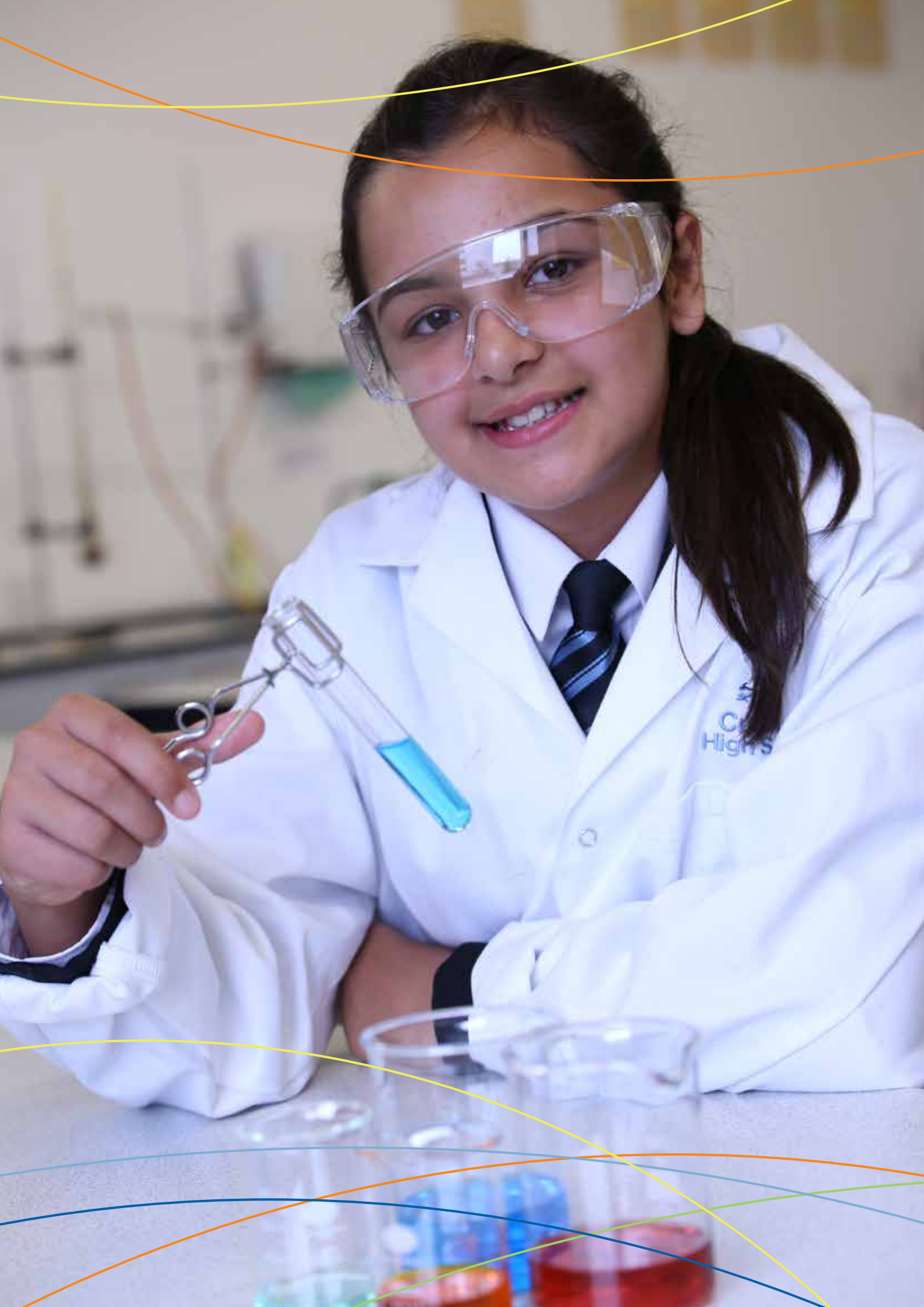


CULCHETH HIGH SCHOOL

› THE BEST THAT WE CAN BE

Teaching Assistant





› Letter from the Headteacher

Teaching Assistant Vacancy

Thank you for expressing an interest in joining Culcheth High School. Within this pack you will find information about the school, job vacancy and the application process.

