



# Queen Elizabeth's High School

An 11-18 Grammar School. Original Charter 1589.



## **Vacancy Information Booklet**

### ***Level 2 Teaching Assistant***

***To commence January 2024***

***Full time 32.5 hours per week, 39 weeks per year***

**Grade 5, Points 12-15 (£25,119 – £27,803 pro rata)**

**Actual salary £21,544 - £23,846**

*Queen Elizabeth's High School is entirely committed to safeguarding and promoting the well-being of all of its students. Each student's welfare is of paramount importance. Successful candidates are therefore required to reveal information concerning all convictions and offers of employment will be subject to an enhanced background check by the Disclosure and Barring Service (DBS)*

**Closing Date: 08.00am on Thursday 11 January 2024**

**Interviews to be held on Thursday 18 January 2024**

## School Vision

We aim to offer an outstanding education and to be the destination of choice for academic excellence.

This is achieved by providing an environment in which students are challenged, well cared for, and are afforded access to a broad range of fulfilling and enriching co-curricular activities.

## The QEHS Learner Standards

We are committed to working together as a school to ensure that students enjoy and achieve in all of their endeavours. Learning is at the heart of our thinking as a community and we encourage students to grasp opportunities in order to broaden their knowledge, skills and understanding.

To support this we have developed the QEHS **Learner Standards**. These set out to identify three key areas of focus for learning and are used as a framework for all that we do.

The **Learner Standards** are as follows:

1. **Behaviour for Learning**
2. **Learning to Learn**
3. **Leadership for Learning**



## School Motto and Values

### Tradition Achievement Opportunity

At Queen Elizabeth's High School we aim for high standards in all we do.

- We strive to fulfil the potential of each student.
- We aim to achieve this through a carefully planned, broad education in which enthusiastic teachers use a variety of teaching styles in activities inside and outside the classroom.
- We aim to maintain a friendly and caring atmosphere in which students and staff share a mutual respect.
- When they leave Queen Elizabeth's High School we want students to be well-balanced adults, inspired to continue their learning and able to contribute positively to society.
- Queen Elizabeth's High School is committed to the highest possible standards of child protection.

The selection criteria for student admission to QEHS in Years 7-11 benefits children of staff who have worked at our school for more than two years, or who are recruited to fill certain key posts. See the full Admissions Policy on our school website ([www.gehs.lincs.sch.uk](http://www.gehs.lincs.sch.uk)).

## The Vacancy

An exciting Level 2 Teaching Assistant vacancy has arisen at Queen Elizabeth's High School for a highly enthusiastic and passionate individual to provide learning support, student supervision, communication with families to ensure that the needs of students, particularly those with additional needs, are met. This role will involve building positive working relationships with children and their families, making regular contact with parents and carers where required. The ability to establish a good rapport with these students will be essential whilst at the same time maintaining high expectations.

The role of Teaching Assistant will involve working in partnership with teachers and other members of the Learning Support team to support students with varying degrees of learning, behavioural, communication, social, sensory or physical difficulties. The post holder will be responsible for supporting students under the direction of the SENDCO and teaching staff and will be part of a team providing learning support to students across all year groups.

We are looking for someone with strong organisational, administration and inter-personal skills, who has a passion for working with and alongside young people, and can provide a key component of our network for intervention.

It is essential that the post holder has a good educational standard and is an excellent communicator.

The actual salary for this post is £21,544.00 - £23,846.00. Our LGPS employer contribution is currently 24.1%.

The successful candidate will work 32.5 hours per week / 39 weeks per year.

MAIN RESPONSIBILITIES, TASKS & DUTIES:	
	<b>School Related</b>
1	Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
2	Be responsible for particular learning areas, including planning and preparation of activities and meeting appropriate deadlines.
3	Assist with planning for school visits.
4	Contribute to the development of Individual Education Plans.
5	Be responsible for specialist equipment.
6	Help organise and participate in meetings with parents/carers.
7	Assist with the planning and preparation of activities and preparation of the classroom, and in the delivery of local and national initiatives for example literacy and numeracy.
8	Monitor children's needs reporting these to a designated person.
9	Keep records as required by the school.
10	Have familiarity with all relevant statements of special educational needs specific to the child.
	<b>Child Related</b>
10	Assess identified students in and out of the classroom.
11	Prepare work programmes for groups of students for example literacy, numeracy.
12	Promote development and learning (physical, emotional, educational, social), foster growth, self-esteem, and independence. Observe and record development.
13	Support those children with special needs.
14	Carry out reasonable personal care and hygiene duties and administer basic first aid.
15	Assist with the movement of children in and around the school.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.

Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

#### PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
A determination to enhance the educational experience of our students	A, T, I	✓	
A warm and approachable disposition	A, T, I	✓	
An empathetic approach to working with young people	A, T, I	✓	
An understanding of factors affecting the school attendance of young people	A, T, I	✓	
A reflective and ambitious approach to tasks		✓	
High level ICT skills	A, T, I		✓
Experience of working in a similar role	A, I		✓
Experience of working in a school	A, I	✓	
Ability to prioritise and work well under pressure	A, T, I	✓	
Ability to think creatively and strategically	A, T, I	✓	
Ability to problem-solve	A, T, I	✓	
Ability to work flexibly within tight timescales and/or conflicting priorities	A, T, I	✓	
Ability to handle sensitive and confidential information with complete discretion	A, I	✓	
Self-starter and decision maker	A, I	✓	
Good educational standard	A, T, I	✓	
Relevant clerical qualifications and experience	A, I		✓
MIS expertise	A, T, I		✓
Innovative and adaptable	A, T, I	✓	
Good communication skills	A, T, I	✓	
Knowledge of SIMS	A, T, I		✓

\*A = Application form      T = Test/Assessment      I = Interview





## HOW TO APPLY

We believe that QEHS is a great place to work. Please read the information in this booklet, the job description and have a look at our website. Should you wish to apply, application details are available on our school website ([www.qehs.lincs.sch.uk](http://www.qehs.lincs.sch.uk)) or by emailing a request to [recruitment@qehs.lincs.sch.uk](mailto:recruitment@qehs.lincs.sch.uk).

**A letter of application is required to accompany the formal application form.** This must be limited to one side of A4 paper and is an opportunity for you to explain how you believe your own experience equips you for the post and for you to outline how you would approach this role at QEHS.

You are also welcome to telephone 01427 612354 ext. 267/264 if you have any questions about the post and / or would like to arrange a visit to the school.

Completed applications should be submitted by email to [recruitment@qehs.lincs.sch.uk](mailto:recruitment@qehs.lincs.sch.uk) **by 08.00am on Thursday 11 January 2024**. We will contact your referees for a reference before the interviews and, for shortlisted candidates, the references will be taken into account in deliberations at the conclusion of the final panel interviews. **Interviews will be held on Thursday 18 January 2024.**

Candidates are required to bring to interview evidence of all relevant qualifications listed on their application as well as certificates for A Level, degree, teaching and other qualifications acquired. Please also bring proof of identity, including at least one item of *photographic* evidence (current passport or new style UK driving license with associated counterpart licence). A list will be provided detailing which documents can support your application. Please be aware that at least one document should include your National Insurance number. Candidates will also be provided with a self-disclosure form. This will allow them the opportunity to disclose

and fully explain any information with regard to disciplinary sanctions, anything they are concerned might appear on their DBS, etc.

Queen Elizabeth's High 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 candidate will be subject to an enhanced DBS check.

Queen Elizabeth's High School is committed to equal opportunities and staff development. Our policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, gender, marital status, religion, disablement or criminal record. Members of staff are expected to set a good example in their appearance and smart office dress is a good guide for all staff.

**QEHS and Lincolnshire Children Services are committed to the highest standards of child protection and staff development.**



## QUEEN ELIZABETH'S HIGH SCHOOL

Morton Terrace · Gainsborough · Lincs DN21 2ST · Tel (01427) 612354

Website: [www.qehs.lincs.sch.uk](http://www.qehs.lincs.sch.uk) Email: [office@qehs.lincs.sch.uk](mailto:office@qehs.lincs.sch.uk)

HEADTEACHER: Mr R M Eastham, BSc (Hons), MEd, NPQH



Artsmark  
Platinum Award  
Awarded by Arts  
Council England



