



**Vacancy: Educational Teaching Assistants**

**Applicant Information Pack**

# Welcome

Thank you for your interest in this vacancy at North Huddersfield Trust School. We hope that you find the information within this pack useful and that it helps you to build a good picture of the exciting opportunities at the school.

North Huddersfield Trust School is now 6 years old and as we continue to move from strength to strength, our growing student numbers reflect that families are recognising the hard work of staff and students in creating a school of which the local community can be justifiably proud.

Ofsted has recognised us as a “Good” school which is outstanding in its work in keeping students safe and secure and for students’ personal development and well-being. We will continue to drive forward standards and ensure that we provide the best education for our students. Above all, our main priority is that we have a happy school where students feel safe, well-supported and able to thrive to achieve their full potential, so that when they leave us at 16 they are well-rounded, confident young people who will willingly contribute to their local community and far beyond.

Whilst we are aware of the fantastic progress we have made we will not rest on our laurels and have a clear plan for further improvement. There are a whole range of challenges ahead, but with these challenges come opportunities and excitement.

Thank you again for taking in interest in North Huddersfield Trust School and we look forward to hearing from you.



Ruth Ward

Acting Head Teacher

# Vacancy Details



**Educational Teaching Assistants**

Fixed term appointment until 31st August 2019

30 hours per week, term time + 2 days

Grade 6 (actual salary £12,787 - £14,253)

Ofsted has recognised us as a “Good” school, which is outstanding in its work in keeping students safe and secure and for students’ personal development and well-being.  We will continue to drive forward standards and ensure that we provide the best education for our students. We are passionate about maximising the potential in our students and our caring and nurturing approach helps us achieve this.

We are looking to recruit Educational Teaching Assistants who will under the guidance of the classroom teacher and Special Education Need & Disabilities Coordinator (SENDCo), support students’ learning in line with agreed objectives.

If you wish to apply for these vacancies, please apply through the TES Website [www.tes.com](http://www.tes.com) or North Huddersfield Trust School website [www.nhtschool.co.uk](http://www.nhtschool.co.uk). Applications should be returned to Mrs Nora Brown, Operations Manager, by email to nbrown@nhtschool.co.uk by **12 midday on Friday 14th December.**

**We are committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS is required for successful candidates.**

Woodhouse Hall Road, Huddersfield, West Yorkshire, HD2 1DJ

🕿 01484 452100

[www.nhtschool.co.uk](http://www.nhtschool.co.uk)

**We are committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to an enhanced DBS check as part of our safer recruitment process.**

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**JOB DESCRIPTION**

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| --- | --- |
| **Role** | Educational Teaching Assistant |
| **Grade (SCP)** | 6 (18-21) |
| **Weekly hours** | 30 |
| **Non-term time arrangements** | 5 days (staff training days only) |

**Key Responsibilities:**

1. Classroom support
2. Other duties
3. General

**Duties**

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| --- | --- |
| **Key accountabilities** | **Key tasks** |
| Classroom support | * Under the guidance of the classroom teacher and Special Education Need & Disabilities Coordinator (SENDCo), support students’ learning in line with agreed objectives
* Provide one to one and group support under the guidance of the classroom teacher or SENDCo
* Assist in the planning and preparation of learning activities and educational visits
* Support classroom teachers in creating a positive and vibrant learning environment where students can thrive
* Support students in ensuring the quality of their work adheres to high presentation standards
* Set an excellent example to students of good behaviour, professionalism and respect
* Consistently uphold the school’s behaviour policy
* Build and maintain positive working relationships with stakeholders, including colleagues and students
* Ensure progress is clearly and accurately recorded and reported
* Actively encourage students to positively embrace school life and create opportunities for every student to maximise their potential
* Assist in the implementation and evaluation of structured plans, statutory and otherwise, to ensure that students are appropriately supported
* Attend meetings as required, including giving appropriate updates on student progress
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| Other duties | * Assist with the induction of new staff as agreed
* Provide duty cover as required
 |
| General  | * Always uphold the school’s PRIDE agenda
* Adhere to strict standards of confidentiality
* Ensure compliance with data protection, equal opportunities, health and safety and safeguarding regulations, policies and guidance
 |

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

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| --- | --- |
| Reports to: | SENDCo |
| Responsible for: | - |

**PERSON SPECIFICATION**

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|  | ESSENTIAL | DESIRABLE |
| Education / training | * Maths and English GCSE at Grade C or above, or equivalent
 | * Relevant Teaching Assistant training
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| Experience | * Experience of working in a school setting
 | * Previous classroom based experience, preferably with students aged 11-16
 |
| Specialist knowledge / skills | * Ofsted criteria and a sound understanding of how Teaching Assistants can drive forward standards
* Proven ability to establish rapport and build positive working relationships with young people from diverse backgrounds
* Knowledge and understanding of different learning styles
* Proven ability to support, nurture and develop key skills and knowledge in students
 | * Current educational policy and an understanding of the National Curriculum
* Knowledge of SIMS school database
* First Aid qualified
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| Personal skills | * Ability to deliver excellent customer service to both adults and children
* Ability to plan and prioritise tasks
* Excellent attention to detail
* Outstanding communication skills
* Professional resilience
* A sensitive and diplomatic approach
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| General | * Excellent understanding of safeguarding guidance
 | * A good understanding of school policies
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