



"Let your light shine" (Matthew 5:16)

St Mark's

School Bath



Application Pack for: Teaching Assistant
Closing Date: Monday 12th July 2021

St Mark's Church of England School
Part of the Midsomer Norton Schools Partnership
Bay Tree Road Bath BA1 6ND
Tel: 01225 312661

Website: www.st-marks.org.uk



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School Bath

Contents

Welcome to St Mark's School, Bath	2
About St Mark's School, Bath	5
Welcome from our students	6
Location	7
Job Description – Teaching Assistant – Level 2	8
Appointment Process	13



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St Mark's School Bath

Welcome to St Mark's School, Bath

Post:	Teaching Assistant
Contract type:	Part-time/Permanent.
Contract type:	Term time only + 5 inset days
Hours	27.50
Salary:	Grade 3 Scale Points 5-6 (£19,312 to £19,698) Actual Salary £12,277.00 to £12,522.00
Closing date:	Monday 12th July 2021
Start date:	1.9.21

Thank you for expressing an interest in the post advertised, to start as soon as possible. Please find enclosed information that I hope you will find helpful in making your application. If appointed to this post you would be leading a committed and hard-working SEND Team. We are seeking an excellent **Teaching Assistant** to join our team on a permanent contract.

St Mark's School is a former voluntary-aided Church of England School in the Diocese of Bath and Wells and in the local authority of Bath and Northeast Somerset. The school seeks to provide excellence in education as a mixed comprehensive school. Our vision is to promote self-worth that inspires our students to live well, achieve their goals and be a force for good in their school and in the world.

This is an exciting time to be joining the school. The school converted to an academy on 1st May 2020 and joined the Midsomer Norton Schools Partnership, a multi-academy trust consisting of 26 schools with approximately 11,000 pupils on roll.

The Midsomer Norton Schools Partnership Trust is focused on school improvement as its primary aim. Trustees believe that through effective and true collaboration, excellence can be achieved in our schools. The Trust does not seek to make all schools the same, but through sensible standardisation of practices and outstanding support and challenge, they aim to ensure all schools within the Trust are 'good' or better.

St Mark's is a member of the Bath Education Trust, a partnership and collaboration of key education providers in Bath and North East Somerset. The aim of the Trust is to improve the educational experience of our students and prepare them for the opportunities, responsibilities and experiences of later life. Applications are invited from talented and enthusiastic individuals who are willing to contribute to the wider life of the school, and who would like to be a part of this ambitious, friendly and supportive school.

We are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check. I do hope that, having read all of the details regarding the position and having studied the job description, you apply to become part of this ambitious, friendly and supportive school.

Yours sincerely,

Barnaby Ash, Headteacher



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St Mark's School Bath

About the SEND Department

St Mark's School is a holistic and inclusive school that prepares all of its learners for the world of work and independent living. All learners fulfil their individual potential. This vision is accomplished through high quality teaching, where all teachers implement strategies for removing barriers to success alongside a range of evidence-based interventions to meet the needs of learners.

All of our learners are set high expectations so that they are able to access a rich and varied curriculum which is adapted and personalised, to suit the individual. All aspects of the curriculum promote participation and achievement for all.

We aim to ensure that all learners feel valued in a school community that celebrates diversity and difference. Partnerships with parents and carers are developed through regular structured conversation and learners are able to share opinions and viewpoints through regular student-voice activities. Learners are developing skills of self –responsibility and independence, preparing them to live successfully as autonomous individuals in the wider world.

The ethos of St Mark's School is based on Christian values. We are committed to providing an appropriate and high quality education with an inclusive curriculum to ensure that all students in our community achieve their potential. Special Educational Needs encompasses a broad range of barriers including cognitive, social, emotional, physical and mental health. In some cases, the need may be of a relatively short term nature, in others long term, and in some, permanent. The emphasis at St Mark's School is on defining the child's Special Educational Need, stating the most appropriate provision and working in collaboration to put provision into place and to monitor progress.

