties including Autistic Spectrum Disorder, Learning Difficulties, Behavioural and Emotional Difficulties. Each member of the department brings their own experience, skills and talents into the team to create a mix which enables us to meet these diverse needs.



The Head of Learning Support works closely with heads of other subject areas to ensure that the curriculum is fully differentiated taking into account the needs of SEND pupils. The Head or Assistant Head of Learning Support attend Curriculum, Pastoral and Subject department meetings to ensure there is a clear line of communication between the department and the rest of school. During the next academic year (2017/18) a full programme of training will be delivered to the department as part of our aim of improving our work; this training will take place as part of the school's CPD afternoon.

Learning Support is based in a suite of rooms comprising of two good sized classrooms, a quiet room and currently two offices. These rooms are used flexibly throughout the week with an increasing variety of small group and individual lessons taking place. The Learning Support Centre is available before, during and after the normal school hours to ensure that pupils have an opportunity to receive additional support as required. The department also has a comfortable quiet room that is a more relaxed location to hold informal meetings and for one to one emotional support sessions. There are a number of laptop computers available throughout the area, enabling pupils to access a wide range of ICT resources.