

St Matthew's RC High School



Application Pack/ Job Description & Person Specification

Teaching Assistant

Salary: Grade 2, Level 3, point 4-6

St Matthew's RC High School has a new Headteacher and a new vision. We have embarked upon a journey of rapid improvement, working in partnership with St Patrick's RC High School, which is a National Teaching School.

We are looking for an enthusiastic, hard-working, team player, who will join us for the position of Pastoral Manager.

Applicants

You should have significant experience of working with young people either in an educational and/or social care setting. You must be able to establish excellent relationships with pupils, parents and colleagues, and work well within a team. You will have excellent communication skills and a flexible approach to working. You will have plenty of enthusiasm, drive and a good sense of humour.

Applicants should be fully supportive of St Matthew's Catholic foundation.

The Head Teacher and the Governing Body of St Matthew's RC School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate is required for all posts prior to commencement.

SALARY : **Grade 3, points 4-6** £18,426 - £19,171 [pro rata)

Actual salary approx. £13,524 - £14,071

Hours of work: 30 hours per week, term time only + 5 days

September 2019 Start - fixed term for one year

SEN Department

Students with special educational needs are supported in a variety of ways including: in class support from a teaching assistant, withdrawal from class for short term curriculum support, literacy or numeracy, as well as more intensive support programmes for literacy and numeracy or behaviour. The department also provides programmes for emotional literacy, anger management and in class behaviour support.

The Special Educational Needs department has a designated base with access to three teaching areas, quiet room, meeting rooms, ICT provision and a resource area.

All classrooms at St Matthew's are equipped with interactive white boards and data projectors. The sports facilities have been enhanced by an addition gymnasium provided by New Opportunities Funding, and renewed outdoor facilities as part of the BSF programme.

Our School

St Matthew's has a strong reputation for its welcoming and supportive environment. On visiting the school, our overwhelming feedback from interview candidates and potential new staff is the sense of community and belonging, and the warm welcome extended to them by all pupils and staff.

St Matthew's is a diverse and energetic comprehensive school, with approximately 1250 pupils forming our school community. We have strong, long standing links with all our partner primary schools and sixth form colleges, which allows us to work well in supporting our pupils through key transitional points in their education.

As a Catholic school, we place Christ at the heart of all we do, and encourage of staff and pupils to be ambassadors of Christ. Through this, we are able to offer new staff the opportunity to join our St Matthew's family, where we all value and support each other, recognising good in all that others do.

Our Catholic Ethos

St Matthew's RC High School is dedicated to promoting a distinctive Catholic ethos by upholding the teachings of the Catholic Church. This means that everything we aim to achieve will be based on the teachings and practice of the Catholic Church.

Our motto is "Quaerite primum regnum dei" - "Seek first the Kingdom of God" - and our aim is to achieve this motto in our school life. We are committed to developing the full potential of every individual, regardless of culture, race, religion, disability, or special need by creating a safe, orderly environment where all members of the community work diligently in a spirit of co-operation and treat each other with courtesy and respect at all times.

The school is a member of the Manchester Catholic Education Partnership (MANCEP) and so has strong curriculum and pastoral links with the other Manchester Catholic High schools and Sixth form colleges. There is a joint training day each year. We also have very strong links with other schools across Greater Manchester.

Our staff

Our staff, both teaching and non-teaching, are extremely professional, hardworking and very supportive of each other. There is a good balance of staff who have worked for many years at the school and others who have joined us more recently. Staff are actively encouraged to maintain a healthy work / life balance. A notable feature of the school is the number of former pupils who are now members of staff.

St Matthew's is committed to improving staff at all stages of their career. This year we are working in partnership with St Patrick's RC High School, which is a National Teaching School. This ensures that the high standards which exist at the Teaching School are brought to staff and students at St Matthew's.

Our Facilities

Our modern school buildings and facilities work well to provide an inspiring and purposeful teaching and learning environment, supporting our pupil's development during the school day and beyond. The majority of departments have their own resources base, for staff to meet or use as work space. We recently enhanced our sports facilities by investing in a state of the art 4G all-purpose AstroTurf pitch, used by our students and sports teams, as well as the local community.

September 2017 saw major developments to our school campus. We have a new building on site providing 12 additional classrooms, reconfigurations to provide additional classrooms in MFL, new labs in Science and changes to Art classrooms, as well as an extension to our dining room providing space for an additional 150 students to use during social times.

Your application

You are asked to complete the enclosed support staff application form, which you can also download from the school website: <http://www.smrchs.com/about-us/vacancies/>

You are asked to write a supporting statement outlining how your experience has prepared you for the role. The statement should not be longer than 2 sides of A4.