This is an exciting time to work in a popular and over subscribed school and to make a contribution to shaping its future and continue building on its successes.

We have a Teaching Assistant vacancy starting in September 2018. The role is fixed term for twelve months, but it could become permanent. The position is working 28 hours per week over 5 days. Some flexibility regarding working hours may be required to support out of school hours activities, for example homework club.

To be successful in this position, you will need to have excellent interpersonal skills and an affinity to working with young people. You will be able to build effective relationships and act as a positive role model to our students. You will be patient and calm but also resilient and assertive in nature. You will have high expectations of our students, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners. Previous experience of working as a Teaching Assistant is essential.

If you believe you can help us on our journey to becoming an outstanding school, then I look forward to receiving your application.

Thank you in advance for the interest you have shown.

Yours faithfully

C P Hunt (Mr)
Headteacher



Our School

As a high performing school, we offer a rich, broad and engaging education for all our young people.

› Our School

As a high performing school, we offer a rich, broad and engaging education for all our young people. Culcheth High School is a successful mixed community school currently catering for around 1100 11-16 year olds. Our current examination performance places us consistently as one of Warrington's highest performing schools. Not only do students at Culcheth attain much higher success ratios than students nationally, they also make excellent progress from their starting points. The school's aim is to get the very best from each student; not only through superb teaching and learning but also by encouraging involvement in extra-curricular and community activities.

The school enjoys an enviable reputation within its locality. It is extremely popular and has been significantly oversubscribed in recent years with the school roll growing. It attracts students from more than 25 different primary schools within four different local education authorities. We are part of Warrington Local Authority which provides a supportive and professional advisory service.

Our most recent Ofsted report (May 2014) gave us a grade 2 rating ("good"). We are delighted that the improvements made in the school have been given public acknowledgement. The school was rated "good" in all major areas. Inspectors praised teaching and learning ("a good proportion of lessons are now outstanding"), personal development ("behaviour and attitudes to learning are good") and leadership and management. We were pleased with the report but not complacent. We want to improve further and our ultimate objective is to achieve Ofsted's highest award of 'Outstanding School'.

› Our School's Purpose is

To inspire students to achieve and guide them to be confident, articulate and skilled citizens to enable them to thrive in a diverse British and global community.

› Our Vision of Culcheth High School is

- A truly exceptional forward thinking school with high expectations for all learners through a relentless approach to breaking down barriers to learning and evidenced by high standards of achievement across all ages, regardless of background
- A learning centred school which strives to nurture and develop the talents of all of its students
- A vibrant, tolerant and aspirational school community characterised by high levels of staff and student happiness and mutual respect, underpinned by pride, ambition and a commitment to achievement and enrichment for all
- A school community where all staff are committed to the 'Always Learning' ethos through personalised professional development underpinned by a collaborative coaching culture which promotes and nurtures all staff to sustain excellence and develop further
- A school that truly works in the community, with the community and for the community
- A financially efficient school that can provide for itself, think for itself and utilise resources to maximise the best outcomes for all
- A school that provides a relevant, purposeful and inspiring curriculum for all students enabling them to be active citizens in a modern diverse British and global community.

A photograph of a classroom. A female teacher with her hair in a bun, wearing a dark floral dress, stands on the right side of the frame, holding a large sheet of paper. She is looking towards a group of students seated at desks on the left. The students are wearing school uniforms. The classroom has large windows in the background, and the ceiling is decorated with orange and red bunting. The overall atmosphere is bright and professional.

Our Staffing

We have a very capable and talented team of staff.

› Our School's Values are

We want everyone to work in a caring school where everyone is valued and everyone values relationships. Our emotionally intelligent school community will celebrate individual differences and people will understand how their actions will impact upon, and be perceived by, those they affect;

We expect all members of our school community to be the best they can be and help others to be the best that they can be by valuing: **Respect, Honesty and Excellence.**

› Our Staffing

We have a very capable and talented team of staff. The Senior Leadership Team consists of the Headteacher, 1 Deputy Headteacher, 5 Assistant Headteachers and the Finance and Business Manager. We have circa 70 teaching and 50 support staff.

