



RALPH THORESBY SCHOOL

Ambition and Achievement for All

Teaching Assistant Candidate Pack

B3 scale point 7-11

£11.59-12.47 per hour





Welcome

Dear Candidate,

Thank you for expressing an interest in working at Ralph Thorsby School.

We are keen to recruit high calibre staff with a passion for leading student learning and if successful, you would be joining an exceptional team of staff, dedicated to challenging students and follow the high expectations of the school. We are proud to be a successful, truly comprehensive school serving a diverse local community. RTS is a fantastic environment in which to work and study. Our innovative curriculum is implemented by a talented and cohesive group of staff. The calm and purposeful atmosphere around school is underpinned by an emphasis on restorative practice and a clear focus on staff and student well-being.

Our school motto is 'ambition and achievement for all'. We firmly believe in giving all students the opportunity to achieve their very best regardless of the circumstances in which they find themselves. We also have a strong emphasis on staff well-being with a professional staff coach, a staff well-being committee and a range of well attended social, sporting and fun activities. Our staff are proud to be at RTS and the team spirit is second to none.

We are excited about the future here at Ralph Thoresby and, having read the information included in this pack, I hope you feel you can play an important part and submit an application. Please also ensure that you visit our website which will give you an insight into the work of the school. I look forward to welcoming you to the school as a candidate in the near future.

Yours faithfully,

Mr Will Carr (Headteacher)





About Ralph Thoresby School

The school is a mixed community school with over 1,000 students on role. Approximately 30% of our students come from ethnic minority backgrounds and we have a resource provision for physically impaired students which really adds to the positive and harmonious atmosphere around school. Our superb, modern school building further enhances the atmosphere and supports students' learning. 'This is a school where staff and pupils celebrate diversity and promote values of tolerance, mutual respect and care for others' (Ofsted).

The school has repeatedly been judged good by Ofsted and we have a strong record of academic achievement, whilst ensuring that all students are well supported. Students make good progress here because, 'the working atmosphere in classrooms is positive' and 'pupils take pride in their work' (Ofsted).

We have an excellent 6th form partnership arrangement with Lawnswood School (another good local school) and together we offer post-16 provision to rival the best in the city – 'The quality of provision for post-16 students remains good. Students make consistently good progress over time' (Ofsted). We are a Trust school in partnership with several of our local partner Primary schools. We have a strong relationship with the Local Authority and are also part of the highly regarded Red Kite Alliance teaching school hub, 'Partnership working is strong' (Ofsted).

Our school motto is 'ambition and achievement for all'. We firmly believe in giving all students the opportunity to achieve their very best regardless of the circumstances in which they find themselves.

Why work for us -

<https://www.ralphthoresby.co.uk/why-work-at-ralph-thoresby/>





Ralph Thoresby School

Job Description

Job Title: Teaching Assistant

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Accountable to:	SENCo	Line Managing:	N/A
Post type:	Permanent	Salary/Grade:	B3 (TTO +3)
Liaising with:	Students, Subject Leaders/Teachers, Support/Administration staff.		

Safer Recruitment Statement:

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).

Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims, and expectations outlined in the School Improvement Plan
- Support and contribute to the achievement of every child's outcome being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Support and contribute to the safeguarding of all students following and Child Protection Procedures
- Undertake professional development activities to enhance personal development and performance.
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents, and staff.
- Able to produce documentation using word.
- Be aware of data protection and confidentiality.
- Be flexible in terms of working hours.



Main Responsibilities

- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
 - To encourage pupils to act independently as appropriate.
 - Contractual +3 days to be used as directed by line manager.
 - Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
 - Accompany teaching staff and pupils on visits, trips and out of school activities as required.
 - Able to communicate professionally with a wide range of people.
 - To work as part of a team to provide a good level of support.
 - Project a positive, pro-active approach to their duties within the school
- **In the classroom**
 - Encourage pupils to interact with others and engage in activities led by the teacher.
 - Encourage pupils to act independently as appropriate.
 - Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
 - Undertake pupil record keeping as requested.
 - Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
 - Gather/report information from/to parents/carers as directed.
 - Support pupils in respect of local and national learning strategies – literacy, numeracy, KS3, early years, as directed by the teacher.
- **Student Care**
 - To attend to the pupils' personal care needs and implement related personal programmes and recording and reporting and monitoring of same (including feeding, tube feeding, physical, hygiene, first aid, and toileting, physiotherapy, hydrotherapy/swimming, behaviour and communication and interaction) as required.
 - Administer medication if applicable.
 - To be responsible for your own health and safety and the health and safety of others and to adhere to the infection control criteria.
 - To be responsible for restocking changing areas with necessary equipment e.g., wipes, gloves, disposable bags.
 - Always ensure the cleanliness and 'operating readiness' of changing areas and learning spaces i.e., changing pods, work tops, changing beds, emptying and washing out bins, bodily fluids.
 - To be responsible for the general tidiness of specific changing areas e.g., spare clothes, containers for individual pads and other items needed for personal care duties. Promote the inclusion and acceptance of all pupils.
 - Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use



Additional Duties

- Contribute to the life of the Ralph Thoresby School community, and to support its ethos and policies.
- To perform break/ start of school duties as needed
- Participation in the schools coaching model. Leading (or co-leading) a coaching group of students. Attending training when needed and weekly staff briefing. Attending 'meet the coach' events using (hours covered by using a +1 day on your contract)
- Undertake any other duties that are commensurate with the role.





Person Specification

Teaching Assistant Level 1 – person specification

	Essential	Desirable	Evidence
Qualifications & Experience	<p>Good numeracy/literacy skills</p> <p>Participate in development and training opportunities</p>	<p>GCSE Maths and/or English grades</p> <p>Completion of DfES Teacher Assistant Induction Programme</p>	<p>Provide evidence by producing certificate</p> <p>Application form and Certificate</p>
Skills & Knowledge	<p>Use basic technology, computer, photocopier</p> <p>Ability to relate well to children and adults</p> <p>Ability to work constructively as part of a team</p> <p>Working with or caring for children of relevant age</p> <p>Understanding classroom roles and responsibilities and your own position within these</p>	<p>Appropriate knowledge of first aid</p> <p>To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>
Personal qualities and skills	<p>A good team player</p> <p>Proactive and positive approach to work</p> <p>Contribute to the life of the Ralph Thoresby School community, and to support its ethos and policies.</p> <p>Undertake any other duties that are commensurate with the role.</p>	<p>Ability to ask for help if required</p>	<p>Application form.</p> <p>Interview</p> <p>References</p>
Special Requirements	<p>Flexibility as occasionally may be required to work outside normal working hours</p>		<p>References & selection process</p>



RALPH THORESBY SCHOOL

Ambition and Achievement for All

THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post of Student Support Worker at Ralph Thoresby School, then you should:

- Complete fully the enclosed application form including the section for a personal statement, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
- Submit your application form via email by 14th December 2023, no later than 12.00 noon on this date to recruitment@ralphthoresby.com

Timetable for the selection process

- Post advertised in LCC Website: 1st December 2023
- Closing date for applications: 12 noon Thursday 14th December 2023
- Short listing: Friday 15th December 2023
- Invitation to interview by telephone: Upon shortlisting.
- Reference requested: Upon shortlisting.
- Selection day scheduled: Thursday 21st December 2023