

Higher Level Teaching Assistant

Salary range:	Grade 4 £19,171 - £22,462 per annum pro rata (Actual £16,562 - £19,405)
Number of Hours:	FULL TIME
Temporary or Permanent:	Permanent term time only plus training days.
Responsible for:	Intervention for SEN students and exam access arrangements
Closing Date: Friday 11th October 2019 9.00am	Interview Date: Friday 18th October 2019

When staff, students and families walk through our gates and onto our site, they belong to the Whitley Academy Community. In this community, we build meaningful relationships based on trust and mutual respect. Our classrooms, corridors and the school environment are safe spaces where nobody is judged and everyone is valued. In our community, we are proud of our school and committed to supporting all staff and students to “be the best you can be”.

We are seeking an enthusiastic, innovative and highly motivated Higher-Level Teaching Assistant to join our growing team of staff. We are looking for a graduate with SEN experience to assist with the intervention work on an individual or small group basis with students identified as needing extra support to reach their target grades. The successful candidate would ideally have experience of with exam access arrangements in KS4.

This post is full time term time only plus training days and to start as soon as possible.

You must be:

- Excited about contributing to the development of Teaching & Learning in the SEN team,
- Committed to making a difference to the lives of pupils,
- Resilient with a strong personal drive,
- Someone who will have high expectations of both students and their colleagues,
- Values driven, and
- Someone who can forge positive relationships with students to encourage great learning in the classroom.

We will offer you;

- A positive and innovative learning culture, where wellbeing and workload are effectively managed,
- A dedicated, highly skilled and committed staff, upholding high expectations of and aspirations for all of our students,
- A strong sense of community and a warm, welcoming workplace,
- Access to high quality training and leadership experiences for all staff, to ensure that everyone is enabled to develop, grow and collaborate,
- PiXL network access, developing new ideas and strategies to impact on student learning and
- A number of additional benefits including a fantastic internal CPD programme built into directed time - fostering excellence in teaching and learning, a personal laptop, free parking, and a vibrant modern building and facilities in a beautiful location, beside a nature reserve within easy reach of the M40/M6 corridor.

The successful candidate should look forward to working in a challenging and inspiring environment within which there is ample opportunity to lay the foundations for career progression and leadership. We are committed to ensuring that every member of our school community is enabled to ‘be the best they can be’.

Informal visits are welcomed. To find out more about our school please visit our website at www.whitleyacademy.com.

This post is full time term time only plus training days and to start as soon as possible.

We hope that after considering all the information provided, you will decide to make an application. A reminder that the closing date is Friday 11th October at 12noon. Shortlisted candidates will be contacted within a few days of the closing date. Whatever the outcome of your application we thank you for the interest you have shown and wish you well for your future career.

Completed applications should be returned to: vacancies@whitleyacademy.com

We are an equal opportunities employer and are committed the safeguarding and promoting the welfare of children. Employment at the Academy will be subject to receipt of satisfactory disclosure from the Disclosure and Barring Service (DBS) in accordance with the Rehabilitation of Offenders Act 1974, Police Act 1997 and the Protection of Freedoms Act 2012.

Higher Level Teaching Assistant Job Description

Job Title: Higher Level Teaching Assistant

Pay scale: Grade 4

Line Manager: SENCO/ASSISTANT SENCO

Location: Whitley Academy

Job Purpose

To work under the direction and supervision of the SENCO/Assistant SENCO to support students in their learning via academic intervention and to undertake 'specified work' in small groups and in 1 to 1 sessions to enable students to reach their expected targets.

Duties and Responsibilities:

- 1) Undertake appropriate planning, preparation and delivery of programmes for individuals and groups.
- 2) Assess the development, progress and attainment of students.
- 3) Report on the development, progress and attainment of students to the responsible teacher/SENCO/ASSISTANT SENCO as appropriate.
- 4) Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Job responsibilities and tasks will include:

- 1) Work with teachers/SENCO/Assistant SENCO on lesson planning, evaluating and adjusting lessons/work plans for individuals and/or groups as appropriate.
- 2) Plan and deliver appropriate support and interventions for students with SEND. To report on progress of these students to SENCO/ASSISTANT SENCO and to ensure the tracker is kept up to date.
- 3) Implement agreed learning activities/teaching programmes using strategies in liaison with the teacher and SEN team, to support students to achieve learning goals.
- 4) Monitor and evaluate students' responses to learning activities through observation and planned recording of achievements against pre-determined learning objectives.
- 5) Provide objective and accurate feedback and reports to teachers, as required, on student achievement, progress and other matters.
- 6) Utilise ICT in learning activities and develop students' competencies during interventions.
- 7) Assist with the intervention of students outside of lesson times, including after school and during lunchtime
- 8) Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
- 9) Attend and participate in relevant meetings as required.
- 10) Any other duties and responsibilities within the range of the salary grade.