The school is also supported by a committed and enthusiastic Governing Body, the members of which have a diverse range of skills and expertise.

We are strongly committed to the development of our staff. We use external courses to support colleagues but also believe firmly in the benefits of internal expertise – sharing through coaching and “in-house” good practice sessions. We also work with a group of other schools to support teacher training in middle-management and excellent classroom practice.

› Our Facilities

We are proud that high-class teaching and learning at Culcheth High School is supported by the best in modern facilities. We moved into a £29m new building in July 2010 with fantastic, state-of-the-art modern facilities. Each classroom is equipped with projectors and interactive equipment; there are now around 1200 computers for student use. Main features include:

- An open-plan restaurant and café
- Fabulous science labs and technology suites
- Large areas for creative and media
- A superb multi-purpose assembly hall
- Classrooms that operate dually as double learning spaces
- A Conference Centre
- Extensive ILC
- Community facilities including a multi-gym
- Free parking

A young woman with long brown hair, wearing a dark school blazer, white shirt, and dark tie, is smiling warmly at the camera. In the background, other students in school uniforms are visible, slightly out of focus. The scene is outdoors, likely on a school campus. The image is decorated with several thin, curved lines in yellow, orange, and blue that sweep across the top and bottom of the frame.

Our Location

The school is based in the leafy village of Culcheth, in rural north Cheshire, mid-way between Manchester and Liverpool.

› Our Location

The school is based in the leafy village of Culcheth, in rural north Cheshire, mid-way between Manchester and Liverpool. It is a well appointed village, with a population of around 6,000. It is ideally located within easy access of a network of motorways and major roads. It is within close proximity to several business and technology parks. Housing in the area consists mainly of private property supplemented by some rented accommodation. The majority of our students live in Culcheth and the surrounding villages but we take students from other parts of Warrington and also other authorities such as Salford, Wigan and St Helens.

› Our Vacancy

Start Date:	September 2018
Contract:	Fixed term for 12 months but could become permanent
Closing Date:	12:00pm Friday 13th July 2018
Interview Date:	Wednesday 18th July 2018
Grade/Salary:	NJC grade 4 £17,972-£18,870 pro rata (£11,647-£12,229 actual salary for part time and term time) 28 hours per week, term time only

Students work hard
and behave well.
They are respectful
to teachers and
other adults.
OFSTED



> Job Description

Job Title:	Teaching Assistant
Salary:	NJC Grade 4
Hours of Work:	28 hours per week, term time only
Responsible to:	Head of Inclusion

Job Overview & Purpose

To work with and supervise individuals and groups of students under the direction/instruction of teaching &/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all students within a specified curriculum area. Assist and support in classroom management and behaviour techniques.

Specific Responsibilities

Support For Students

- To work with and assist specific students within the faculty as directed by the line-manager, creating good working relationships, providing support and promoting inclusive practice;
- To know student targets, (or IEPs and other learning plans as appropriate) and support plans to improve learning;
- To provide effective support for students as determined by his/her individual needs;
- To feedback on progress to students under guidance and direction of the teacher;
- To contribute to reporting and statementing process where required.

Support For The Subject Area

- Undertake structured and agreed learning activities/learning programmes, taking into consideration student learning styles;
- Undertake support of literacy/numeracy programmes under the direction of the teacher, recording achievements and progress and providing appropriate reports and feedback for the teacher;
- Support the use of ICT in learning activities and develop students' competence and independence in its use;
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use;
- To be familiar with schemes of work and, where appropriate, syllabus and controlled assessment requirements;
- To supervise students with specific educational needs during exams;
- Keep records of work as required;
 - Contact parents when required, as directed by line-manager;
 - Use appropriate strategies to support students in their learning.

