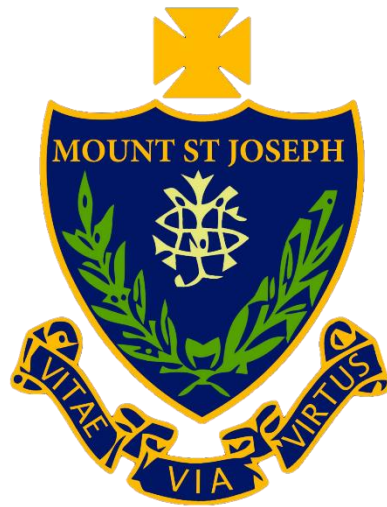


Mount St Joseph

Candidate Information Pack



Teaching Assistant (maternity cover)

Candidate Pack

Welcome to Mount St Joseph

A community of Learners, Believers & Friends

Dear Applicant

Thank you for your interest in the position of Teaching Assistant at Mount St Joseph.

Mount St Joseph is a vibrant secondary school situated in the South of Bolton serving a richly diverse community. Our pupils come from a variety of backgrounds including families newly arrived in this country and low income families. A number of our pupils have English as an additional language (37%) and our pupil premium is 42%. We place a strong emphasis on inclusion.

Our ethos is underpinned by the gospel values of serving others, tolerance, compassion and forgiveness. As a community of learners, believers and friends, we are committed to the spiritual, moral, educational and social development of our community.

We believe strongly in the power of high expectations of our students and of ourselves, and in the importance of personal goals that are meaningful to each individual. We know that every student has their own potential and we are determined to help them to fulfil it. We aim to enable all students to take part in exciting learning inside and outside the classroom, so that they can make rapid and sustained progress.

We are proud of our team of dedicated staff who provide an inspiring, structured and supportive learning environment, in which every student is challenged to realise their full potential and encouraged to be ambitious for their futures. Our school continues to celebrate good results; they are attributable to the hard work and high aspirations of our students, the strong teaching from our committed and talented staff, the outstanding pastoral support and a clear commitment to raising achievement from all members of the school community.

There is a strong emphasis on providing opportunities for students to further build their confidence, self-esteem, interpersonal relationships and to develop the resilience to overcome problems. We aim for all our students to enjoy their time at Mount St Joseph School, to have memories and friends that will last a life time and to leave with the qualifications, personal skills and attributes needed to be successful young adults.

We are looking to appoint an outstanding enthusiastic leader to facilitate and encourage a learning experience which provides all pupils with the opportunity to fulfil their individual potential.

The last Ofsted inspection concluded that we are a good school with outstanding leadership qualities. Our aim is to be an outstanding school - that is what we, our students and our whole community deserve and expect.

This is an exciting opportunity for a person who is an excellent practitioner, who possesses the energy and enthusiasm to bring their skills and innovation to our community; a person who will be a role model and leader and ambitious for both students and staff.

If you are inspired and share our vision, please apply and we look forward to considering your application and meeting you.

Yours faithfully,

A Devany

A Devany
Headteacher



Mount St Joseph: A Community of Learners, Believers & Friends

About the School

Mount St. Joseph is a Roman Catholic voluntary-aided 11-16 comprehensive under the trusteeship of the Salford Diocese. The Instrument of Government of the school states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Salford.

Our aim is to secure the highest academic achievement for each child, a full awareness of personal and social responsibility and a deepening love and understanding of the Catholic Faith and our Mission Statement is the reference point for all our work:

As a **community of learners** we aspire to achieve our full, academic potential in a happy, safe and caring environment.

As a **community of believers** we aim to develop a full awareness of our spiritual and moral responsibility and a deepening love and understanding of our faith.

As a **community of friends** we influence the people around us by using our unique gifts and talents to develop one another socially and culturally to build a better world.

Safer Recruitment

Mount St Joseph is committed to safeguarding and promoting the welfare of children and young people. We undertake thorough checks to ensure that we meet our obligations to protect our students. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an Enhanced Disclosure and Barring Service check.

Application Details

Thank you for your interest in the Teaching Assistant (Maternity Cover) vacancy. If you require any further information about the post, or would like to arrange a visit to the school, please contact Miss K Pasquill – 01204 391800.

Mount St Joseph

A community of Learners, Believers & Friends

JOB DESCRIPTION

<u>Job Title</u>	TEACHING ASSISTANT LEVEL 2
<u>Grade</u>	GRADE 4 (POINT 17-21)
<u>Primary Purpose of the Job</u>	Provide support for teaching and learning in the school/setting

PRINCIPLE RESPONSIBILITIES

Provide support for teaching and learning activities. Contribute to children's development and safeguarding.
Provide support to develop the learning environment

MAIN DUTIES

Provide support for learning activities across a range of key stages and in a range of environments

Support children's development (e.g. 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 information and communication technology for teaching and learning

Use information and communication technology 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

ORGANISATIONAL COMPETENCIES

Valuing Diversity

To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

Caring for Customers

To provide quality services which are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.

Developing Yourself and Supporting Others

To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others.

Health and Safety

To operate safely within the workplace with regard to Health and Safety legislation.

