



St Mark's  
School Bath

Application pack for the post of:

*Teaching Assistant*

WISDOM

AMBITION

INTEGRITY



St Mark's  
School Bath

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# St Mark's School Bath

## Welcome to St Mark's School, Bath

Thank you for expressing an interest in the post advertised, to start in November 2019. Please find enclosed information that I hope you will find helpful in making your application.

Due to rapidly improving confidence in the school from the local community and as a result of demographic changes in the city of Bath, the student population is projected to increase dramatically over the next five years.

Our Teaching Assistants are an integral part of our Student Support Team and we are seeking experienced and enthusiastic colleagues to join us. We are looking for committed, talented and passionate individuals who will thrive on the prospect of developing confident, independent-minded learners with a spirit of ambition and adventure.

TA's will be based at St Mark's School. Hours of work will generally be worked between 8.45am and 3.00pm which corresponds to the students' timetabled lessons. There are sometimes opportunities for these hours to be extended to assist us in broadening our enrichment offer. Examples include, after school sport, Homework Club and other forms of SEND/academic interventions.

We are looking for colleagues who have experience of working with young people and with knowledge of ASD, ADHD, Dyslexia and difficulties in speech, language and learning across a spectrum of ages from Years 7 to 11.

We encourage personal creativity and welcome innovative, forward-thinking ideas from staff. Teamwork is also at the heart of everything we do and by working together we aim to secure a successful future for all our students.

Please state clearly in your covering letter what area(s) of the High Needs listed you have experience in. If you would like to discuss the role further, or arrange a visit prior to application, please contact the Clerk to the Governors, Mrs Tracy Vaid on 01225 312661 to arrange a suitable time.

St Mark's, Bath is an equal opportunities employer. We are committed to the safeguarding and welfare of our students and expect all staff to share this commitment. An enhanced disclosure certificate from the Disclosure and Barring Service is required for all successful applicants. All appointments will be subject to a six-month probationary period for new employees.

I do hope that, having read all of the details regarding the position and having studied the job description, you apply to become part of this ambitious, friendly and supportive school.

Yours sincerely,

**Barnaby Ash**  
Headteacher



# St Mark's School Bath

<b>Post:</b>	Teaching Assistants
<b>Contract type:</b>	27.5 hours per week, Term Time Only plus pro-rata INSET days Fixed term contract
<b>Start date:</b>	Monday to Friday 8.50am – 3.00pm (20 minute break AM and PM) November 2019
<b>Salary:</b>	Grade 3 SCP 5-6 Actual salary £11,948 to £12,187.
<b>Closing Date:</b>	Midnight on Sunday 10 <sup>th</sup> November 2019

**The Governing Body of St Mark's School, Bath are seeking a talented and enthusiastic Teaching Assistant to join our supportive and friendly team.**

The successful candidate will work flexibly within the Student Support Team to meet a range of student needs and to assist the SENDCo and teaching staff in the support and integration of students with special educational needs and disabilities.

Applicants must have a minimum of 3 GCSE passes at Grade C or above including Literacy and Numeracy, be qualified to NVQ 2 for Teaching Assistants (or equivalent) and have the flexibility to contribute to in-class support and support students with SEND.

**The department benefits from experienced, dynamic and visionary leadership and applications are welcome from those looking to begin their career in education, perhaps as a trainee teacher or special needs professional, or an experienced colleague looking for their next career move in a rapidly growing and vibrant school.**

In particular, applications are invited from individuals who can demonstrate:

- Experience of individual or group work with young people and families;
- Willingness to develop supportive relationships with students in order to improve levels of achievement;
- Ability to relate well to both children and adults.

In return, the successful candidates can expect:

- Outstanding professional support;
- A vibrant and dynamic student body that deserves the very best in teaching and support;
- Free on-site parking;
- Access to the Local Government Pension Scheme

If you would like to be a part of this ambitious school and are suitably qualified we would like to hear from you.



# St Mark's

## School Bath

### **Welcome from our students**

St Mark's is a small, friendly school. The staff know our names and take an interest in us as individuals. They spend time getting to know us and know how to make us work hard and achieve more at school. Everyone is kind and supportive and it's like we are a part of one big family.

In a teaching assistant, we want someone who cares about those they work with and their success. They should be someone we feel we can go to in times of need and not be intimidated by. However, this does not mean we want someone without an eye for discipline. Exercising both restraint and leniency as they see fit when taking disciplinary action is key to helping us succeed.

