



SEAHAM HIGH SCHOOL



ENHANCED TEACHING ASSISTANT

APPLICATION INFORMATION PACK



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SCHOOL INFORMATION

Seaham High School is a popular and oversubscribed purpose built, fully comprehensive school of around 1150 students. Numbers have increased rapidly and are above expectations due to the growing popularity of the school. Virtually all our students come from the town of Seaham, which is a developing community as a result of local regeneration projects. The town is surrounded by beautiful countryside and is only 14 miles from the city of Durham. You can take a virtual tour of the school on our website.

We converted to become an Academy and joined the Eden Learning Trust on September 1st 2020.

When the school was inspected in 2023, inspectors judged the school to be good in all areas. Ofsted made the following comments:

- “This school is a place where pupils can be themselves and where tolerance and respect are understood by the pupils who attend”
- “There are strong relationships between staff and pupils”
- “The vast majority of staff feel well supported by leaders and recognise the steps that leaders have taken to prioritise their well-being”
- “Leaders at all levels have a clear vision and an understanding of the school’s strengths and areas for development”

We have a high quality and bespoke professional development programme. We value our staff and provide training to all at a personal level. Staff turnover is traditionally low.

For our students at Seaham, we aim to promote the highest standards of attainment both inside and outside the curriculum; and from our students we expect equally high standards of behaviour, dress, courtesy, and a firm commitment to their studies and to the wider life of the school. We value all our students and are inclusive in our approach, thus we have a wide range of types of support being given to children throughout their subject lessons as well as through our Personal, Social, Health and Citizenship curriculum.

As a school we place great emphasis on developing the self-confidence, skills and values that will enable our students to make a positive contribution to our constantly changing 21st Century world. We are a learning community that aims to equip our students with an approach to learning and knowledge which ensures that they are fully prepared to progress to further or higher education and to an increasingly demanding workplace. Pastoral arrangements see our students in Year Groups led by a Year Leader. Seaham High School moved into its new build in September 2016. It is a state of the art building for delivering education in the 21st Century. Students and staff appreciate the first rate facilities which support the high quality education which is accessible to all.



SAFER RECRUITMENT STATEMENT

Seaham High School are committed to safeguarding and promoting the welfare of all children and young people, and expect all staff and volunteers to share this commitment.

Applicants are advised:

- When applying you must provide a full employment history, including periods of unemployment, with dates (to the nearest month) and the names and addresses of previous employers. Any gaps in employment will be explored.
- All references will be applied for in writing prior to interview and referees will be contacted to verify their authenticity. A reference pro-forma will be used without exception meaning that open or letter references will not be accepted.
- Seaham High School reserves the right to contact your present employer and any previous employer.
- Employers will be asked about disciplinary offences, including those, which have expired
- The post for which you are applying is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.
- If successful in the selection process, you should be aware that you will be required to undergo an enhanced check carried out by the Disclosure and Barring Service (DBS) to identify that you are a suitable person to work with children. Further checks will be made at regular intervals thereafter.
- An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position i.e. classified as working with children (Criminal Justice and Court Services Act 2000)
- Confirmation of your identity will be undertaken through the production of a passport/driving license/birth, marriage or divorce certificates and educational/professional qualifications will be verified.
- Seaham High School will only offer appointments if the above checks are satisfactory and will allow no unsupervised access to children before completion of all checks.
- Preliminary interviews will be used to ensure that applicants have a full understanding of the requirements of the job and its difficulties and our young people may be involved in the selection process.
- As part of the due diligence, an online search will be carried out on shortlisted candidates and may be explored further with any applicant at the interview
- A probationary period of six months is standard practice for all new support staff appointments to Local Government.



SAFER RECRUITMENT PRE-EMPLOYMENT CHECKS

At Seaham High School safeguarding children is our number one priority and all interview panels will include a member of staff trained in Safer Recruitment. Safeguarding is the responsibility of everyone at Seaham High School and we have a number of mechanisms in school for students and staff to identify their concerns.

Applicants are advised that:

As part of the recruitment process all positions will be subject to pre-employment checks which will include:

- Application form including a thorough review of employment history
- Identity confirmation checks informed by ID checking guidelines (DBS)
- Formal Interview
- Enhanced DBS
- Barring list checks
- Right to work in UK
- References – all references will be sought prior to interview as a matter of course
- Referee – confirmation of identity of candidate and referee. Confirmation of any ambiguities within references
- Disqualification for Caring for Children
- Occupational Health Screening (if applicable)
- Confirmation of identity check
- Confirmation of reference integrity by telephone
- Criminal records checks for overseas applicants (where applicable)
- Obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant worked. (where applicable)
- The interview process will also include safeguarding elements.