Confidentiality

An acknowledgement of the need to maintain confidentiality at all times and to become aware of the National, Corporate and School policies on Confidentiality, and the management and sharing of information.

Limits of Authority

Within the framework of Council and School policies and instructions, and subject to the overriding authority of his/her line manager, the officer holding this post is authorised to undertake all duties appertaining to the areas of work outlined above.

Mount St Joseph

A community of Learners, Believers & Friends

PERSON SPECIFICATION

Job Title TEACHING ASSISTANT

STAGE ONE

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
Skills and Competency	
Ability to support the teacher in planning, delivering and evaluating learning activities to ensure effective teaching and learning. Ability to give feedback in a constructive manner.	Interview/Application form
Ability to listen and observe children/young people and share observational findings effectively.	Interview/Application form
Ability to keep children and young people safe during day-to-day work activities. Ability to assess the balance between safety and risk, challenge and protection, and adjust own behaviour and accordingly.	Interview/Application form
Ability to praise and encourage children/young people according to their age, needs and abilities. Ability to deal sensitively with challenging behaviour (in line with setting/school policy and procedures). Act as a role model for positive behaviour.	Interview/Application form
Ability to interact and respond positively to children, young people and adults. Ability to establish and maintain rapport with pupils. Ability to demonstrate verbal and non-verbal communication skills when dealing with children, colleagues, parents, carers, families and other practitioners.	Interview/Application form
Ability to become an effective member of staff. Ability to work effectively with colleagues and other practitioners. Ability to take an active role in developing own skills and expertise.	Interview/Application form
Ability to help pupils, under the direction of the teacher, to participate in whole class, group and individual literacy and numeracy learning activities.	Interview
Ability to operate ICT resources safely and effectively as a learning resource. Ability to access and use learning programmes and information.	Application Form/Interview
Ability to encourage and support pupils in using ICT during learning activities and feedback on their progress and response.	Interview
CORE ORGANISATIONAL COMPETENCIES	
Valuing Diversity Listen, support the diverse contributions made to the school/setting without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's	Interview/Application form

Mount St Joseph: A Community of Learners, Believers & Friends

strengths, aspirations and abilities and helps to develop their potential. Understand how Valuing Diversity and inclusion can improve our ability to deliver better services and reduce disadvantage.	
Caring for Customers Listen and respond to customer need. Network with others to develop services for the benefit of the school/setting community.	Interview
Developing Self and Others Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Strives for improvement and take responsibility for own development. Be self-confident and lead by example.	Interview/Application form
Health and Safety Ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk.	Interview
Confidentiality Acknowledge the need to maintain confidentiality at all times and to become aware of the National and school policies on Confidentiality, and the management and sharing of information.	Interview
Energy Efficiency Be aware of the energy efficiency issues in own area of work and throughout the organisation	Interview
KNOWLEDGE/EXPERIENCE/QUALIFICATIONS/TRAINING ETC	
Understanding of roles and responsibilities for supporting pupils' learning and implications for the support you can provide.	Interview/application form
Knowledge and understanding of children and young people's development in relation to the ages covered by the setting/school	Interview/application form
Awareness of safeguarding principles and safe working practices	Interview/application form
Knowledge and understanding of importance of consistent behaviour management	Interview
Knowledge and understanding of the key features of effective communication.	Interview/application form
Knowledge and understanding of appropriate software packages	Interview/application form
Experience of working with and/or caring for children within specified age range/subject area	Interview/Application form
Holder of, working towards or willing to work towards an NVQ Level 2, BTEC Level 2 or equivalent in Teaching Assistant or Supporting Teaching and Learning in Schools	Application form
WORK RELATED CIRCUMSTANCES	
The nature and demands of the postholder's time are not always predictable and there will be an expectation that work will be required outside normal hours from time to time	Interview

STAGE TWO

Will only be used in the event of a large number of applicants meeting the minimum essential requirements

ADDITIONAL REQUIREMENTS	METHOD OF ASSESSMENT
Skills and Competency	
Be familiar with and able to set in motion accident/emergency, safety, safeguarding and welfare procedures, according to school/setting policies and procedures	Interview/Application form
Ability to adapt learning activities to individual pupils' needs and abilities	Interview/Application form
Ability to identify the purpose of learning displays and devise design and content accordingly. Ability to create the display with due regard for safety and future maintenance, and to evaluate its effectiveness.	Interview
KNOWLEDGE/EXPERIENCE/QUALIFICATIONS/TRAINING, ETC	
Knowledge and understanding of strategies relating to inclusion, praise, assistance, rewards and sanctions, to use when supporting pupils' learning.	Interview/Application form
Knowledge and understanding of ICT materials, sources of information and advice, and how to adapt the use of ICT for pupils of different ages, needs and abilities.	Interview/Application form
Knowledge and understanding of procedures and policies around confidentiality, data protection and sharing of information	Interview/Application form
Knowledge and understanding of literacy and numeracy strategies and resources	Interview/Application form
Knowledge of the practical application of special educational needs strategies	Interview/Application form
Knowledge and understanding of how to maintain the health, safety and well-being of pupils when outside the school setting	Interview/Application form