



**Part-time or Full-time
Enhanced Teaching Assistant (a.SEN)**



Advertisement

Job Title:	Enhanced Teaching Assistant (a. SEND)
Scale:	Grade 5, Term-time SCP 18-22 (£16,938-£18,966)
Start date:	1st September 2018
Hours:	Part-time or full-time 8.30pm-4.30pm (4.00pm on Friday) Term-time plus 10 days (5 PD days and 5 days to be determined)

This is an exciting time to join Durham Sixth Form Centre: we are an oversubscribed post-16 institution; our results are significantly above National Averages; we are expanding our premises; we have gained external recognition and national awards for our work; we are Outstanding as defined by Ofsted, March 2017.

We know that the very best way to continue to provide outstanding education is to ensure our teaching staff and support staff are outstanding. With this in mind we wish to appoint an energetic, inspiring Teaching Assistant with an SEN focus to work as part of our wider Pastoral team.

The successful candidate(s) will be qualified to degree level; have exceptional planning and time management skills; be able to inspire and challenge both students and colleagues; have the ability to communicate effectively with a wide range of stakeholders including students, parents and governors; and be committed to working in an inclusive environment in support of the values, vision, purpose and direction of Durham Sixth Form Centre.

The job description, person specification and application form are available from our website www.durhamsixthformcentre.org.uk or alternatively from the Headteacher's PA – Janice Walker. Applicants should complete the standard application form and submit a short letter that details how their skills would meet the needs of the post. The closing date for applications is **Monday 25th June 2018 at 15.30pm**.

(Please note previous applicants need not apply)

"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"



Welcome to Durham Sixth Form Centre and thank you for your interest in the advertised post. I hope the following information gives you an insight into our school.

Durham Sixth Form Centre is the largest post-16 school in the North East of England (and 1 of 4 nationally), with approximately 1,300 students on roll. We are situated in the middle of Durham City Centre, a couple of minutes walk from both the bus and railway stations. Students generally enrol at Durham Sixth Form Centre from over 50 different secondary schools from across County Durham, Sunderland and into Northumberland.

We were inspected by Ofsted on 1st and 2nd March 2017 and are delighted with the outcome. We are an Outstanding post-16 school. Our students have an excellent record of success; they work hard to achieve it.

- Our A level results are above the national average and in the top 12% of schools in England.
- Students' grades and points for A level are above both the County Durham average and national average.
- Students' points and grades for their best 3 A levels are also above the national average.
- Our Applied General results (broad vocational qualifications) are above the national average and in the top third of schools in England.
- Students' grades and points for Applied General are well above the County Durham average and national average.
- Our Tech Level (occupational qualifications) grades and points are well above the County Durham average and national average.

Most of our students continue their studies at university, some take up employment or apprenticeships; others stay with us into Year 14 where we run some Level 4 courses. Our award-winning Careers Information Advice and Guidance team support our students into higher education, employment or their chosen future pathways.

In 2013 we celebrated our Centenary year. We are housed in a 1913 former Girls' Grammar School which was converted to Sixth Form accommodation in 1983. In addition to the original building there is now a Science Block; a 210 seated Theatre; our Hunter Resource Centre; Visual Arts Centre and Freemans Quay Leisure Centre. We have plans in place to continue to develop our school buildings over the next year.

Through sustained effort, and a clear focus and direction, Durham Sixth Form Centre is a truly embracing and dynamic organisation. We are committed to promoting the principals of equal opportunities and we aspire to an environment where all our students and employees can develop their potential. We have a strong professional development programme and have achieved CPD Mark accreditation, Investors in People and Governor Mark. Our recent Ofsted inspection report said 'The Headteacher and the highly skilled leadership team have established a culture in which students flourish and grow. Consequently, there is a healthy appetite for learning and achievement in an environment that demands high expectations for academic, vocational and personal excellence.' The school operates according to values which we feel help to determine the culture, ethos and atmosphere of Durham Sixth Form Centre. We value:

- high quality, inspirational teaching and learning;
- excellent support, care and guidance;
- personal and professional integrity;
- ambition and progress for our students, our communities and ourselves.

If you are energetic and passionate about post-16 education and have the skills and aptitude required for the role then we would welcome your application and look forward to hearing from you.

Ellen Beveridge
Headteacher
June 2018

We seek the following in our Teaching Assistants.

