



**SOUTHLANDS
HIGH SCHOOL**
Endeavour for Excellence

Clover Road, Chorley, PR7 2NJ
T: 01257 414455 | E: mail@southlands.lancs.sch.uk
f SouthlandsHighSchool | t @SouthlandsHS
www.southlands.lancs.sch.uk

Teaching Assistants 2b



Candidate Information Pack

Southlands High School, a school in the Mosaic Academy Trust with Standish High School, is seeking to appoint four Teaching Assistant (2b) to commence as soon as possible in September 2019.

- 1) Maternity Cover (one year) – starting October 2019**
- 2) Two terms (Sept 2019 – April 2020) possibly extended subject to LA funding (two posts)**
- 3) English as an Additional Language Teaching Assistant – Arabic Speaker**

Grade 5, Scale Point 6 – 11

32.5 hrs/week. Term Time plus 1 week (45.05 weeks per year).

We are seeking to appoint colleagues who are committed to working with young people and who are passionate about helping them to develop academically and socially so that they can fulfill their potential both in school and in life. Candidates should be enthusiastic and committed to improving student outcomes. The successful applicants will be expected to have some experience of working with students and/or families

Closing date for application is Monday 16 September 2019, 9am.

Application forms should be returned to mearsc@southlands.lancs.sch.uk

Interviews date to be confirmed.

Southlands is an Equal Opportunities Employer welcoming applications from all sections of the community.

This post is covered by the Rehabilitation of Offenders Act 1975. If successful you will be required to apply to the Disclosure and Barring Service (DBS).

General Information for Applicants

Southlands High School is on a journey to excellence. Our motto 'Endeavour for Excellence' demonstrates that we expect all stakeholders, staff and students to work hard. Southlands High School is striving to be 'Better' than ever before as a successful and inclusive school that works in close partnership with families and the community to achieve the best for our young people.

In December 2017, we were designated as a converter academy within the Mosaic Academy Trust with Standish High School (Standish High School as the lead) and look forward to going from strength to strength in our partnership. The Mosaic Academy Trust as an organisation seeks to value each and every member of the community and to become a family of schools that will welcome other schools and be a Trust whose chief aim is to become stronger as a whole than by the sum of its parts. The Trust has a Trade Union Recognition Agreement in place.

In 2017 Southlands High School was the 8th most improved school in Lancashire and the fastest improving school in Chorley. In 2018 we were in the top 5 schools in Lancashire for improving English and English scores at 4+. Results in 2019 show that Southlands High School pupils maintained the improvements made in 2018 in terms of the percentage of standard and strong passes, with an increase in the number of students who attained 9-7 in Maths and English. There have been improvements in Languages overall and an increase in the number of strong passes in Sciences. An increase in the Attainment 8 score has been achieved by pupils.

Many subjects improved and strengthened their results this year with particular mention of Maths, English Literature, French, Religious Studies, Biology, Computing, Food and Nutrition, Health and Social Care, Music and Physical Education. We expect to continue our journey of improvement further in 2020.

We strive to meet the needs of the individual child so that they feel safe, secure and happy and enjoy their time at Southlands. We also aim to provide the highest standards of teaching and learning so that students are able to progress and fulfil their potential. We believe that every child should be given opportunities to develop their leadership skills as part of their growth and development in order to prepare them for adult life. Many of our students go on to be very successful in all aspects of life with a number attending some of the leading universities in the country. We are committed in our drive for academic excellence whilst offering a wide range of extra-curricular activities and opportunities so that our students can achieve educational success and develop fully as individuals.

We recognise that all students have the right to the highest quality education that will equip them with the qualifications they need to progress to college, university or their chosen career. Every decision we take to create our successful school comes from a firmly held staff belief that we can always strive to be 'better' than before.

The school was last inspected by Ofsted in June 2013 and was judged as good in every aspect. Parental responses to our latest Kirkland Rowell survey consider the school outstanding and student responses to the Pupil Attitude Questionnaire were also very good. Our school priorities for 2017-18 clearly focus on our culture for improvement: improving student outcomes, the development of teaching, learning and assessment, strong personal development, behaviour and welfare and effective leadership at all levels.