Administrative Support

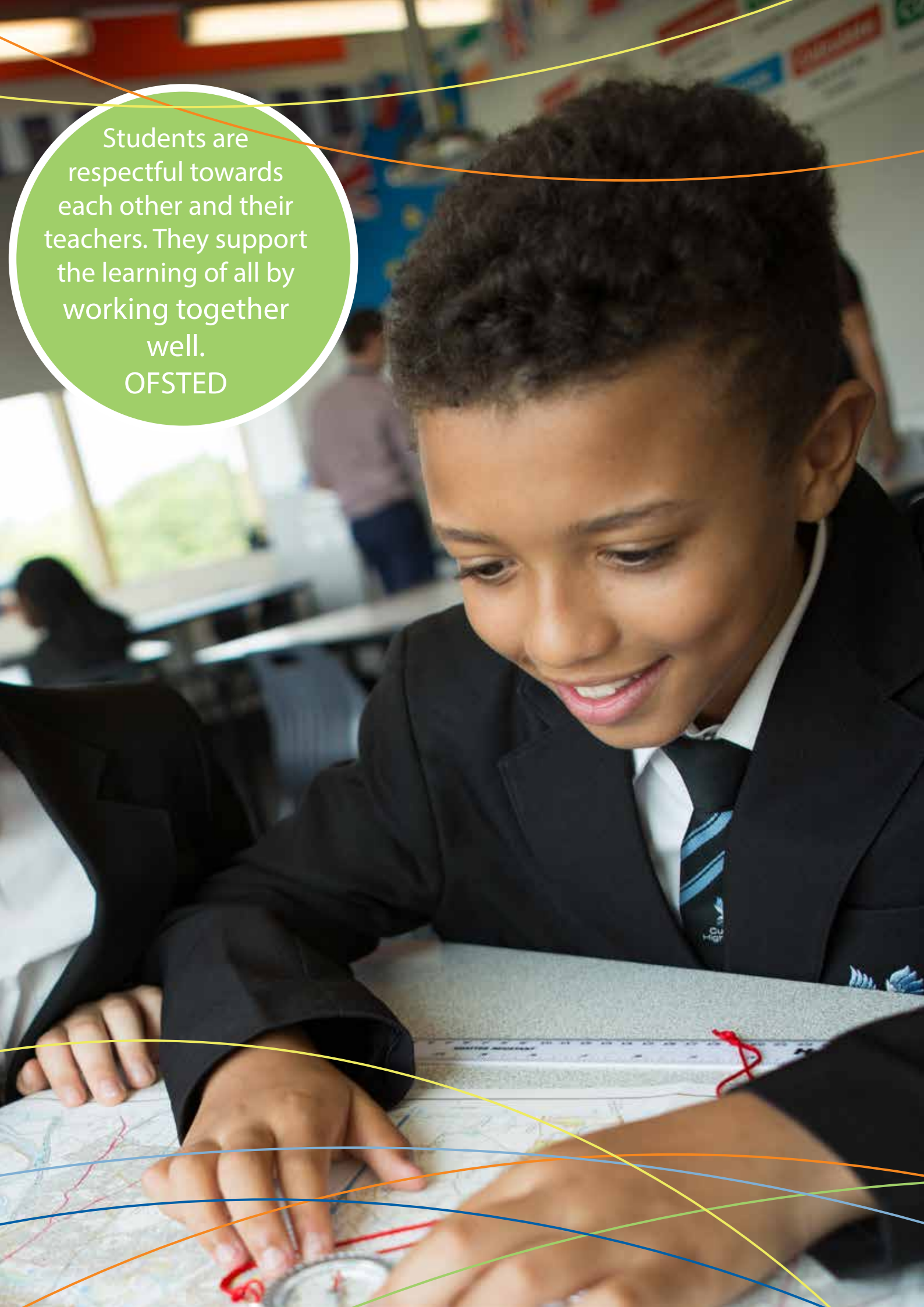
- Provide clerical/administrative support as required;
- Assist with display.