	Person Specification	Essential	Desirable
1.	Educated to degree level.	✓	
2.	Has a specialism/background in a TA role or SEN role.		✓
3.	Transferable skills or work experience relevant to the job description.	✓	
4.	Experience of working with young people.		✓
5.	Flexibility to work with young people on a 1:1 basis, in small groups and in larger group settings.	✓	
6.	Ability to motivate and challenge students.	✓	
7.	ICT competent.	✓	
8.	Outstanding interpersonal skills.	✓	
9.	Outstanding communication skills.	✓	
10.	Energetic, driven and enthusiasm.	✓	
11.	Organised – able to evaluate, monitor and prioritise workload.	✓	
12.	Exemplary record of health and attendance.	✓	
13.	Committed to and supportive of the values, vision, purpose and direction of the school.	✓	
14.	To promote and safeguard the welfare of children and young adults.	✓	

We have identified for you below where we anticipate gaining the information.

	Person Specification	Application	Interview/ Selection Process	Reference prior to interview	Post offer check
1.	Educated to degree level.	✓			✓
2.	Has a specialism/background in a TA role or SEN.	✓			
3.	Transferable skills or work experience relevant to the job description.	✓	✓	✓	
4.	Experience of working with young people.	✓	✓		
5.	Flexibility to work with young people on a 1:1 basis, in small groups and in larger group settings.		✓		
6.	Ability to motivate and challenge students.		✓		
7.	ICT competent.	✓	✓	✓	
8.	Outstanding interpersonal skills.		✓	✓	
9.	Outstanding communication skills.		✓	✓	
10.	Energetic, driven and enthusiasm.		✓	✓	
11.	Organised – able to evaluate, monitor and prioritise workload.		✓	✓	
12.	Exemplary record of health and attendance.		✓	✓	
13.	Committed to and supportive of the values, vision, purpose and direction of the school.		✓		
14.	To promote and safeguard the welfare of children and young adults.	✓	✓	✓	✓

Job Title: Enhanced Teaching Assistant (a. SEND)

Scale: Grade 5, Term-time SCP 18-22 (£16,938-£18,966)

Hours: Part-time or full-time
8.30pm-4.30pm (4.00pm on Friday)
Term-time plus 10 days (5 PD days and 5 days to be determined)

Responsible to: Leader of Learning: Student Support

Brief: To contribute to the delivery of Level 3 learning and provide support for students, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes.

To work collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources. Also to deliver learning to individuals, small groups and whole classes. To encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of school life.

Summary of the Key Areas of Responsibility:

1. To provide support for students, teachers and the curriculum.
2. To undertake an enhanced teaching assistant role.
3. To demonstrate specialist skills relevant to the role.

Key Areas of Responsibility	Brief Outline
1. To provide support for students, teachers and the curriculum.	<ul style="list-style-type: none"> Plan, prepare and deliver learning activities for individuals and groups of students under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of individual students. Be aware of and work within school policies and procedures. Assess, record and report on development, progress and attainment as agreed with the teacher. Monitor and record student responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher. Plan and evaluate specialist learning activities with the teacher, including writing reports and records and providing focussed personalised provision as required. Select and adapt appropriate resources/methods to facilitate agreed learning activities. Maintain a clean, safe and tidy learning environment. Ongoing guidance and support of students in their social development and their emotional well-being, reporting problems to the appropriate person. Supply specialist support with direction and guidance from teaching staff, allowing students to access the curriculum and participate fully in school activities. Under the guidance of a teacher support the role of parents/carers, in students' learning and contribute to meetings with parents/carers to provide constructive feedback on student progress/achievement. Contribute to the development of policies and procedures
2. To undertake an enhanced teaching assistant role.	<p>Enhanced Teaching Assistants are expected to undertake at least one of the following:</p> <ol style="list-style-type: none"> a. Provide specialist support to students with learning, behavioural, communication, social, sensory or physical difficulties (SEND); b. Provide specialist support to students where English is not their first language; c. Provide specialist support to gifted and talented students; d. Provide specialist support to all students in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
3. To demonstrate specialist skills relevant to the role.	<ul style="list-style-type: none"> Establish and maintain relationships with families, carers and other professionals. Provide short term cover of classes. Supervise the work and development of other classroom staff as appropriate. Be responsible for the preparation, maintenance and monitoring of stocks of materials and resources.