Purpose:

- To create a well ordered, positive and supportive environment where all learners have the opportunity to flourish and succeed whatever their talents or abilities.
- To identify students with special educational needs and disabilities and ensure that their needs are met within all aspects of the school day.
- To ensure that the needs of students are known to all who are likely to teach them and that all staff are able to identify and provide for those pupils who have Special Educational needs.
- To ensure the school pays due regard to the Code of Practice when carrying out its duties with students with special educational needs.
- To work in partnership with parents, ensuring that they are informed of their daughter or son's special needs and that there is effective communication between school and parents.
- To ensure that our students have the opportunity to express their views and are fully involved in the decisions which may affect their education.
- To promote effective partnership and involve outside agencies when appropriate.



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St Mark's School Bath

About St Mark's School, Bath

St Mark's school promotes high levels of achievement within a culture of support and challenge so that every student can achieve excellence at a level that is appropriate to their skills and talents. Our vision is to promote self-worth that inspires our students to live well, achieve their goals and be a force for good in their school and in the world.

St Mark's School was inspected by 'Ofsted' in June 2015, and was judged to be a 'Good' school across all areas. This inspection highlighted the quality education that St Mark's provides for young people in Bath and the surrounding areas.

The school has also been recognised as a 'Good' Church of England school in its most recent SIAMS inspection, under a rigorous new framework. The pastoral and academic support, the school's ethos and values as well as a commitment to academic development and well-being, were noted as particularly positive areas.

The school retained its 'Good' category in November 2018 during its Section 8 inspection.

We are a small school by design with an annual PAN of 102, rising to 120, allowing for a more personalised approach to teaching and learning. Post 16 students are taught as part of the New Smith, a joint sixth form, for students at St Mark's School and St Gregory's Roman Catholic College.

Our small class sizes mean all students have the opportunity for unrivalled mentoring and individual support to enhance personal development. We encourage personal creativity and welcome innovative, forward-thinking ideas from staff. Teamwork is also at the heart of everything we do and by working together we aim to secure a successful future for all our students.

We can offer you:

A forward looking and innovative school

A school with good behaviour and safety for all

Good facilities for teaching and learning

Leading edge professional development support to improve your practice

A school where care, guidance and support are central to ensuring students make excellent progress

A school where learning is really personalised

An amazing staff team

Car parking on site

ASPIRATION

RESILIENCE

COMMUNITY



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St Mark's School Bath

Welcome from our students

St Mark's is a small, friendly school. The teachers all know our names and take an interest in us as individuals. They spend time getting to know us and know how to make us work hard and achieve more at school. Everyone is kind and supportive and it's like we are a part of one big family.

In a teaching assistant, we want someone who cares about those they support and their success. They should be someone we feel we can go to in times of need and not be intimidated by. In essence, a teaching assistant should feel like a friend, not a foe. However, this does not mean we want someone without an eye for discipline. Exercising both restraint and leniency as they see fit when taking disciplinary action is key to helping us succeed.

Mr Ash, has led the school's development and has ambitious plans to make our school a great school. We would like our teaching assistants to be positive and caring, firm but fair and for them to challenge us in lessons and help us to gain greater experiences of life. We want a balance between having fun and working hard.

Our **Teaching Assistant** should be:

Clever
Kind
Interested in us
Not scary or intimidating
Positive when we are doing things well
Helpful when we might not understand things
Strict but fair

