

# Mary Webb School & Science College



Teaching Assistant (Level 2) - English subject link



Pontesbury  
Shrewsbury  
Shropshire  
SY5 0TG  
Tel: 01743 792100

[www.marywebbschool.com](http://www.marywebbschool.com)

## Dear Applicant,



Thank you for your interest in our vacancy for a  
Teaching Assistant (Level 2) - English subject link.

In this pack you will find the following information:

- Letter from the Head Teacher
- Advertisement
- Information about the school
- Job Description
- Person Specification
- Information on how to apply

Thank you for showing an interest in our school. Having read the enclosed information, I trust you will feel encouraged to apply for the teaching assistant vacancy within the Personalised Learning Department.

The department is expanding and is highly successful in providing general classroom support and / or support to named students.

The successful candidate would work under the direction of the Head of Personalised Learning and Transition and the English department to support learning for students in English and with wider literacy skills. This may include the preparation and development of resources when working with students out of the classroom.

An application would bring you a step closer to working in a busy, but really friendly and supportive environment.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I look forward to receiving your application.

Yours sincerely

*A J Smith*

Andrew Smith

Head Teacher

## Advertisement



### **Teaching Assistant English Link (Level 2)**

**Required September 2018**

**Permanent**

The post is 27½ hours per week, term time plus 3 PD days and Grade 5 (£9.16 - £9.68).

Mary Webb School and Science College is a successful and popular specialist science college, situated in a beautiful location, a few miles south of Shrewsbury.

Governors wish to appoint a teaching assistant to join our expanding and successful personalised learning department, to link with the English department in planning and delivering English and literacy interventions. Applications from current graduates considering a future move into teaching would be welcomed.

Potential candidates are encouraged to contact the school to speak to the head of personalised learning, Kirsten Mould. Further details and an application form are available on the school website. The school does not accept CV's.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



**Closing date: 12pm Thursday, 21<sup>st</sup> June 2018**  
**Interviews to be held week commencing: Monday, 25<sup>th</sup> June 2018**

## Information about the school

Mary Webb School is situated in a particularly beautiful location in the village of Pontesbury, just a few miles south of Shrewsbury. The site, surrounded by hills and woodland, provides an ideal setting for a school that aims to provide an educational experience firmly rooted in a rural context. We seek to open minds and widen horizons by ensuring that all our students are prepared for the challenges of life in the twenty-first century.



As a relatively small community secondary school of about 600 students, staff and governors, we feel that the school has a number of distinctive features that makes it a little bit special. We aim to provide an environment in which each and every student can develop and flourish, and where the pursuit of excellence, in terms of personal development and academic achievement, is the aspiration of all. Relatively small class sizes, especially in English and mathematics, ensure that every student receives personal attention.

The curriculum at Key Stage 4 is based around a core GCSE offer. We believe that this provides students with robust qualifications that support transition to post-16 education, training and employment. GCSE examination results at Mary Webb are above the national average across the curriculum. Over the past three years the headline 5+ A\* - C, including English and Mathematics, has been above 60%. This is above both the national and Shropshire average.

To view our latest Ofsted report from May 2015 please [click here](#).



*"Students make **outstanding** progress"*

*"Teachers create positive, constructive relationships"*

*"Teaching is good and much is **outstanding**"*

*"Students behave well and are keen to learn"*

*"Arrangements for transition from the primary schools are **outstanding**"*

*"The school's work to keep students safe and secure is **outstanding**"*



# Job Description

## PRINCIPAL DUTIES & RESPONSIBILITIES

### Support for Students

- Attend to students' personal needs, and assist with the development and implementation of individual education/behaviour/support/mentoring plans and personal care programmes.
- Supervise and support students, including those with special needs, ensuring their safety and access to learning.
- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact and work co-operatively with others, and engage in learning activities.
- Set challenging and demanding expectations for students, and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher

### Support for the Teacher

- Assist with the planning of learning activities.
- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of students' work.
- Ensure the timely and accurate design, preparation, and use of specialist equipment/ resources/materials.
- Monitor students' responses to learning activities and accurately record achievement/ progress as directed.
- Establish constructive relationships with parents/carers.
- Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc.
- Maintain records as requested.
- Administer routine tests, invigilate exams, and undertake routine marking of students' work, accurately recording achievement/progress.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Provide general clerical/administration support, eg administer coursework, produce worksheets for agreed activities, photocopying, typing, filing etc.