	<ul style="list-style-type: none"> • Invigilate examinations and internal tests. • Accompany teaching staff and take responsibility for students on visits, trips and out of school activities as required. • Assist with the supervision of students out of lesson times, including non-contact lessons, before and after school and at lunchtimes but not as a Supervisory Assistant. • Prepare and present displays. • Supervise individuals and groups of students throughout the day, including supervision in the classroom, quiet space, resource centre and refectory. • Assist students with eating, dressing and hygiene, as required, whilst encouraging independence. • Provide pastoral care to students. • Provide basic first aid, if appropriate, ensuring timely referral to health services in emergency situations. • Administer medications subject to agreement and in line with school policy. • Support students to develop their skills of independence, resilience and confidence. • Contribute to the development and implementation of support plans including IEP's and EHC's., including attendance at, and contribution to, reviews as required. • Work with students not working to the normal timetable. • Support the use of ICT in the curriculum.
4. To uphold the professional standards of the school.	<ul style="list-style-type: none"> • To be a role model to students through personal presentation and professional conduct. • To attend staff meetings as required. • To arrive a sessions, on or before the start, and to begin and end on time. • To be familiar with school, department and faculty handbooks. • To strive for personal and professional development through active involvement in appraisals. • To maintain a working knowledge and understanding of the National Occupational Standards for Support Staff. • To undertake any reasonable task as directed by the LLP, SENCO, Head of Department/Faculty, Headteacher, Deputy Headteacher, Assistant Headteacher or subject teacher. • To be involved in extracurricular activities where appropriate and in line with the Local Collective Agreement 2012. • To establish a climate for learning in line with the school's policies and procedures, to contribute to a purposeful learning environment and encourage students to interact and work cooperatively with others.
5. Specific roles and responsibilities agreed with the line manager and/or member of the SLT.	<ul style="list-style-type: none"> • To be negotiated, if appropriate.
Modelling	<ul style="list-style-type: none"> • To model the values, ethos and vision of the school in pursuit of excellence and equity, valuing individual achievement. • To help build, communicate and implement a shared vision. • To role model and actively promote high expectations for all members of the school community through your role within the structure. • To contribute to the efficient management of school routines. • To be an appraisal team member in line with school policy. • To be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by individual action/inaction.
Training/Qualifications	<ul style="list-style-type: none"> • To undertake on-going research to develop knowledge and undertake any CPD, inset and qualifications as deemed necessary by the Headteacher or designated member of the Senior Leadership Team. • Where formal qualifications are identified the employee will be required to sign an agreement to reimburse the school of any training costs incurred if the employee leaves before qualification and/or if they leave before a period to be specified after qualification.
Additional Hours	<ul style="list-style-type: none"> • In the event where the Headteacher requests additional hours to be worked over and above the contractual hours of 37 per week, TOIL will be given at flat rate as per Local Collective Agreement 2012. Timesheets must be submitted and approved by the Headteacher.

Day	Hours	Total Hours	Includes unpaid lunch break	Total hours worked
Monday	8.30am–4.30pm	8 hours	30 mins	7 hours 30 mins
Tuesday	8.30am–4.30pm	8 hours	30 mins	7 hours 30 mins
Wednesday	8.30am–4.30pm	8 hours	30 mins	7 hours 30 mins
Thursday	8.30am–4.30pm	8 hours	30 mins	7 hours 30 mins
Friday	8.30am–4.00pm	7.5 hours	30 mins	7 hours
				37 hours

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Term-time plus 10 days (5 PD days and 5 days to be determined)

Should you decide to apply for the vacancy then please return a completed application form including the names, addresses and relevant contact details of two referees together with your short letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post; how you feel you meet the criteria outlined in the job description and person specification; a response to the following questions:

1. How do you measure student success?
2. How would you contribute to an already outstanding school?

Completed applications must be received by **15.30pm** on **Monday 25th June 2018** addressed to:

Janice Walker
Headteacher's PA and Office Manager
Durham Sixth Form Centre
Providence Row
The Sands
Durham City
DH1 1SG

or

emailed to:

dsfc@durhamsixthformcentre.org.uk entitled 'For the Attention of Janice Walker - Application for *insert job title*'.

Interviews are provisionally scheduled to take place on **Tuesday 3rd July 2018**.

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

Durham Sixth Form Centre:

- is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- ensures all appointments are subject to an enhanced DBS check, satisfactory medical report and satisfactory references.
- is an equal opportunity employer.
- is a Local Authority Maintained school.
- operates a strict no-smoking policy.