Our Headteacher, Mr Ash, has lead the school's development and has ambitious plans to make our school the best in Bath.

We would like those that work in our school to be positive and caring, firm but fair and for them to challenge us in lessons and help us to gain greater experiences of life. We want a balance between having fun and working hard.

Our **Teaching Assistants** should be:

- Passionate about supporting and helping students with needs
- Kind and compassionate
- Interested in us
- Not scary or intimidating
- Positive when we are doing things well
- Helpful when we might not understand things
- Strict but fair

**Head Boy and Head Girl, December 2018**



St Mark's  
School Bath

### **About St Mark's School, Bath**

St Mark's School, Bath, seeks to provide excellence in education as an 11-19 mixed comprehensive school. Our vision is to inspire students for future success, by developing confidence, ambition and independence, whilst encouraging a strong sense of adventure.

We achieve this through our personalised, dynamic curriculum, our careers and aspirations programme and extensive enrichment opportunities, encouraging our young people to thrive as principled, well-rounded young men and women. We enjoy strong partnerships with businesses and universities, providing students with academic tutoring, an experience of university life and activities to promote personal development.

We are committed to educating and developing young people spiritually, morally, socially and culturally, as well as academically. Everything we do is underpinned by our Christian ethos and core values of: wisdom, ambition and integrity. Our desire to inspire all students is extended through our joint post-16 provision, The New Sixth, as a platform for future success in higher education and the workplace.

St Mark's School is at an exciting stage of its development. Due to rapidly improving confidence in the school from the local community and as a result of demographic changes in the city of Bath, the student population is projected to increase exponentially over the next five years. If you have the drive, passion and expertise to be able to contribute towards further raising standards in the school and wish to be part of the school's exciting future plans then please consider applying for this role.

St Mark's is a member of the Bath Education Trust, a partnership and collaboration of key education providers and business in Bath and North East Somerset. The aim of the Trust is to improve the educational experience of our students and prepare them for the opportunities, responsibilities and experiences of later life.

St Mark's School was inspected by 'Ofsted' in June 2015, and was judged to be a 'Good' school across all areas. This inspection highlighted the quality education that St Mark's provides for young people in Bath and the surrounding areas. Further to this, the school has also been recognised as a 'Good' Church of England school in its most recent SIAMS inspection, under a rigorous new framework. The pastoral and academic support, the school's ethos and values as well as a commitment to academic development and well-being, were noted as particularly positive areas.



# St Mark's

## School Bath

### **Location**

We are located in one of the most beautiful corners of Bath, nestled between rolling hills on one side and the bustling and vibrant village of Larkhall on the other. It has the feel of a semi-rural village with the advantage of being a stone's throw from the centre of Bath.

Our school sits at the heart of Larkhall, a vibrant, creative and thriving community, popular with families and with a wonderful array of shops, businesses, community centres and schools, all on the doorstep.

The World Heritage city of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

In May 2015, Bath was named as the second safest city in the world. It has also been recognised by the Times newspaper as the best place to live in the UK, offering a very high quality of life.



## Person Specification: Teaching Assistant

Person Specification	Essential	Desirable
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Minimum of 3 GCSE passes at Grade C or above including Literacy and Numeracy</li> <li>• NVQ 2 for Teaching Assistants (or equivalent) qualification</li> <li>• NVQ 3 for Teaching Assistants (or equivalent) qualification</li> <li>• Relevant Learning Support Qualification</li> </ul>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p><b>Experience and Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Experience of working in a school setting</li> <li>• Experience of individual or group work, with young people</li> <li>• Experience with learning, emotional or behavioural difficulty at any school level</li> <li>• Understanding of Child Development</li> <li>• Experience of working with SEND students at primary or secondary level or students with learning difficulties</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p><b>Skills and Abilities:</b></p> <ul style="list-style-type: none"> <li>• Ability to relate well to both students and adults</li> <li>• Sound organisational and administrative skills</li> <li>• Computer literate</li> <li>• Ability to work as a member of a team</li> <li>• The ability to manage an unpredictable environment in a calm conciliatory manner</li> <li>• Ability to monitor and record against targets on IEPs</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to support SEND students in unstructured time</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>