### Support for the Curriculum

- Support students in understanding instructions.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.
- Undertake programmes linked to local and national learning strategies, e.g. literacy, numeracy, KS3, early years etc. as directed by the teachers.
- Support students in using ICT, and develop students' competence and independence in its use.
- Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activities, and assist students in their use.
- Monitor and manage stock and supplies, cataloguing as required.

## Job Description continued

### Support for the School

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure that students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and students, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.



## Person Specification

Area	Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good standard level of education, including level 2 or equivalent qualification in English and mathematics</li> <li>• 5 GCSEs at C or above (or equivalent) including English, Maths &amp; Science</li> <li>• NVQ Level 2 / 3 or equivalent in relevant area</li> <li>• First Aid qualification</li> <li>• Level 3 or above qualification in English or relative subject</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
Work or relevant experience	<ul style="list-style-type: none"> <li>• Experience of working with children or vulnerable adults</li> <li>• Some knowledge of classroom administration support</li> <li>• Recent experience of working in an educational setting or relevant environment</li> </ul>		<p>Yes</p> <p>Yes</p> <p>Yes</p>
Knowledge and understanding	<ul style="list-style-type: none"> <li>• A good knowledge of school-based education including child development</li> </ul>		Yes
Skills and abilities	<ul style="list-style-type: none"> <li>• Good communication skills and ability to relate well to children, staff and parents</li> <li>• Evidence of working well as part of a team</li> <li>• Interest in ICT and the willingness to update skills and undertake further training</li> <li>• Specialist skills, training or experience e.g. Art, Music, ICT, display etc.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
Personal qualities	<ul style="list-style-type: none"> <li>• Ability to bring to the role, initiative, enthusiasm and commitment</li> <li>• Flexibility and reliability</li> <li>• Willingness to develop skills with further training</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
Special conditions	<ul style="list-style-type: none"> <li>• Willingness to undertake a Criminal Records Bureau check</li> </ul>	Yes	



## How to Apply

Applications should be made on the official application form which can be found by [clicking here](#) or visiting [www.marywebbschool.com](http://www.marywebbschool.com)

The deadline for applications is 12 noon on Thursday, 21st June 2018, and we will be interviewing week commencing Monday, 25th June 2018. Please do not hesitate to get in touch with me if you have any questions or if you would appreciate an informal chat; I would be delighted to hear from you.

### **When completing the application form, please pay particular attention to:**

- The guidance notes on the front cover.
- Section 8, Educational qualifications, please ensure you provide details of your qualifications, including GCE O level, GCSE or equivalent level 2 qualifications – a summary is not sufficient. Details of the institutions you studied at are required.
- Section 11, Further Details: Please limit this section to no more than 500 words.  
**In addition to the guidance provided, please outline your views on promoting Literacy with young people at both Key Stage 3 and 4. In addition, I would be interested in why you wish to work in an educational setting with young people in the 11-16 age range.**
- Section 16, References: The requirement for two employment references, one of which must be your current or most recent employer. Please include email addresses if possible.
- We use an application form which states that the post is exempt from the Rehabilitation of Offenders Act 1974 and that the successful candidate must apply to have an Enhanced Disclosure from the Disclosure and Barring Service. The application form will request full and complete information about employment history.
- All applicants are required to disclose whether they have any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.

*You can send your application via:*

*Email to: **[nmurray@marywebbschool.com](mailto:nmurray@marywebbschool.com)***

*Post to: **Mrs N Murray, Mary Webb School & Science College, Pontesbury, Shrewsbury, Shropshire, SY5 0TG***