Dear Applicant,

Thank you for your interest in the position of Teaching Assistant. We are seeking to appoint a suitably qualified person to join an ambitious and supportive school.

**Salary Scale**

NJC Grade 4 - £17,972 - £18,870 (to be pro rata)

**Contract**

Fixed Term (subject to funding)

**Background Information**

Lymm High School is a high-performing 11-18 secondary school with exceptional resources, including a swimming pool, leisure complex and our own residential centre in Anglesey.

We are looking for a Teaching Assistant to help support a busy and successful LDD Department.

**Method of Application**

The preferred method of application is electronically via email. All applications must be made using the school’s application form. Applications will be shortlisted for interview and the HR Officer will contact those selected regarding the time and venue. Applicants who have not been contacted within two week of the close date can assume that on this occasion their application was unsuccessful.

**Closing Date**

Applications received after the closing time of 9am on Monday 7th January 2019 will not be considered.

**Interview Dates**

To be confirmed.

**Safeguarding**

All staff who teach, train or work regularly with children aged up to 18 and vulnerable adults are required to comply fully with legislation and Lymm High School policies and practices to ensure learners are safeguarded and protected.

If you have any questions please contact us on 01925 755458 or email recruitment@lymmhigh.org.uk.

Thank you again for your interest in working at Lymm High School. We look forward to hearing from you.

Mr Gwyn Williams

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| **JOB DESCRIPTION**  **POST DETAILS**  JOB TITLE: Teaching Assistant  GRADE: Grade 4 (Point 10-13) £17,972 - £18,870 (to be pro rata)  LOCATION OF WORK: Lymm High School  RESPONSIBLE TO: SENCO/Head of the Learning Development Department  RESPONSIBLE FOR: Pupil Progress and Wellbeing, specifically pupils with Special Educational Needs and/or Disabilities  HOURS OF DUTY: 33.5 hours per week, Term time only + 5 inset days  **SCOPE OF JOB**   * To provide support for pupils with SEND or learning difficulties and differences, ensuring progress and challenge for all students.   **KEY TASKS AND ACCOUNTABILITIES**   * Using acquired skills, support and deliver learning activities and contribute to the development of work programmes to facilitate effective teaching and learning. * Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans * Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school’s behavior management policy * Monitor individual pupil’s progress, achievements and development and report these to the teaching staff/ line manager to inform decisions taken regarding the Accessibility Plans, Education Plan, Individual Behaviour Plans, Medical Plans and Personal Care Programmes for a pupil. * Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupil’s wellbeing. * Record pupil information as specified by the teaching staff/ line manager to ensure that school’s information systems are maintained * Attend to personal, emotional, behavioural and physical needs of pupils so that their wellbeing is maintained. * Prepare and maintain learning resources and ensure that the classroom is kept tidy so that the needs of the lesson plans are met in a safe learning environment, which complies with relevant health and safety requirements * To provide and implement Access Arrangements as required across all key stages, acting as e.g. a reader, amanuensis, transcript, or oral language modifier during periods of formal and informal assessment and examination. * Display and present the pupil’s work under the direction of the teaching staff, so that it enhances the classroom environment and celebrates achievement. * Attend staff and other meetings and participate in staff training development work and staff reviews as required. * Maintain student files and LDD administration files, ensuring all documentation is available, as appropriate and ensure these are communicated at a whole school level. * To actively safeguard and promote the welfare of children at all times. * To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a line manager   To carry out other duties as deemed relevant and requested by the Principal.  To carry out all duties with due regard to confidentiality and data protection regulations.  The post holder is responsible for the safeguarding and promoting the welfare of children and/or vulnerable adults.  To undertake such additional duties as are reasonably commensurate with the level of this post.  **REVIEW ARRANGEMENTS**  The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Principal will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.  **PERSON SPECIFICATION**   |  |  | | --- | --- | | **JOB TITLE** | **GRADE** | | **Teaching Assistant** | **Grade 4** |   ***NOTE TO APPLICANTS: Whilst all points on the specification are important, those marked Eessential are the key requirements. You should pay particular attention to these points and provide evidence of meeting them.***   | Criteria | Essential | Desirable | | --- | --- | --- | | Qualifications & Experience | * Genuine desire to work within the educational field. * Willingness to participate in relevant training and development opportunities. * High level of numeracy and literacy skills (GCSE grade C or above, or equivalent). | * Minimum 2 year’s experience of working with and/or caring for children within specified age range * NVQ II or equivalent in teaching assistance. * Training in Special Educational Needs strategies. | | Skills | * Ability to work effectively within a team environment, understanding classroom roles and responsibilities * Ability to build effective working relationships with all pupils and colleagues. * Ability to promote a positive ethos and role model positive attributes. * Ability to work with children at all levels regardless of specific individual need and across all Key Stages. * To be highly organised and the ability to maintain pupil records and files. * Effective use of ICT | * Ability to contribute to meetings and disseminate good practice. | | Knowledge and Understanding | * Awareness of inclusion, especially within a school setting. * Empathy and understanding of a range of Special Educational Needs and Disabilities. | * General understanding of the National Curriculum and other basic learning programmes across a range of subject areas. * Experience of resources preparation to support learning programmes to include differentiation of work. | | Other Requirements | * Ability to show initiative and to prioritise one’s own work even when under pressure * Ability to attend training courses * Willing to learn new technologies * Able to work flexible to meet deadlines and respond to unplanned situations * Commitment to the highest standards of child protection and safeguarding * Professional and hygienic appearance * Ability to reach and bend, and to carry out some lifting/moving of equipment * Excellent time keeping and attendance record * Enhanced DBS Clearance. * Willingness to attend to the personal and physical needs of pupils in our care. |  | |