



Applicant Information Pack

Teaching Assistant Level 1



Applicant Information Pack

Contents

Letter from Headteacher

The Snaith School Aims

Vacancy Advert

Application Process

Job Description

Person Specification





Welcome from the Headteacher

Here at The Snaith School, we are incredibly proud of our reputation for academic excellence and first class pastoral care. Our pupils are happy, well-mannered and proud of their school. With the help of our dedicated team of staff and partnership with parents/carers, The Snaith School pupils push themselves to achieve their very best and are rewarded for their effort. Their success is also reflected in our superb examination results year after year.

We aim to ensure that our pupils look back at their time with us as the best years of their lives. Learning doesn't just take place in the classroom and we pride ourselves on offering so much more. Rest assured our provision of extra-curricular activities, trips, competitions and productions is second to none. There really is something for everyone.

As a parent myself, I understand what a huge privilege it is to be trusted with your child's education and only the best is good enough at The Snaith School. However, don't take my word for it – every day is open day at our school and I would be delighted to show you round.

The staff are highly committed and work extremely hard to promote an excellent education for all our pupils. We provide quality education, outstanding pastoral care, excellent examination results, high standards of behaviour and care for others and the school environment. We aim to provide a safe, orderly atmosphere in which pupils can be happy and successful.

We believe our school is a stimulating and enjoyable place to teach and learn. We achieve goals by a strong team working together in order to raise attainment and to improve our pupils' learning experiences.

If you believe you have what it takes to build upon our success story, then we look forward to meeting you.

Michaela Blackledge
Headteacher





The Snaith School Aims

At The Snaith School we aim to provide the best possible education and opportunities for each individual pupil.

We enable our pupils to enjoy life, grasp the opportunities it offers and be equipped to meet the complex challenges of the 21st century.

We encourage our pupils to grow and develop emotionally, to be able to understand and respect themselves and fully engage and interact with those around them.

The Snaith School team is highly committed and strive to provide an exceptional educational and all-encompassing experience for all pupils.

We provide outstanding pastoral care, high standards of behaviour and a happy, thriving and progressive school environment.

We all work hard to promote a culture of mutual respect, honesty and high aspirations. In achieving this the school will maintain and develop its caring, inclusive, disciplined ethos and traditional values, emphasising respect for the individual and the integration of all staff and pupils within one community where:

- Every child counts and no child is left behind
- Education is tailored to individual needs, interest and aptitude to ensure that every pupil achieves and reaches the highest standards possible
- High quality education is learner centred towards performance targets
- Pupils are prepared to deal confidently with adult life
- Pupils learn how to learn
- The full potential of all pupils and staff are developed
- All members of the community support the school and are proud of its achievements
- The environment is safe and secure and is conducive to learning

Ofsted Quotes

‘Students are keen to learn and they achieve well.’

‘Positive relationships and a high level of trust enable students to deal with experiences that challenge them emotionally.’

Investors in People Quotes

“The Snaith School have developed and implemented a number of excellent actions which have focused on developing the capability of people across the whole school through effective leadership and management resulting in continued empowerment and engagement and continually improving standards.”

“The Snaith School has a strong culture for recognising achievement and contribution.”

“To infinity and beyond!”





Vacancy Advert

Teaching Assistant Level 1

Scale Point 11 £17,007 per annum FTE (£11501 pro-rata)

30 hours per week term time only

Temporary until 31 August 2019 in the first instance

Are you passionate about young people achieving their full potential? Do you want to work in a high achieving school striving for excellence for all? Do you want to make a difference to young people's futures?

Due to increased requirements, we are seeking to appoint an outstanding and enthusiastic Teaching Assistant to join our popular, successful, oversubscribed, inclusive 11-16 school. You will join a team of Teaching Assistants supporting individuals and small groups of pupils under the direction of the SENDCO. The post is on a temporary basis until 31 August 2019 in the first instance, and is subject to the SEN support requirements of the school.

We are:

- An innovative and forward looking High Performing Specialist School
- A high achieving school striving for excellence
- A community which values the achievement of all its members and supports personal achievement

You:

- Will be keen to make a difference in the classroom
- Will be a skilled and enthusiastic teaching assistant with experience in supporting children on a one to one or small group basis
- Are able to communicate effectively at all levels and adopt a friendly, helpful, courteous manner
- Will be keen to demonstrate your inclusive ethos in your everyday practice
- Are an effective team player
- Have a good level of IT literacy with good written and verbal communication skills
- Have a commitment to supporting the school and school policies

If you are someone who puts pupils first, is prepared to go the extra mile and is keen to work for an inspirational, ambitious and dynamic education provider, then we want to hear from you. Visits to the school are most welcomed and can be arranged by contacting Louise Brodigan, HR and Office Manager at hr@thesnaithschool.org.uk.