Specific Post Responsibilities and Tasks

- 1) To plan for and implement specific group activities meeting Intervention Strategy requirements.
- 2) To record and report on progress made with target students

Whilst every effort has been made to explain the main duties required above, each individual task undertaken may not be identified in this list.

All duties and responsibilities must be carried out with due regard to the Whitley Academy Health and Safety Policy.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). Post holders will be accountable for carrying out all duties and responsibilities with due regard to Whitley Academy's Equal Opportunities Policy and are committed to safeguarding and promoting the welfare of children. Duties which include the processing of any personal data must be undertaken within the General Data Protection Regulation (Data Protection Act 2018).

Date Reviewed: Sept 2019

Higher Level Teaching Assistant Personal Specification

Essential	Desirable	Evidence
Qualifications & Experience <ul style="list-style-type: none"> English and Maths at GCSE/O level Grade C or equivalent Experience of working with children of relevant age or with general/specific special needs in small groups or in a one to one situation. Knowledge of SEN code of practice Experience of resolving problems and handling challenging situations effectively. Experience of managing student behaviour positively. 	<ul style="list-style-type: none"> Educated to degree level (or equivalent) High expectations of personal performance and of students' success. Exam Access Arrangement qualification completed. 	Application form, Original Qualification Documents & references
Knowledge & Understanding <ul style="list-style-type: none"> A working knowledge of national curriculum and other relevant learning Programmes. Understanding of the principles of child development and learning processes and in particular, barriers to learning. 	.	Application, references & selection process
Skills & Abilities <ul style="list-style-type: none"> Ability to plan effective actions/lessons for pupils at risk of underachieving. Ability to self-evaluate learning needs. Ability to relate well to children and adults. To work constructively as part of a team. Effective organisational skills. To use initiative and independence skills 	<ul style="list-style-type: none"> Committed team player with the ability to be flexible and responsive to the needs of students. 	Application, references & selection process
Whitley Characteristics <ul style="list-style-type: none"> Resilience and initiative Passion for all young people's learning Enthusiastic about teaching and learning in your subject Positive outlook Team Player Advocacy for Whitley Academy students and their community 		Application, references & selection process
Special Requirements We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).		

Updated: September 2019

Recruitment Guidelines

Whitley Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PRIVACY NOTICE FOR JOB APPLICANTS

Please refer to our Privacy Notices published on our website which explains how we collect, store and use personal data about job applicants. <http://www.whitleyacademy.com/about-us/join-us/as-a-member-of-staff/>

APPLICATION FORM

Your application form plays an important part in your selection - it is the only basis for considering your initial suitability for the post. Read the instructions on the application form carefully before completing it. You must complete all parts of the form.

Look carefully at the post specification. This outlines the duties of the post and the minimum knowledge, skills and experience we require. You should show clearly in your application how your knowledge, skills and experience are relevant to the requirements of the post.

REQUIREMENTS FOR REFERENCES

At least one of the references should be your current employer. If you are not currently working with children, but have previously done so, then you must include a referee from the last post where you worked with children. If you have not been in recent paid employment, referees should be appropriately qualified to provide confirmation of your suitability for employment. Referees will normally be contacted before interview where possible. You should be aware that your referees will be asked if, in relation to you, they are aware of any Child Protection allegations or issues of a similar nature.

SHORT-LISTING & INTERVIEWS

Applicants who meet the requirements will normally be short-listed for interview, however, places for interview will need to be limited to a manageable number. In addition, the School may conduct tests and/or written exercises in appropriate circumstances and you may be asked to undertake such exercises as part of the selection process.

At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate how you meet the requirements of the post. This is also your opportunity to ask questions relating to the job. You will also be asked for your views on the importance of safeguarding children.

PRE-APPOINTMENT CHECKS - Permission to Work in the UK

Please note that we can only consider applications from citizens who have the right to work in the UK.

Qualifications

At Interview - Evidence of qualifications relevant to the post and proof of Qualified Teacher Status (if applicable) will also be required. We can only accept original certificates. If you cannot produce original documents or certified copies, written confirmation of your relevant qualifications must be obtained from the awarding body.

Proof of Identity

At Interview - In accordance with Safeguarding Children and Safer Recruitment in Education Guidelines, we must see proof of your identity and evidence your name, date of birth, address and see some form of photographic identity.

At Appointment - In accordance with Safer Recruitment guidelines designed to protect young people, we will check your suitability to work with children. You will need to undertake an Enhanced Disclosure via the Disclosing and Barring Service (DBS), involving completing an electronic application for this purpose and provide original supporting documents.

Medical Clearance

At Appointment - Verification of your medical fitness is required and again you will be asked to complete a form. You will not be able to start work, for insurance purposes, until medical clearance has been received.

It is not our practice to inform applicants that they have been unsuccessful in being called for interview. If you do not receive an invitation to interview, we thank you for your interest in the post.