



# WOLVERHAMPTON GRAMMAR SCHOOL

## TEACHING ASSISTANT NVQ LEVEL 2

Full-time. Required for September 2021, for the 2021/22 academic year.

### PROVIDING AN EDUCATION THAT TRANSFORMS LIVES AS WELL AS MINDS

Wolverhampton Grammar School is one of the **oldest schools in the country**, founded in 1512 and as a **selective** and **co-educational independent school** of **723 pupils aged 7-18 years**, it enjoys an **outstanding reputation**. **Award-winning** and **judged "Excellent" by the Independent Schools Inspectorate**, this is your opportunity to join a **nationally recognised, forward thinking School**.



**Are you looking for your next challenge? We are seeking an NVQ Level 2 Teaching Assistant to support and inspire a visually impaired student in Year 10 of our Senior School.**

You will join a community that thrives on challenge and intellectual curiosity, one where your skills will continue to be developed with an individually prepared professional development plan.

The successful candidate will join a community of teachers who excel in delivering a personalised, individual learning experience. You will have access to a range of professional support services including HR, IT, Library Services, Marketing, Communications and Development.

For more information about the School and to download the Job Description and Application form, visit [www.wgs.org.uk](http://www.wgs.org.uk) or contact Marsha Martin telephone: 01902 421326 email: [mmm@wgs-sch.net](mailto:mmm@wgs-sch.net)



**CLOSING DATE FOR APPLICATIONS: MONDAY 24<sup>TH</sup> MAY, 12<sup>PM</sup>**

**INTERVIEWS WILL BE HELD WEEK COMMENCING MONDAY 24<sup>TH</sup> MAY 2021**





## INTRODUCTION TO THE OpAL DEPARTMENT

Wolverhampton Grammar School is a dyslexia friendly school. All new staff receive training on dyslexia friendly teaching and multi-sensory strategies are evident throughout the School.

The School also provides access to OpAL – our specialist, dedicated support programme for students with dyslexia and other special educational needs who need a little extra support. Through OpAL, students receive small group or one-to-one tuition tailored to them.

The OpAL programme is recognised nationally as a unique and powerful example of how able dyslexic students can achieve when given the opportunity of an academic education. The School has a global alumni community, known as Old Wulfrunians, and many of them have used their OpAL experience as a springboard for success in their careers, notably in the worlds of the arts, journalism, politics and public service.

The OpAL department currently consists of five specialist full-time teachers and three teaching assistants who teach throughout the School. The department inhabits its own area within the School site and we have plans to create a new Learning Hub within the School which will include teaching and learning spaces tailored to support OpAL students.

Where appropriate, teaching staff differentiate their curriculum to support dyslexic students and all OpAL students receive extra time in test and exam situations. Guided study sessions are also provided for students who just need a bit of extra help.

Action Plans for each student are provided to each of their teachers detailing their individual learning profile and suggestions for suitable teaching activities. OpAL staff also support students in some lessons, as required and close links with teaching staff enable effective communication and support for OpAL students. We record student progress in class through half-termly monitoring sheets and each student has a lead teacher within the OpAL department who oversees their progress and liaises with parents throughout the year.

OpAL students consistently perform well in GCSE and A Level public examinations.

The School places a high emphasis on the use of technology in teaching and all teachers use iPads and online technology to enhance their lessons. There are digital projectors in all classrooms

National award winning and judged “Excellent” in all areas by the Independent Schools Inspectorate, as the leading Independent school in the city we enjoy an outstanding reputation and put the wellbeing of our staff and students at the heart of everything we do. Our staff benefit from a comprehensive and personalised professional development and leadership programme.

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# JOB DESCRIPTION: TEACHING ASSISTANT NVQ LEVEL 2

## Summary of the role:

To provide learning support for a visually impaired student at Key Stage 4.

## Contract/Hours of Work:

Approx. 30 hours per week, term time only – exact times of work TBC subject to timetable needs. Fixed term – 1 year contract.

## Pay Grade:

Pro-rata on SCP 16-20 (equivalent to £14,027 - £15,126).

## Line Manager:

Director of SEND Education.

## Teaching Assistant duties to include:

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

- Assist a visually impaired student during prescribed times of the School day to ensure they are able to successfully access the curriculum.
- Assist in the educational and social development of student under the direction and guidance of the Academic Deputy and Director of OpAL.
- Assist the student with subject revision, completion of set work, reading and writing skills where appropriate.
- Develop an understanding of the specific needs of the pupil.
- Ensure the visually impaired student has full access to learning facilities and opportunities or that reasonable adjustment is made to provide an alternative.
- Work with subject teachers and OpAL lead teacher to plan and support students' classwork and homework and to monitor students' educational progress.
- Recognising and responding effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment; following relevant policies and procedures
- Ensure, where possible, physical safety of the student whilst on School site.
- Use behaviour management strategies, where necessary, in line with School's policy and procedures.
- Attending educational visits with pupil where necessary.

## Administrative Duties:

- Support the student's personal organisation, preparation of materials and other tasks in order to support learning.
- Assist subject teachers in preparing and adapting teaching resources and providing differentiated tasks where relevant.
- Maintain student's records and report both formally and informally on student's progress.
- Meet with classroom teachers on a regular basis to discuss issues relevant to pupil.

## General Duties:

- To take responsibility for promoting and safeguarding the welfare of children and young people.
- To participate in the School's staff appraisal system as appropriate.
- To present the best possible image of the School in general, and, in particular, in all contact and communications with the general public, visitors, parents, students, customers, suppliers and all other external organisations.
- To undertake training and staff development as needed and as determined by Line Manager.
- To undertake such other duties, commensurate with the post, which your manager, or members of the Senior Management Team may reasonably and occasionally require, including working evenings, open days and covering for absent colleagues.
- Knowing the School regulations and health and safety policy; being aware of and implementing, the School rules and School policies, in particular safeguarding of children.
- Implement all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety, and that of any other persons who may be affected by their acts or omissions at work.

You may also be required to undertake such other comparable duties as the Head requires from time to time.

## PERSON SPECIFICATION: TEACHING ASSISTANT NVQ LEVEL 2

	<b>Essential</b> These are qualities without which the Applicant could not be appointed.	<b>Desirable</b> These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	<b>Method of assessment</b>
<b>Qualifications</b>	NVQ Level 2 or equivalent Good general level of education		Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
<b>Experience</b>	Familiarity with computer systems and VLE's Work with young people Work in school or college	Experience in taking small groups for literacy and numeracy booster sessions Experience or knowledge of working with students with specific learning difficulties Experience of young people with impaired vision	Contents of the application form Interview Professional references
<b>Skills</b>	Good interpersonal and communication skills People handling skills Adept at record keeping IT literate		Contents of the application form Interview Professional references
<b>Knowledge</b>		Strategies to consolidate learning	Contents of the application form Interview Professional references
<b>Personal competencies and qualities</b>	Motivation to work with children and young people Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours Positive attitude to use of authority and maintaining discipline Commitment to high standards of service Good team worker Patient Organised Confident to work individually and own initiative		Contents of the application form Interview Professional references