Closing date: 9am Monday 12 November 2018.

Interviews to be confirmed w/c 12 November 2018.

Please visit our website www.thesnaithschool.org.uk for an application pack or contact school by telephone or e-mail hr@thesnaithschool.org.uk with your contact details. Completed applications should be e-mailed to hr@thesnaithschool.org.uk.

The Snaith School is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.





Application Process

Dear Applicant

Thank you for your interest in the post of Teaching Assistant Level 1.

An application form and recruitment pack can be downloaded from www.thesnaithschool.org.uk following the current vacancies link. In addition, please note CVs will not be accepted.

Completed applications should be e-mailed to hr@thesnaithschool.org.uk or posted to HR Department, The Snaith School, Pontefract Road, Snaith, DN14 9LB. Your application must be received no later than **9am Monday 12 November 2018**.

Should you have any queries please email me at:
hr@thesnaithschool.org.uk

Yours sincerely

Louise Brodigan
HR and Office Manager



Job Description

Hours of work

Monday to Friday 8.45am to 3.15pm
30 hours per week
Term Time only

Working in partnership with the teacher

- Works under the direction and guidance of a teacher.
- Understands lesson objectives.
- May be involved in lesson planning.

Statutory framework

- Works to agreed school policies and procedures.
- Works within wider legislation framework, e.g. National Curriculum, health and safety, child protection.

Supporting inclusion

- Facilitates participation and learning, helping to build confidence and self-esteem, so that all pupils, including those who present challenging behaviour, are enabled to reach their full potential alongside their peers.

Equality of opportunity

- Ensures pupils' equal access to learning and development.

Anti-discrimination

- Must comply with legislation and school policies relating to discrimination.
- Must promote anti-discrimination practices in all interactions with pupils and colleagues.

Celebrating diversity

- Demonstrates and promotes an understanding and appreciation of difference in personal characteristics, belief system and cultures.

Promoting independence

- Encourages and promotes independent learners.
- Provides opportunities for pupils to demonstrate self-reliance and responsibility.

Confidentiality

- Must adhere to the need for confidentiality of information at all times.

Continuous professional development (CPD)

- Takes responsibility for maintaining and improving personal skills, knowledge and experience.

Main Duties and Responsibilities of the post

Under the direction of the teacher or SENDCO, and within the agreed educational plan, the post holder will undertake a range of duties which may include:

Supporting the pupil by:

- Developing an understanding of the specific needs of the pupil(s) to be supported, taking into account the type of support involved.
- Undertaking activities with either individuals or groups of pupils to ensure their safety and facilitate their physical, emotional and educational development, by, for example:
 - clarifying and explaining instructions;
 - ensuring the pupil is able to use equipment and materials provided;
 - assisting in identified areas, e.g. language, behaviour, reading, spelling, numeracy, handwriting/presentation, and the use of I.C.T.;
 - helping pupils to concentrate on, and finish work set;
 - meeting the physical needs of pupils as required whilst encouraging independence;
 - liaising with the class teacher, SENDCO and/or external support teacher about individual education plans (I.E.P.s) and pupil progress;
 - developing appropriate resources to support the pupil(s).

Supporting the teacher by:

- Assisting the class teacher (and other professionals as appropriate) in the carrying out of pre-determined educational activities and support programmes for individual and groups of pupils.
- Participating in the evaluation of the support programme.
- Carrying out administrative tasks associated with the above duties as directed by the teacher, i.e. photocopying, basic record keeping.
- Providing regular feedback about the pupil(s) to the class teacher.
- Liaising with other members of the team supporting the pupil(s) when asked to do so.
- Providing oral contributions to reviews of pupils' progress, as appropriate.

Supporting the school by:

- Assisting with lunch and break time supervision of pupils on a rota basis.
- Helping with educational visits and outings.
- Attending staff meetings, teacher training days, and training courses as appropriate.
- Undertaking any other duties that may reasonably be regarded as being commensurate with the grade and general purpose of the post.



Personnel Specification

| Essential upon appointment | Desirable | How Identified |
|--|--|---|
| EXPERIENCE / SKILLS Ability to relate well to children and adults and maintain positive relationships Experience of dealing with / working with children of relevant age Ability to work constructively as part of a team Ability to maintain a safe, calm and happy approach | Working in an educational environment Experience of working with children with special needs Good interpersonal skills Good listening skills ICT ability | Application form/ Interview/ References |
| KNOWLEDGE & UNDERSTANDING Good standard of basic education Understanding of a school environment | Knowledge of developments in education and the National Curriculum | Application form/ Interview/ References |
| QUALIFICATIONS/ TRAINING Participate in development and training opportunities | GCSE/ O' level Maths and English (or equivalent) NVQ level 2 in teaching or classroom support | Application form/ Interview/ References |