<p><b>Personal Attributes:</b></p> <ul style="list-style-type: none"><li>• Willingness to develop supportive relationships with students in order to improve levels of achievement</li><li>• Sympathetic to the Christian ethos of the School</li><li>• Emotionally intelligent</li><li>• Motivated and energetic</li><li>• Enthusiastic and positive</li><li>• Committed to progress and well-being of young people</li><li>• A willingness to contribute to the wider life of the school</li><li>• Personable, approachable and courteous at all times</li><li>• Excellent communicator to a variety of audiences</li><li>• Resilient and calm in the face of difficult situations</li><li>• Flexibility in role when circumstances demand (i.e. on occasions attend after school meetings or accompany trips returning later than the end of a school day)</li></ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
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**Job Description:      TEACHING ASSISTANT**

Post Holder:            **Teaching Assistant**  
Line Manager:         SEND Co-ordinator  
Salary Scale:          Grade 3 SCP 5-6

This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Appraisal Policy.

This is a fixed term appointment related to the provision of special needs support in respect of a named student/or students with High Needs and will continue pending the review of the Statement of Special Needs or the students' departure from the school, if earlier.

**1. Core Purpose**

- To carry out the professional duties of a Teaching Assistant as set out in the Job Description within the terms of reference for support staff.

**2. Key Duties and Responsibilities**

- To work collaboratively with the school to achieve the fulfilment of the aims of the school as set out in the school's strategic plan.
- To support and complement the role of the teacher by working under the direction of the classroom teacher and seek to enable all students to achieve to the best of their ability with special reference to those students on the SEND code of practice.
- To assist with the development and monitoring of the appropriate education plans, sharing ideas and resources with colleagues to ensure mutual support in order to share the workload.
- To follow faculty procedures to ensure consistency of standards and equality of opportunity for all students.
- To make assessments of students' work in accordance with agreed procedures and at appropriate intervals as requested.
- Respond to requests for information relating to students' progress and behaviour as appropriate to performance review, interim and annual reports and letters from parents.
- To attend parents' evenings if appropriate, take part in appraisals and lunchtime duties.
- To have due regard for health and safety and maintain a tidy and well-ordered learning environment.
- To work collaboratively with all staff including SENDCo to ensure safe conduct and good order throughout the school throughout the day.
- To have regard for issues relating to confidentiality as set out in the school's guidelines on confidentiality.



### **3. Qualifications, Knowledge and Experience (see Person Specification)**

### **4. Post Dimensions**

The post is not subject to any responsibility in the budget management process and holds no Line Management responsibility.

### **5. Physical Effort**

The post is not subject to any physical effort or strain in excess of work in a day-to-day school environment.

### **6. Contacts**

Staff and students within the school, parents, the Local Authority and outside agents.

### **7. General**

- All staff must at all times carry out their duties and responsibilities with due regard to the School's Equalities Policies which have been embraced by the Governing Body.
- The post-holder will be expected to contribute to the enrichment and enhancement of student experience through extracurricular activities.
- The post-holder will be expected to undertake any appropriate training provided by the Authority and/or school to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement.
- This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.
- This job description will be the focus of any appraisal interview that takes place between the Headteacher and other management staff and will be reviewed at intervals in line with any staffing reviews that are being undertaken.

The job description will be reviewed annually, or more frequently if necessary, by the Headteacher and in consultation with the post-holder.



# St Mark's School Bath

## Appointment Process

**Closing date for applications:** Midnight on 17<sup>th</sup> November 2019  
**Interviews will be held week beginning:** Monday 25<sup>th</sup> November 2019

Applicants are asked to submit their application, consisting of an application form and supporting statement to:

Mr Barnaby Ash, Headteacher  
St Mark's School, Bath  
Bay Tree Road  
Larkhall, Bath, BA1 6ND

They may also be submitted by email to the Clerk to the Governors, Mrs Tracy Vaid:  
[clerkgov@st-marks.org.uk](mailto:clerkgov@st-marks.org.uk).

Your application form and supporting statement (maximum 2 sides A4) should be received in the school by Midnight on 17<sup>th</sup> November 2019. Interviews will be held during the week beginning Monday 25<sup>th</sup> November 2019.

Your supporting statement should relate to the school, the details you have received, and in particular to the selection criteria in the person specification. Shortlisting will very much relate to how convinced the panel are that you meet the criteria as stated. Please note that no other material (such as testimonials or CVs) will be considered during the selection process.

If you would like to discuss the role further, or arrange a visit prior to application, please contact the Clerk to the Governors Mrs Tracy Vaid on 01225 312661 or email: [clerkgov@st-marks.org.uk](mailto:clerkgov@st-marks.org.uk) to arrange a suitable time.