Head Boy and Head Girl, December 2019



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St Mark's School Bath

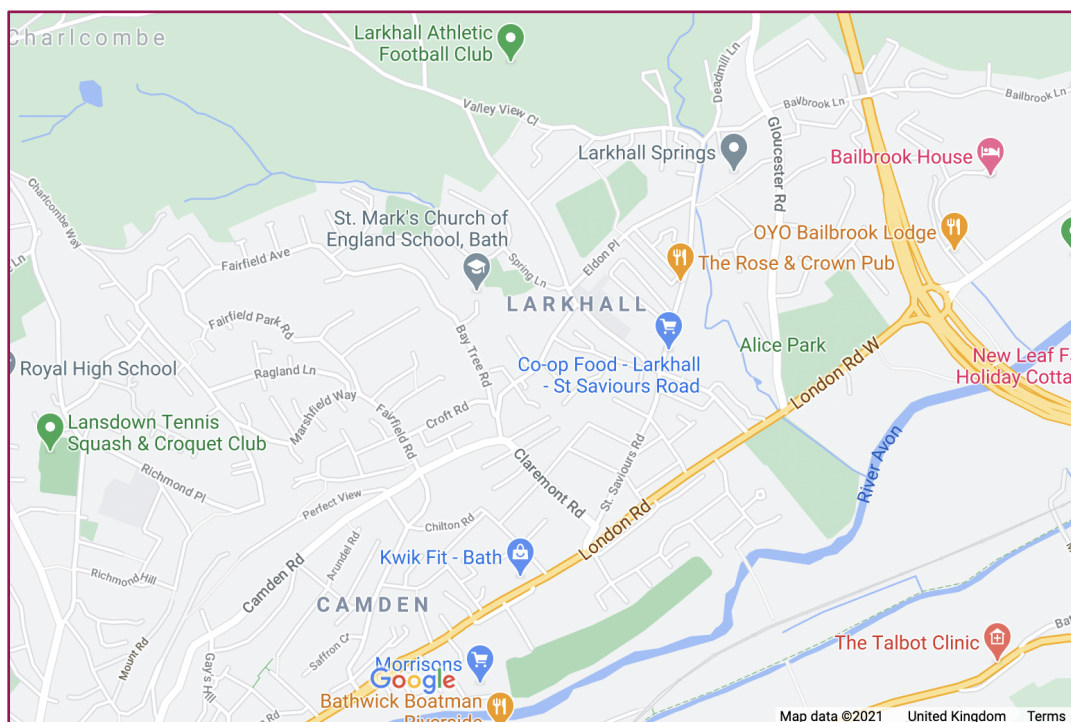
Location

We are located in one of the most beautiful corners of Bath, nestled between rolling hills on one side and the bustling and vibrant village of Larkhall on the other. It has the feel of a semi-rural village with the advantage of being a stone's throw from the centre of Bath.

Our school sits at the heart of Larkhall, a vibrant, creative and thriving community, popular with families and with a wonderful array of shops, businesses, community centres and schools, all on the doorstep.

The World Heritage city of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

In May 2015, Bath was named as the second safest city in the world. It has also been recognised by the Times newspaper as the best place to live in the UK, offering a very high quality of life.



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St Mark's School Bath

Job Description: Teaching Assistant - Level 2

Grade 3, Scale points 5-6
Responsible to: SENDCO

1. JOB PURPOSE

To work under the instruction/guidance of teaching/senior staff to undertake work/care/ support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

2. MAIN DUTIES AND RESPONSIBILITIES

Support for Pupils

1. Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, and first aid and welfare matters, as appropriate.
2. Supervise and support pupils ensuring their safety and access to learning.
3. Assist with the development of student profiles and target action plans
4. Develop a good knowledge of pupils' individual special educational needs and implement appropriate strategies as outlined on the students' profile.
5. Establish constructive relationships with pupils, act as a role model, and interact with them according to individual needs.
6. Promote the inclusion and acceptance of all pupils.
7. Encourage pupils to interact with others and engage in activities led by the teacher.
8. Set challenging and demanding expectations and promote self-esteem and independence.
9. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
10. To provide pastoral support for pupils under the supervision of the tutor or House staff.

Support for Teacher

11. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
12. Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
13. Assist with the planning of learning activities.



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St Mark's

School Bath

14. Maintain and update records under the supervision of the teacher.
15. Monitor pupils' responses to learning activities and accurately record achievement/ progress as directed.
16. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
17. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
18. Gather/report information from/to parents/carers as directed.
19. Administer routine tests and invigilate exams and undertake appropriate marking of pupils' work.
20. Provide clerical/admin support for learning e.g. photocopying, word processing, filing, data entry etc.
21. Support the role of the tutor, including delivery of small group activities or mentoring under the supervision of the tutor or House staff.