You should include the names of referees as stated on the application form, one of whom must be your **current** or most recent employer.

The completed application and statement together with the two CES Recruitment & Monitoring and Rehabilitation of Offenders Act Forms should be returned to us either by post or emailed to contact@smrchs.com by:

Closing date: Friday 21 June 2019, at 9.00 a.m.

Interviews to be: w/c Monday 24 June 2019

ST MATTHEW'S RC HIGH SCHOOL

Job Description

Teaching Assistant – Level 2 Grade 3

The post holder will report to the Teacher / Senior Teaching Assistant. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, teaching staff, other support staff and pupils.

Main Purpose of the Job:

Under the guidance of teaching/senior support staff, provide support for pupils who require help to enable access to learning and to assist in the management of pupils

Provide specialist support in a specific area of curriculum and to supervise groups and occasionally whole classes for a session/lesson in the classroom or outside the main teaching area as required

Main Duties

Support for pupils

1. To work with groups of children under the supervision of the teacher including the delivery of programmes of work and implementation of ILPs
2. Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities
3. Give regular feedback on children's progress to the class teacher and file records
4. Attend to children's personal needs, including pastoral, social, health, physical hygiene, minor first aid and welfare matters
5. Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs
6. Promote the inclusion and acceptance of all pupils
7. Encourage pupils to act independently as appropriate
8. To occasionally supervise whole classes as required

Support for Teachers

9. Provide curricular clerical/admin support, eg. photocopying, making lists, collection of monies
10. Under the direction of the teacher prepare the classroom for lessons and clear afterwards, as appropriate.
11. Undertake pupil record keeping and updating records, information and data, producing reports as required.
12. Assist in the development and implementation of behaviour management strategies.
13. Establish constructive relationships with parents/carers and report on information from parents/carers to the teacher.
14. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
15. Administer and assess routine tests and invigilate exams and undertake routine marking of pupil's work

Support for the Curriculum

16. Undertake structured and agreed learning activities/programmes, including those linked to local and national learning strategies. Adjusting activities according to pupil responses and recording achievement and progress and providing feedback to the teacher.
17. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
18. Assist in the whole planning cycle, including the contribution to the development of lesson/work plans and managing and preparing resources.

Support for the School

19. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
20. Assist in maintaining high standards of health and safety at all times.
21. Maintain good relationships with colleagues and work together as a team.

22. Assist in the supervision of classroom and outdoor activities.
23. Assist with the supervision of discreet groups of pupils for short periods when the teacher is not present.
24. Contribute to the overall ethos/work/aims of the school.
25. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
26. Attend relevant meetings.
27. Participate in training, including relevant learning strategies and other learning activities and performance management where required.

All elements of Specified Teaching Work undertaken by the postholder will be within the framework of the school's Scheme of Supervision in line with the 2003 Regulations and (amended Regulations 2007). In addition to HLTAs, the Regulations cover other groups of support staff who undertake 'specified work' at different levels. Specified work may cover a range of activities at different levels – including for some staff, work with whole classes. Headteachers will ensure that the support staff member has the skills, experience and expertise required to carry out 'specified work'. Where more demanding aspects of 'specified work' are carried out by support staff, and particularly where they are working with whole classes, it is strongly recommended that the headteacher should have regard to the standards for HLTAs in determining whether those staff have the necessary level of skills and expertise.

A teaching assistant Level 2 may be called upon to provide cover supervision for a group or occasionally for a whole class for a session/lesson, this may involve the teaching assistant contributing to the planning, preparation, assessment and reporting.

The Teaching Assistant must carry out his or her duties with full regard and commitment to the Governing Body and City Council Policies.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

St Matthew's RC High School
Person Specification
Teaching Assistant – Level 2, Grade 3

For this job we are looking for:

Experience of working with or caring for children of a relevant age

Numeracy/literacy skills (at a level equivalent to NQF Level 2)

Completion of the Teaching Assistant Induction Programme

Ability to relate well to children and adults

Ability to work as part of a team

An understanding of the role of the Teaching Assistant and other professionals working in the classroom

Ability to use relevant technology eg photocopier

Understanding of national/foundation stage curriculum and other basic learning programmes/strategies

Basic understanding of child development and learning

Willingness to undertake minor first aid training as appropriate

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workload demands and new school challenges.

Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of pupils.

Personal commitment to continuous self-development.

A commitment to school improvement.

Be willing to consent to and apply for an enhanced disclosure to a DBS (Disclosure & Barring Service) check.