



Learning Support Assistant Application Pack

Hele's School

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 @HelesSchool



Application Procedure

Applications should be submitted to Justine Mason, Principal, at Hele's School, Seymour Road, Plympton, Plymouth PL7 4LT or by email heles.school@plymouth.gov.uk by **9am, Friday 10th December 2021**. **Interviews are scheduled for Wednesday 15th December 2021**. If you have not heard from us by this date you should assume that your application has been unsuccessful. Prospective candidates are welcome to telephone the School for additional clarification if they wish.

A message from Justine Mason, Principal of Hele's School

I take great pleasure in welcoming you to Hele's School! We are a school with a tradition of academic excellence, high aspirations and a big heart. A school that students and staff are proud to attend. A school where we never compromise our insistence that everyone is valued, learns, enjoys and achieves. Expectations for staff and students are high, but very simple; ***work hard both to do things right and to do the right thing...even when no one is looking!***

Our mission is to support and challenge each individual, adult or child, to be the best they can be. We have a 'no excuses' philosophy based on growth mindset principles, which reinforces our belief that all of us can always improve, and that nothing is impossible. Quite simply, it isn't about being 'the best' at something but being better than we were yesterday or today. It is for this reason that recognising and celebrating endeavour, as well as achievement, is something we hold dear. We work hard at providing an inclusive, calm, and purposeful learning environment, and aim to ensure all students have opportunities to enrich their learning, to discover new skills and interests, and to master others through providing a breadth of curricular and extra-curricular opportunities to excite and engage young people, wherever their interests or aspirations may lie.

I am extremely proud to lead a dedicated and enthusiastic team of staff who are passionate about working with young people and are committed to ensuring that those entrusted in our care get the best life chances possible. Everything we do is shaped by our determination to ensure that each and every child has a positive and memorable experience of school; that they thrive, flourish and, crucially, are happy. We focus on opportunities to develop teaching and learning at every turn and, importantly, teachers at Hele's have a resolve to be the best they can be in the classroom; our core purpose being to remove barriers to learning so that young people can be inspired, can aspire and can achieve. In return we expect a buy in to our belief that we all have an active role to play in making our school a great place to be, which manifests itself in every child displaying the highest standards of commitment to learning, pride and care.

These are exciting times for our school. Being part of the Westcountry Schools Trust (WeST) - a family of forward-thinking, cross-phase schools within a Multi Academy Trust comprising 22 schools spanning Devon, Plymouth and Cornwall, 7 of which are Secondary Schools – our students and workforce benefit from being part of an active learning network. The capacity for shared school improvement, leadership development and collaboration is limitless. The WeST aspiration of '*Every child in a great school*' sits well with the Hele's vision (and vice-versa) and the strap line '*Stronger together*' articulates our shared ambition to ensure that this aspiration becomes a reality.

There remains a strong commitment, professionalism and moral imperative amongst the Hele's staff and Local Governing Body to ensure we provide the young people in our care with an educational and pastoral support experience that is first class in every aspect. We have a burning ambition and determination to put Hele's firmly on the map locally, regionally and nationally and to be recognised as an outward-facing, aspirational and collegiate centre of excellence, which continues to be hungry for continuous improvement.

We would be delighted if you choose to share our journey towards and beyond excellence with us. With your support, we will build on the successes of Hele's School to date and continue with our quest to not just meet, but to exceed, our aspiration to be a school that is beyond outstanding in every measure. Please do take the time to explore our website to find out more about us, and don't hesitate to contact us should you require any further information about our school. Better still, come and see us for yourself! We delight in showing people our school and rest assured that a very warm welcome awaits you. Visitors always comment on the purposeful, caring and happy ethos of the school, so what better way for you to find out more about our vision and values than to come and experience them first-hand?

We look forward to working with you in partnership in the future, and to welcoming you to Hele's School.

A great place to learn. A great place to grow.



JOB DESCRIPTION

Title of Post:	Teaching Assistant Level 2
Salary Scale:	Grade C
Hours	26 hours & 40 minutes per week/38 weeks per year (term-time only)
Responsible to:	SENCO & Deputy Principal (Support)
Responsible for:	

To promote student wellbeing in order to maximise progress through effective Inclusion practices

Accountabilities:

To be met in accordance with the provisions of Hele's appraisal for associate staff, and within the range of duties and the overall professional performance defined within this document.

Job Purpose:

Under the direction of the SENCO and Deputy Team Leader provide specific support and guidance to a cohort of identified students and ensure their needs are met as detailed by their support plans.

Specific duties/responsibilities:

Support for Students

- a. Support students in accessing learning activities as directed by the teacher.
- b. Provide lunch and break cover for students working in the SEN base.
- c. Liaise with parents as directed by the SENCo.
- d. Create and deliver specific programmes/support plans of work as directed by the SENCO and specialist agencies.