Support for the Curriculum

22. Undertake structured and agreed learning activities/teaching programmes including planned 1:1 and small group interventions, adjusting activities according to pupil responses.
23. Use a range of approaches and resources to support pupils to develop basic literacy and numeracy skills as directed by the teacher.
24. Undertake programmes linked to local and national learning strategies recording achievement and progress and feeding back to the teacher.
25. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
26. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

27. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
28. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
29. Contribute to the overall ethos/work/aims of the school.
30. Appreciate and support the role of other professionals including contribution to meetings with external agencies when required.

ASPIRATION

RESILIENCE

COMMUNITY



"Let your light shine" (Matthew 5:16)

St Mark's School Bath

31. Attend and participate in relevant meetings as required.
32. Participate in critical self-reflection through the performance management process for TA's and participate in training and development activities as required.
33. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
34. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
35. To undertake other relevant duties allocated at the discretion of the classroom teacher, SENCo, Headteacher or other designated supervisor.

3. QUALIFICATIONS AND EXPERIENCE

Essential

Should be able to demonstrate a reasonable standard of education with level 2 qualifications in literacy and numeracy to GCSE level or equivalent.

All applicants should also have experience of working with or caring for children of a relevant age in either a paid, voluntary or domestic environment and will need to be able to show an understanding of child development and a wide range of issues concerning their education and welfare.

An ability to relate well to both children and adults.

Be able to demonstrate experience of using a number of strategies whilst working with a range of children with complex needs and take responsibility for delivery of an educational programme under general supervision only.

Ability to effectively use ICT to support learning and use of other equipment/technology i.e. Microsoft Office, internet, email, use of photocopier etc.

To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these **AND**

either NVQ 2 for Teaching Assistants or equivalent qualification or experience plus completion of the DfES Teaching Assistant Induction Programme

or have a minimum 3 years relevant satisfactory experience as a Teaching Assistant/Learning Support Assistant demonstrating a relevant skill level plus a willingness to undertake the Teaching Assistant Induction Programme and further recognised/relevant qualifications such as those listed above.

Desirable

Appropriate knowledge of general first aid.

ASPIRATION

RESILIENCE

COMMUNITY



"Let your light shine" (Matthew 5:16)

St Mark's

School Bath

Training in relevant learning strategies e.g. developing students' basic literacy and numeracy skills or training in other aspects of special educational needs.

General understanding of national curriculum and other basic learning programmes/strategies/codes of practice.

Ability to self-evaluate learning needs and actively seek learning opportunities.

4. GENERAL

Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check is required prior to appointment.



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Appointment Process

Closing date for applications: Monday 12th July 2021

Applicants are asked to submit their application, consisting of an application form and supporting statement to:

Mrs Tracy Vaid, Clerk to the Governors
St Mark's School, Bath
Bay Tree Road
Larkhall, Bath, BA1 6ND

They may also be submitted by email to clerkgov@st-marks.org.uk

Your application form and supporting statement (maximum 2 sides A4) should be received in the school by Monday 12th July 2021

Your supporting statement should relate to the school, the details you have received, and in particular to the selection criteria in the person specification. Shortlisting will very much relate to how convinced the panel are that you meet the criteria as stated. Please note that no other material (such as testimonials or CVs) will be considered during the selection process.

If you would like to discuss the role further, or arrange a visit prior to application, please contact the Clerk to the Governing Body, Mrs Tracy Vaid, on 01225 312661 or email: clerkgov@st-marks.org.uk to arrange a suitable time.

Thank you for your interest in our vacancy. You will find us to be a very welcoming, happy school with good standards of behaviour and high achievement.

Unfortunately it is not possible to acknowledge all applications individually. Please accept my thanks for your interest in this post.