



**TAME RIVER
EDUCATIONAL
TRUST**

Mossley Hollins High School

Candidate Information Pack

Level 3 Teaching Assistant

Great schools in which to learn, teach and belong.



Welcome to Tame River Educational Trust

Dear Candidate

Thank you for your interest in the post of Level 3 Teaching Assistant with Tame River Educational Trust.

Tame River Educational Trust was established in 2022, with Tameside and Clarendon Sixth Form College as our sponsor. We grew from our desire to make a significant difference to the school days and life-chances of all our young people, including and especially young people who have many fewer socio-economic or prior educational advantages.



Our mission is to establish great schools in which to learn, teach and belong. Schools which promote learning, develop character, value diversity and build cultural capital. By the age of 16 we aim for every student to progress to suitably challenging post-16 studies and apprenticeships.

Each of our schools is committed to academic rigour, a spirit of enquiry, talent and character development and providing our students with a significant educational dividend.

The Trust currently comprises one academy and two associate schools, who will become full members of the Trust in the near future:

As a Trust we do so much more, and we are growing! We are an ambitious Trust in which to study and work for. All our members of staff, both teaching and support staff, are dedicated, committed professionals.

We recognise that our staff are our greatest asset and our Talent and HR strategy places people at the heart of our work.

If, after reading everything about us, this sounds like a Trust you would like to work for, we would very much welcome an application from you.

Phil Wilson
Chief Executive Officer

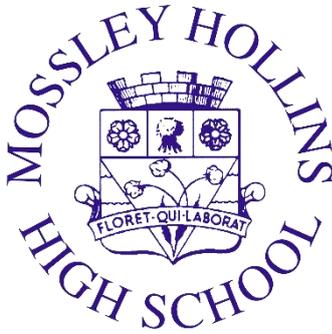


An Introduction to our Trust Schools



Droylsden Academy is an Ofsted rated Good school, where students are able to belong and thrive. It is heavily oversubscribed which is a testament to its incredible success.

Website: <https://www.droylsdenacademy.com/>



Mossley Hollins High School, is an Ofsted rated Good school. Mossley Hollins is currently an associate school within the Trust, and will become a full member in the near future. This school is also heavily oversubscribed.

Website: <https://www.mossleyhollins.com/>



Application Procedure

For a confidential discussion on current vacancies please contact the HR Team at hr@mossleyhollin.com

To apply for the role please complete the application form – available to download from our website and return it to hr@mossleyhollins.com

In compliance with Safer Recruitment Guidelines, CVs will not be accepted.

Advertised: 27 January 2025 Closing date for Applications: 10 February 2025 (10:00 AM)

Interview Date: Will be held as soon as possible following the closing date.

Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 5 days of the closing date, please assume your application, on this occasion has been unsuccessful.

Safer Recruitment

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure, with Children's Barred List Check.

Equal Opportunities

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

Tame River Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Job Description	
The Tame River Educational Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title:	Teaching Assistant (Level 3)
Reporting to:	Assistant Headteacher (SENDCo)
Hours & Salary	Part-time hours to be agreed upon appointment, term time only Full time/full year salary is £27,269 – £29,572 (pay will be pro-rata to term time only/hours agreed)
Role Overview	<p>To supervise individuals and groups of children in order to accelerate their progress and learning, working in close liaison with teaching staff and leaders to ensure students catch-up with their learning (enabling them to do well and access the full curriculum).</p> <p>To support teachers to ensure such students develop good and great attitudes to learning and work with students and small groups who have been identified as having targeted needs.</p> <p>To be attached to a Faculty and work under the direction of Assistant Headteacher (SENDCo), Head of Faculty and Middle Leaders in the Faculty area.</p> <p>This job description is written at a specific time and is subject to change as the demands of the school and the role develops. The role requires flexibility and adaptability and employees of the school need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.</p>
Child Protection and Safeguarding:	The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.
Main duties and responsibilities:	<p>As a Teaching Assistant (Level 3) you are expected to:</p> <p>Support for Students-</p> <ol style="list-style-type: none"> 1. Deliver structured and agreed tutoring for the student(s) 2. Deliver all agreed support sessions 3. Prepare, maintain, use and improve all resources required to meet the lesson plans/learning activity or tutorial. 4. Use ICT as appropriate in this work 5. Support in scaffolding resources, required to meet the lesson plans/learning activity 6. Liaise with other agencies as agreed and appropriate 7. Attend and participate in all meetings relevant to the role



8. Support enrichment and extra-curricular activities as required
9. Establish excellent learning relationships with the students, acting as a role model and setting the highest of expectations for progress, learning habits and behaviour
10. Respond to the academic and pastoral needs of individual students as assigned by the Curriculum Leader / SENCO.
11. Promote our values of Manners, Hard work, Honesty and Success
12. Promote our great learning habits (PRIDE): excellent presentation; learning resilience; independence; ability to meet deadlines; and, striving for excellence
13. Track and monitor the academic progress of individual students
14. Tutor all necessary support programmes (including Lesson 6) and planned group work
15. Provide feedback to students and their parents in relation to progress and achievement
16. Establish productive working relationships with pupils, acting as a role model and setting high expectations