Support for the Teacher

- a. Provide support for pupils, including those with special needs, ensuring their safety and access to learning activities
- b. Assist the teacher in the management of pupils and the management of the classroom
- c. Assist the teacher with the planning of learning activities
- d. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- e. Undertake pupils record keeping which will include recording pupils' responses to learning activities
- f. Promote self-esteem and independence
- g. Promote positive pupil behaviour, deal promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- h. Provide assistance with pupil first aid and welfare issues e.g. look after sick pupils and liaise with parents
- i. Undertake other duties appropriate to the grade of the post.
- j. Line manage a small number of Teaching Assistants.

Support for the Curriculum

- a. Monitor and arrange orderly and secure storage of resources.
- b. Maintenance of everyday equipment and check for quality/ safety.

- c. Operation of everyday equipment in accordance with instructions.

Support for the School

- a. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- b. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- c. Contribute to the overall ethos/work/aims of the school.
- d. Appreciate and support the role of other professionals.
- e. Attend relevant meetings as required.
- f. Participate in training and other learning activities and performance management as required.
- g. Assist with the supervision of students out of lesson times e.g. breaks/lunchtimes facilitated by varied lunch/breaks for the post-holder.

General Duties

- a. As and when required to undertake duties in connection with personal hygiene and welfare of students as directed by teaching staff.
- b. Be an effective role model for the standards of behaviour expected of students.

Experience, Knowledge and Qualifications - Essential:

- a. GCSE English and Maths
- b. Experience of team management
- c. Multi Agency Support Plans (MASPs)
- d. Knowledge of SEND
- e. SEN Code of Practice
- f. Knowledge of First Aid or be willing to undertake First Aid at Work Training (4-day course).

Working Conditions

- a. Post holder mainly operates within classroom-based conditions and there is regular background noise. There may be some exposure to environmental conditions when supervising students/students outside at lunchtime and during off-site activities and school trips. There may be the need to deal with bodily fluids when providing personal care to students.
- b. Post holder will be subject to occasional exposure to students exhibiting difficult and challenging behaviour and who are angry or upset.

Skills and Technical Competencies

- a. Post holder will be required to use interpretation skills in order to solve straightforward problems
- b. Post holder will be advising and guiding the pupils on a daily basis. Effective written and oral communication skills required to liaise with pupils, other staff, parents and outside agencies and professionals.
- c. Keyboarding skills required to support the use of ICT in learning activities. Post holder will be required to operate office equipment e.g. photocopier

Conditions of employment

- a. The above responsibilities are subject to the general duties and conditions of employment set out in the contract of employment.
- b. The post holder may be required to perform any other reasonable tasks after consultation. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed. The post holder's timetable load will reflect the need to work flexibly.
- c. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- d. All staff members participate in the school's performance management scheme.

Teaching Assistant Level 2 - Person Specification

Qualifications

<ul style="list-style-type: none">• Good standard of basic education, equivalent to NVQ 2.• GCSE Grade C or above in Maths & English or equivalent.• A recognised First Aid qualification for example St John's Ambulance First Aid at Work (4-day course) – training will be provided.	<ul style="list-style-type: none">• Relevant qualification in child development.• ICT qualification/training• Certificate in Support/Learning• Recognised Teaching Assistant Qualification• Level 3 Qualification
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Experience

<ul style="list-style-type: none">• Recent experience of working with young people• Experience of working with small groups as a TA in a school setting.	
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Skills, Knowledge and Aptitude

<ul style="list-style-type: none">• Understanding of numeracy & literacy applications.• Excellent interpersonal and communication skills.• Effective listening skills.• Ability to maintain positive relationships with pupils.• Ability liaise effectively with other colleagues.• IT skills.• Understanding of effective classroom environment.• Understanding of the variety of ways that children can learn.• Willingness to undertake specific training related to the role.	
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Personal Attributes

Applicants should be able to show evidence of:

<ul style="list-style-type: none">• Hardworking, committed and sensitive to pupil needs.• Caring & tolerant.• Effective team player.• Organisational Skills.• Track record of high levels of attendance and punctuality.• Flexibility and adaptability.	
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Managing the Organisation

Candidates should be able to demonstrate an understanding of, commitment to and an ability to deliver:

<ul style="list-style-type: none">• A passion for working with young people and for promoting their holistic development.• The sustaining of personal motivation• The developing and sustaining of a safe, secure and healthy school environment• Collaboration with others in order to strengthen the school's organisational capacity and contribute to the development of pastoral support	

Securing Accountability

Candidates should be able to demonstrate an understanding of, commitment to and an ability to:

<ul style="list-style-type: none">• An understanding of the barriers to learning and the ability to provide creative solutions to remove these.	<ul style="list-style-type: none">• Self-evaluate effectively, with clarity of focus on whole school priorities.