Support For The School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; Report all concerns to the appropriate person (as named in the policy concerned);
- Be aware of, and support difference and ensure all students have equal access to opportunities to learn and develop;
- Contribute to the school ethos, aims and development/improvement plan;
- Appreciate and support the role of other professionals;
- Attend relevant meetings as required (e.g. department meetings);
- Undertake professional development and other learning activities as required;
- To observe, supervise and monitor student activity when not participating in timetabled lessons to ensure the care, safety and welfare of every student when on the school premises
- Accompany teaching staff and students on visits, trips and out of school activities as required;
- Supervision of individuals and groups of students as required

Students are respectful towards each other and their teachers. They support the learning of all by working together well.

OFSTED



> Person Specification

	Essential/ Desirable
Skills and Abilities	
Ability to work effectively within a team environment, understanding classroom roles and responsibilities	E
Ability to build effective working relationships with all students and colleagues	E
Ability to promote a positive ethos and to role model positive attributes	E
Ability to work with students at all levels regardless of specific individual needs and identify learning styles as appropriate	E
Ability to adapt own approach in accordance with students needs	E
Ability to continually develop and extend own working practices	E
Excellent personal numeracy and literacy skills	E
Knowledge and Experience	
Understanding of national curriculum and other learning programmes (within specified age range/ subject area)	D
Understanding of principles of child development, learning styles and Independent learning	E
Experience of working with children in an educational setting (within specified age range/subject area)	E
Working knowledge of relevant policies/codes of practice/legislation	E
Understanding of statutory frameworks relating to teaching & learning	E
Understanding of inclusion, especially within a school setting	E
Experience of resources preparation to support learning programmes	E
Competent user of ICT including SIMs, Assessment Manager, email etc.	E
Can effectively use ICT and other technology i.e. video, photocopier etc. to support learning	E
Understands school policies and can comply with/observe them	E
Understands and is committed to safeguarding practices and procedures	E
Qualifications	
NVQ III or equivalent in teaching assistance	D
GCSE Maths and English Language at grade C or above	E
Willingness to participate in relevant training and development opportunities including literacy/ numeracy strategy training	E
Training in special educational needs strategies	D
Willingness to undertake appointed person certificate in first aid	D
Professional Values and Practice	
High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.	E
Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners	E
Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work.	E
Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice	E
Able to liaise sensitively and effectively with parents and carers, recognising role students' learning.	E
Able to improve their own practice through observations, evaluation and discussion with colleagues.	E



› Application Process

Please download, complete and return the application form by the closing date specified. Candidates are asked to complete all the relevant sections of the application form and to submit a supporting statement, addressing the criteria listed on the person specification. This should be no longer than 2 sides of A4 paper. You may include examples from previous paid, unpaid or voluntary experience.

Please ensure that you provide an up to date email address with your application as we often contact candidates electronically rather than by post. The completed application form should be emailed to info@culchethhigh.org.uk or posted to:

Headteacher
Culcheth High School
Warrington Road
Culcheth

Please note that due to the volume of applications we receive, we will only be able to contact candidates who have been selected for interview. If you do not hear from us within 4 weeks of the closing date, please assume that we will not be calling you for interview on this occasion. Warrington
WA3 5HH

Closing Date: 13th July 2018 at 12 noon

For additional information about the school please visit the website www.culchethhigh.org.uk.

› Background Checks and Safeguarding Students

Culcheth High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check, medical clearance, satisfactory references, qualification checks and eligibility to work checks under the Asylum and Immigration Act.

Thank you for considering Culcheth High School and we look forward to receiving your application.

One of Warrington's Highest Performing Schools at GCSE in 2017

76% of students achieved a standard pass in English and Mathematics

56% of students achieved a strong pass in English and Mathematics

59% of students gained at least one **A*** or **A** grade

35% of students gained 3 or more **A*** - **A** grades

26% of all GCSE grades were an **A*** or **A** grade or **9** - **7** grades



**CULCHETH
HIGH SCHOOL**
> THE BEST THAT WE CAN BE



- > RESPECT
- > HONESTY
- > EXCELLENCE

Culcheth High School
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Website: www.culchethhigh.org.uk