Support for Teachers-

17. Have a good prior knowledge and understanding of the key concepts and skills identified in the schemes of work so that support can maximise benefits to teacher and student(s)
18. Challenge and support students to access and benefit from the teaching and curriculum on offer
19. Secure students' independent approaches to their work in class and avoid dependence on you
20. Monitor, track and evaluate students' oral and written responses to their learning through observation and planned recording against pre-agreed learning objectives
21. Provide objective and accurate feedback and reports as required (with evidence)
22. Keep and update records
23. Administer and assess/mark tests and invigilate exams/tests
24. Deal promptly with poor behaviour and unacceptable learning attitudes
25. Liaise well with parents and carers, as required
26. Escort students as necessary and assist in movement around school
27. To provide resources for students where appropriate, to enable them to gain full access to the curriculum area
28. To liaise with subject teachers where appropriate, to enable quality support to take place
29. To liaise with the Learning Support Teaching staff who are responsible for the individual education plans or similar of students receiving in-class support
30. To provide verbal or written information regarding students with such needs to the Learning Support

Support for the School-

31. Offer personal care for students with medical needs in line with Health Care Plans
32. Attend review meetings of students as and when necessary and to attend monthly planning meetings

	<p>33. Support in the school's On-Board Centre, when required 34. Provide amanuensis support at exam periods 35. Support educational visits where necessary 36. Work with other Teaching Assistants/Faculty Leaders on display work 37. Provide some cover supervision for absent colleagues, including cover in the school's Learning Support Faculty 38. Provide first aid to staff and pupils, working to the Lead First Aider</p> <p>As a member of staff, you are expected:</p> <p>39. To safeguard all students, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere 40. To follow and uphold all school policies and be an excellent ambassador for the Trust and Mossley Hollins High School 41. To have a responsible and diplomatic approach to matters of a confidential nature 42. To ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails regularly and at least once every school day 43. To develop yourself through engaging with CPD, including ICT training, in order to maximise effective use of all school systems 44. To undertake any other duties that might be reasonably requested, by the Headteacher, Curriculum Leader, Line Manager, or any other member of the leadership team. Any request will correspond with the general character of the post and are commensurate with the level of responsibility 45. To attend Open Evenings and other school events, outside of the normal school day, and to play an active part in the school community 46. To undertake a before school and break time duty in school 47. To undertake first aid training and provide first aid to staff and pupils, working to the Lead First Aider 48. Support educational visits where necessary</p>
<p>Health and Safety:</p>	<p>The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures. The postholder is responsible for their own Health and Safety, as well as that of their colleagues.</p> <p>All Trust schools are non-smoking sites.</p>

<p>General:</p>	<p>This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the Academy's appraisal programme and to participate in appropriate staff training and development activities.</p>
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Person Specification			
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • 5 or more GCSE or Level 2 qualifications with English and Maths at Grade C or above • Specialist subject knowledge curriculum/resources • Willingness to undertake first aid training 	<ul style="list-style-type: none"> • Relevant qualification in Teaching Assistance • Degree in special educational needs strategies 	<ul style="list-style-type: none"> • Production of the applicant's original certificates
Experience	<ul style="list-style-type: none"> • Experience of working with children in an educational setting (within specified age range/subject area) or experience of tutoring. 	<ul style="list-style-type: none"> • Experience of working with SEN children 	<ul style="list-style-type: none"> • Contents of the application form. • Interview • Professional references
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent personal numeracy and literacy skills. • Ability to work effectively within a team environment, understanding classroom roles and responsibilities. • Ability to work with children at all levels regardless of specific individual need and learning styles. • Ability to adapt own approach in accordance with pupil needs. • Understanding and working knowledge of principles of child development and Independent learning. • Understanding and working knowledge of national curriculum and other learning programmes (within specified age range/subject area). • Understanding of PEP paperwork for looked after children. • Understanding of inclusion, especially within school setting. • Experience of resource preparation to support learning programmes. 	<ul style="list-style-type: none"> • Up to date knowledge of child welfare issues 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references



	<ul style="list-style-type: none">• Effective use of ICT to support learning.		
Personal competencies and qualities	<ul style="list-style-type: none">• Passion for helping children and young people learn• Trustworthiness and integrity• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Ability to engender confidence in young people• A warm, friendly, and patient manner• Ability to build positive relationships with all students that allow them to achieve to their highest potential• Discipline and time management skills• A belief in the value of others• A willingness to learn new skills and approaches and to share experiences with others		<ul style="list-style-type: none">• Contents of the application form• Interview• Professional references