Our safeguarding processes are reviewed regularly in line with the most recent Keeping Children Safe in Education guidance (KCSIE).

- Please see our Child Protection within Safeguarding Policy within the Policies section
- Please see our Recruitment and Selection Policy within the Policies section
- Please see our Private Notice – Job Applicants within the Contact Us section



JOB ADVERT

**Post Title: Enhanced Teaching Assistant
Grade 5 – SCP 7-12
Salary - £24,294 - £26,421 Pro Rata
(Actual Salary - £21,958 - £23,880)
Hours - 37 hours per week - Permanent
Contract Type - Term Time plus 10 days
Required as soon as possible**

We are seeking to appoint an enthusiastic, caring and committed teaching assistant to support our students with learning difficulties and physical disabilities.

Seaham High School (part of Eden Learning Trust), is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). As part of the due diligence, an online search will be carried out on shortlisted candidates and may be explored further with any applicant at the interview.

Seaham High School is an equal opportunity employer and welcomes applications irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

Deadline:

The closing date for application is noon on Monday 4th December 2023.

How to apply:

Application Information Pack and Application Forms are available from the school's website: <https://www.seahamhighschool.com/> or contact the school at hr@seahamhighschool.com
Completed applications should also be returned to hr@seahamhighschool.com

Please note that we are unable to accept CVs and only fully completed school application forms will be considered. Due to high volumes of applicants, we regret we will only contact those that have been shortlisted.



JOB DESCRIPTION

| | |
|----------------------|------------------------------------|
| Post Title: | Enhanced Teaching Assistant |
| Reporting to: | Assistant Headteacher |
| Grade: | Grade 5 - SCP 7-12 |
| Salary: | £24,294 - £26,421 Pro Rata |
| Hours: | 37 hours per week |

Core Purpose:

To contribute to the delivery of the national curriculum and provide support for students, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes;

To work collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources. Also to deliver learning to individuals, small groups and whole classes.

To encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of school life.

Responsibilities for all support staff:

- Promote the values and aims of the School and Multi Academy Trust
- Follow all relevant school policies and expectations as outlined in the school handbook
- To be aware of, and assume the appropriate level of responsibility, for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies.
- Create and maintain effective partnerships with parents and carers.
- Treat students, parents and colleagues fairly, equitably and with dignity and respect

Specific responsibilities of this role:

- Plan, prepare and deliver learning activities for individuals and groups of students under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of individual students;
- Be aware of and work within school policies and procedures;
- Assess, record and report on development, progress and attainment as agreed with the teacher;
- Monitor and record student responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher;
- Plan and evaluate specialist learning activities with the teacher, including writing reports and records and providing focussed personalised provision as required;
- Select and adapt appropriate resources/methods to facilitate agreed learning activities;
- Maintain a clean, safe and tidy learning environment;
- Ongoing guidance and support of students in their social development and their emotional well-being, reporting problems to the appropriate person;
- Supply specialist support with direction and guidance from teaching staff, allowing students to access the curriculum and participate fully in school activities.
- Under the guidance of a teacher support the role of parents/carers, in students' learning and contribute to meetings with parents/carers to provide constructive feedback on student progress/achievement.
- Contribute to the development of policies and procedures



JOB DESCRIPTION CONTINUED

Enhanced Teaching Assistants are expected to undertake at least one of the following:

- a. Provide specialist support to students with learning, behavioural, communication, social, sensory or physical difficulties (SEND);
 - b. Provide specialist support to students where English is not their first language;
 - c. Provide specialist support to gifted and talented students;
 - d. Provide specialist support to all students in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
- Establish and maintain relationships with families, carers and other professionals, e.g. speech therapists;
 - Supervise the work and development of other classroom staff as appropriate;
 - Be responsible for the preparation, maintenance and monitoring of stocks of materials and resources;
 - Invigilate examinations and tests;
 - Accompany teaching staff and take responsibility for students on visits, trips and out of school activities as required;
 - Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes but not as a Supervisory Assistant;
 - Prepare and present displays;
 - Supervise individuals and groups of students throughout the day, including supervision in the classroom, playground and dining areas;
 - Assist students with eating, dressing and hygiene, as required, whilst encouraging independence;
 - Provide pastoral care to children
 - Provide basic first aid, if appropriate, ensuring timely referral to health service in emergency situations;
 - May be asked to administer medications subject to agreement and in line with school policy;
 - Support students to develop their skills of independence, resilience and confidence;
 - Contribute to the development and implementation of support plans including IEP's and EHC's., including attendance at, and contribution to, reviews as required;
 - Work with students not working to the normal timetable.
 - Support the use of ICT in the curriculum



JOB DESCRIPTION CONTINUED

Professional Development:

- To take responsibility for personal professional development
- To take part, as appropriate, in the school's professional development programme
- To engage actively in the Performance Management Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others
- Undertake Child Protection training as required.

General:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher. The post holder must carry out his/her duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated, and services delivered in a fair and consistent manner.

That the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others. Any other duties of a similar nature related to the post, which may be required from time to time. That the post holder will be required to comply with all School/Trust policies.

Induction:

All new staff will receive an induction as part of the induction process to help new employees become effective in their role and to find their way within the school.

Confidentiality:

All member of staff should not divulge any personal and/or confidential information to which they may have access to during the course of their work.



PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE | ASSESSED CRITERIA |
|------------------------------------|---|---|---|
| APPLICATION | <ul style="list-style-type: none"> Fully completed application form Fully supported in 2 references Well-structured supporting letter | | <ul style="list-style-type: none"> Application Form References |
| QUALIFICATIONS/ ATTAINMENTS | <ul style="list-style-type: none"> Qualified Teaching Assistant - equivalent to Level 3 or above Minimum of 5 A*-C GCSE passes including English and Mathematics / Grades 9-4 (or equivalent) | <ul style="list-style-type: none"> Evidence of training eg. Paediatric first aid, Child Protection Level 1 | <ul style="list-style-type: none"> Application Form |
| EXPERIENCE | <ul style="list-style-type: none"> Experience of successful and co-operative working as a member of a team Track record over time of supporting pupil achievement Track record of actively promoting safeguarding procedures in a school Ability to motivate and inspire our students Commitment to creating and maintaining close partnerships with staff, parents, providers (internal and external) and the wider community Experience of supporting students with emotional wellbeing, personal and intimate care needs | <ul style="list-style-type: none"> Evidence in more than one key stage | <ul style="list-style-type: none"> Application Form References Interview |



PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE | ASSESSED CRITERIA |
|---------------------------|--|-----------|---|
| SKILLS/KNOWLEDGE | <ul style="list-style-type: none"> • Excellent communication skills – both oral and written • Good ICT skills • Good understanding of classroom and behaviour management • Aware of the needs of confidentiality • Is flexible and approachable • Is proactive and resourceful • Highly organised with good time management skills • Is knowledgeable and compliant of policies and procedures relevant to child protection | | <ul style="list-style-type: none"> • Application Form • References • Interview |
| PERSONAL QUALITIES | <ul style="list-style-type: none"> • Eagerness to be part of a team and contribute to the wider aims of the school • High level of interpersonal and communication skills • Evidence of being able to build and sustain effective working relationships with staff and pupils • A track record of making learning fun and exciting for children ensuring all children develop a real desire for learning and school • Full embracement of the inclusion philosophy • An enthusiasm for and understanding of how promoting and incorporating aspects of Sustainability and LOtC can positively impact on children's learning • Self-motivated yet willing to follow instruction and advice • Sense of humour, lots of patience and an assertive nature • Ability to use initiative when required • Calm and positive approach • Caring and sensitive attitude to children, parents/carers and colleagues | | <ul style="list-style-type: none"> • Application Form • References • Interview |



OUR WELLBEING COMMITMENT

We are committed to providing a working environment and management practices to ensure that all staff are fully supported and encouraged to develop both personally and professionally.

We recognise that staff wellbeing is important not only to the individual member of staff but to student achievement and the school's performance. We promote good health and wellbeing so that each individual is able to cope successfully with the demands in their lives, whatever the cause of stress. The purpose of staff wellbeing is to maintain a school ethos which supports staff health and wellbeing by making sure that all employees are treated fairly and consistently.

Staff Wellbeing

We recognise that there can be considerable challenges and extra burdens for staff and as a school we also try to promote staff wellbeing with:

- Private Healthcare Wellbeing Package
- Staff Voice – staff/wellbeing surveys
- Free flu jab
- Free eye test
- Free access to gym equipment
- Weekly staff briefings
- Clear communication systems and protocols
- Wellbeing Governor
- Manage staff performance and capability
- Mental Wellbeing Questionnaire
- Workrooms and facilities
- Promoting a work/life balance
- Generous PPA time
- Occupational Health referrals
- Leave of Absences



Telephone: (0191) 516 1600

email: office@seahamhighschool.com

www.seahamhighschool.com



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LEARNING TRUST

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