Hove Park School
"Together We Achieve"

Nevill Campus: Nevill Rd, Hove, East Sussex, BN3 7BN
Tel: +44 (0)1273 295000/1 **Fax:** +44 (0)1273 295009

Valley Campus: Hangleton Way, Hove, East Sussex, BN3 8AA
Tel: +44 (0)1273 295002/3 **Fax:** +44 (0)1273 294994

Email: office@hovepark.org.uk

Mr Jim Roberts- Headteacher

Teaching Assistant Level B (4 posts)

NJC Scale 3 £17,681 - £18,672 pro rata (actual £12,906- £13,630)
30.4 hours per week
Monday to Friday, 8:25 am to 3:15 pm (45 minute unpaid lunch)
Term time only, 46.2 weeks per year

Special Educational Needs and Disabilities (SEND) Department

Commencing: November 2018

The SEND department at Hove Park School is looking to appoint an experienced Teaching Assistant with relevant experience in supporting students with a range of needs including: Autistic Spectrum Condition, Speech and Language needs, SpLD (Dyslexia/Dyspraxia) and English as an Additional Language (EAL).

We operate a system of key workers, where a member of the team has a small group of students for whom they are the main SEND point of contact and we try to get to know the whole student and establish a positive, productive working relationship.

The person appointed will truly believe that SEND is not a barrier to progress and that all young people can succeed. In return, we offer a vibrant environment in which to work and opportunities for professional development. Particularly desirable is, experience of managing medical needs, an ability to respond positively to challenging behaviour and, an ability to speak another language.

Information about this post and an application form can be downloaded from our website: www.hovepark.brighton-hove.sch.uk/vacancies

Please submit your completed application form to recruitment@hovepark.org.uk
Alternatively, you can apply directly through TES.

Hove Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidates will be subject to an enhanced DBS check.

Deadline for applications – Sunday, 14th October 2018
Interviews: Week beginning 15th October 2018

Hove Park School celebrates diversity and welcomes applications from all areas of our community as we aim to have a staff body that is representative of our socially, culturally and ethnically diverse student population.

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JOB DESCRIPTION

JOB TITLE: Teaching Assistant – General - Level B

Please note; this is a National Generic Job Description. It describes the level of responsibility that you will be required to undertake. Within this role you will be required to carry out the majority of the tasks listed, and your line manager will advise you of those that are not applicable.
Text in bold font indicates the key level responsibilities for this role.

1. PURPOSE OF JOB

To work under the instruction / **guidance of** teaching / senior staff to undertake **work / care / support programmes**, to enable access to learning for pupils and to **assist the teacher** in the management of pupils and the classroom. **Work may be carried out in the classroom or outside the main teaching area**

2. PRINCIPAL ACCOUNTABILITIES

Support for the Pupils

- Supervise and provide particular support for pupils, **including those with special needs,** ensuring their safety and access to learning activities
- **Assist with the development and implementation of Individual Education / Behaviour Plans and Personal Care programmes**
- Establish constructive relationships with pupils and **interact** with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- **Set challenging and demanding expectations and promote self-esteem and independence**
- **Provide feedback to pupils in relation to progress and achievement under guidance of the teacher**

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Support for the Teacher

- **Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work**
- **Use strategies, in liaison with the teacher, to support pupils to achieve learning goals**
- **Assist with the planning of learning activities**
- **Monitor pupils' responses to learning activities and accurately record achievement/progress as directed**
- **Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc**
- **Promote** good behaviour, **dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour**
- **Establish constructive relationships with parents / carers**
- **Administer routine tests and invigilate exams and undertake routine marking of pupils' work**
- Provide clerical / admin support, e.g. photocopying, typing, filing, money, **administer coursework** etc

Support for the Curriculum

- **Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses**
- **Undertake programmes** linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years**, recording achievement and progress and feeding back to the teacher**
- Support the use of ICT in learning activities and **develop pupils' competence and independence in its use**
- Prepare, maintain and use equipment / resources required **to meet the lesson plans/relevant learning activity** and assist pupils in their use

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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 pupils 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 pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and **take responsibility for a group under the supervision of the teacher**

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

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PERSON SPECIFICATION

POST TITLE: Teaching Assistant – General - Level B

CRITERIA	**ESSENTIAL CRITERIA**
Job Related Education and Qualifications and Knowledge	• Completion of DfES Teacher Assistant Induction Programme • **NVQ 2 for Teaching Assistants or equivalent qualification or experience** • **Understanding of relevant policies / codes of practice and awareness of relevant legislation** • **General understanding of national / foundation stage curriculum and other basic learning programmes / strategies** • **Basic understanding of child development and learning** • **Training in the relevant learning strategies e.g. literacy** • **First aid training** as appropriate
Experience	• Experience of working with or caring for children of relevant age • **Experience in the effective use of ICT to support learning**
Skills/Abilities	• Good numeracy / literacy skills • Ability to relate to children and adults • Ability to use other equipment technology - video, photocopier • **Ability to self-evaluate learning needs and actively seek**

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learning opportunities

- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.