There are 827 young people on roll. The intake profile in both socio-economic and academic terms is that of a fairly typical comprehensive school.

At Southlands we are very proud of our caring school community and place great emphasis on high standards of behaviour and respect for all through our Southlands Standard.

Hopefully, this has inspired you to take a serious look at Southlands.
I look forward to receiving your application form.

Kerry Millar - Headteacher



JOB DESCRIPTION

Job Title: Teaching Assistant 2b
Grade: Grade 5 SCP 17-21 Term Time + 1 week pro rata
Hours: 32.5 hours per week term time + 1 week
Location: Southlands High School
Responsible to: Mrs Rimmer – Deputy Headteacher

Job Purpose: The main objectives to be achieved by the post holder

Under the general supervision and direction of the teacher, to plan and implement learning activities for individuals and groups. To monitor student progress and provide feedback to the class teacher and establish supportive and constructive relationships with students, parents and carers.

Main Activities:

To provide classroom based and pastoral support for students with SEND, social needs or barriers to learning.

The post holder will be required to undertake the duties below

Support for Students

- ◆ Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of students
- ◆ To undertake activities in order to monitor the personal social and emotional needs of students
- ◆ To develop positive relationships with students to promote student progress and attainment
- ◆ To assist in the devising of student's individual targets and their monitoring and review
- ◆ Support students as part of a planned inclusion programme
- ◆ To implement specific programmes with individual students or groups appropriate to the developmental needs of individual children throughout different curriculum areas
- ◆ To assist in the development of varying skills that support students' learning
- ◆ To assist in the specific medical/care needs of students when specific training has been undertaken

Support for the Teacher

- ◆ To monitor and record student progress and developmental needs
- ◆ To produce relevant classroom resources
- ◆ To undertake classroom administrative tasks including the maintenance of records
- ◆ To assist in student supervision and assist in the management of student behaviour
- ◆ To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable
- ◆ To provide information to the class teacher to assist in the planning of work programmes
- ◆ To liaise with the school's nominated person in respect of student absence
- ◆ To assist with the arrangements for out of school learning activities including the administration of work experience
- ◆ To provide clerical and administrative support including the collection and recording of money
- ◆ Administer routine tests, assist in the invigilation of exams and undertake routine marking of students work

Support for the school

- ◆ To assist in providing an atmosphere in which effective learning can take place
- ◆ To support the promotion of positive relationships with parents, carers and outside agencies
- ◆ To work within school policies and procedures
- ◆ To attend staff training as appropriate
- ◆ To take care for their own and other people's health and safety
- ◆ To be aware of the confidential nature of issues related to home/student/teacher/school work

Support for the Curriculum

- ◆ To assist the delivery of educational and developmental programmes
- ◆ To support the use of ICT in learning activities

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Southlands is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced DBS check.



Person Specification Form

Title of Post - Teaching Assistant – Level 2b

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications		Application Form
NVQ level 2 or above qualification – appropriate to the post (or equivalent)	D	
Level 2 or equivalent qualification in English/Literacy and mathematics/numeracy	D	
Experience		Application Form and supporting statement
Experience of working with or caring for children of relevant age	E	Interview
Experience of working in a relevant classroom/service environment	D	
Experience of Administrative work	D	
Experience of supporting students with challenging behaviour	D	
For specific EAL role – Arabic Speaker	E	
Knowledge/skills/abilities		Application Form Supporting Statement
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E	Interview
Ability to relate well to children	E	References
Ability to work as part of a team	E	
Good communication skills	E	
Ability to supervise and assist students	E	
Time management skills	D	
Organisational skills	D	
Knowledge of classroom roles and responsibilities	D	
Knowledge of the concept of confidentiality	E	
First Aid certificate	D	
Administrative skills	D	
Good numeracy and literacy skills	E	
Ability to make effective use of ICT	D	
Flexible attitude to work	E	
Other		
Commitment to undertake in – service development	E	