



Applicant Information Pack

Teaching Assistant (Level 1)



Respect - Resilience - Success

Information about our School

Thank you for the interest you have shown in our school. I am proud to be the Headteacher of The Thomas Adams School, a successful co-educational community school, sixth form and boarding house in the centre of Wem. Established in 1976 and with a strong history dating back to 1650, we provide quality teaching and learning for our 1200 students, aged 11 – 18 years old. Thomas Adams is now a member of the 3-18 Education Trust, a collaboration of successful schools in Shropshire, all with the same goal of excellence in education.

We have two main sites on our 30 acre campus in Wem, a small rural market town. Although many of our students live in Wem, our extensive transport links allow students from across North Shropshire to access our excellent provision. Our Lowe Hill buildings cater for years 7 – 11, providing excellent facilities for all curricular areas. At our Noble Street site, we have our Sixth Form, housed in the attractive grammar school building. We also have our thriving boarding provision, Adams House, which accommodates students from throughout the UK and overseas.

Large enough to offer choice and opportunity, we pride ourselves on seeing all students as individuals, providing a quality pastoral care throughout a student's academic journey with us.

The school is renowned for its Music, Drama and Sport. We have specialist centres for all of these subjects, with full performance facilities. We also have a multi-use sports centre and extensive playing fields, along with additional facilities including; tennis courts, basketball courts, hard surface play areas and many pitches for team games. We encourage all students to engage and get involved in our extra-curricular programme, be that a member of the sports team, working towards their Duke of Edinburgh award or taking part in the many educational or leisure trips on offer.

We are committed to continuous professional development for all our staff and foster open, professional and respectful relationships. Our staff well-being and happiness is paramount as we see them as our greatest asset.

Mark Cooper, Headteacher

Please visit our website <https://thomasadams.net/> for further information. You can also find out the latest news via our social media pages



<https://www.facebook.com/ThomasAdamsWem>



<https://www.instagram.com/thomasadamswem/>



Our Vision

Outstanding education and care that will allow every young person to reach their potential, regardless of their starting point: life opportunities

Information about the Trust

Thank you for expressing an interest in working within our Trust. Our Multi-Academy Trust (MAT) was established in 2016 with two schools, The Priory School (which acts as the lead school in our sponsoring MAT) and St Martins, a 3-16 school in North Shropshire. In July 2017, we were joined by Coleham Primary School, a 4-11 school in Shrewsbury. In March 2020, Thomas Adams, an 11-18 co-educational community school, sixth form and boarding house in the centre of Wem joined the Trust. William Brookes School, Much Wenlock, joined in 2021.

The MAT provides a most interesting and exciting opportunity for schools to share ideas, resources and expertise, for the added benefit of the students in the Trust.

“The value of the individual, the benefit of the team”

This statement heads our Strategy document and establishes the values by which we want our schools to work collaboratively. We are an evolving Trust in terms of our size and operation, in that as new schools seek to join us we look in turn to adapt the way we work together. In short, the leaders within the MAT are keen to receive expertise and share best practice. We want schools to retain their identity, character and ethos, all within the shared values of developing students who are selfless, self-assured and successful. The aspiration of the Trust is that every school gives and receives support and every child is in a great school.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details.

Benefits of working at Thomas Adams School, part of the 3-18 Education Trust

- Attractive, open-air site
- Development and career opportunities available across the Trust
- Employee Assistance Programme (access to free financial, legal, health, counselling advice)
- Member of the Valued Worker Scheme (accredited to the Trust by NASUWT, Unison and GMB)
- Disability Confident Employer
- Cycle to Work Scheme
- Canteen with freshly cooked menus each day

Teaching School Hub

The Trust has Teaching School Status, with The Priory School, Shrewsbury being selected to provide high-quality professional development to teachers and leaders and has recently become a Teaching School Hub; this provides development opportunities for any future applicant.

Job Description

Title of Post	Teaching Assistant
Grade and SCP	Grade 4 (SCP 4)
Post Status	Fixed Term 1 year from 1 st September 2023
Accountable to	SENDCo



Main Purpose

Work under the instruction of teaching staff and nominated teaching assistants to support access to learning for students and to assist the teacher in the management of students and the classroom, including support for individual Education Health Care Plans (EHCP). This will include the preparation and routine maintenance of resources and equipment. Work with students will be carried out in the classroom.

Duties and responsibilities

Support for Students

- Attend to students' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid, and welfare matters
- Supervise and support students, ensuring their safety and access to learning
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Encourage students to act independently as appropriate

Support for Teachers

- Prepare the classroom as directed for lessons and clear afterwards. Assist with display of student work
- Ensure the timely and accurate preparation of routine equipment / materials as set out in instructions
- Be aware of student problems / progress / achievements, and report to the teacher as agreed
- Undertake student record keeping as directed
- Support the teacher in managing student behaviour, reporting difficulties as appropriate
- Provide routine clerical tasks e.g. photocopying, typing, filing, collecting money etc

Support for the Curriculum

- Support students in understanding instructions
- Support students in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years etc. as directed by the teachers
- Support students in using basic ICT as directed
- Prepare and maintain equipment / resources as directed by the teacher and assist students in their use
- Monitor and arrange the orderly and secure storage of stock and supplies

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure that students have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and students, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher

Other Responsibilities

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures
- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

The postholder may be required to carry out any other duties that the Headteacher feels are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the Headteacher, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5 GCSE's or equivalent, including Maths and English • Good standard level of education 	<ul style="list-style-type: none"> • City & Guilds in Learning Support, or equivalent • First Aid qualification
Work or relevant experience		<ul style="list-style-type: none"> • Experience working with children or vulnerable adults • Experience working in an educational setting or other relevant environment • Some knowledge of classroom administration support
Knowledge and Understanding		<ul style="list-style-type: none"> • An awareness of school based education including child development
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> • Sufficiently fluent in spoken English to ensure effective performance in the role • Good communication skills and ability to relate well to students, staff and parents 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to bring to the role, initiative, enthusiasm and commitment • Flexibility and reliability • Willingness to develop skills with further training 	
Special Conditions	<ul style="list-style-type: none"> • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. 	



The Thomas Adams School

Low Hill, Wem, Shropshire, SY4 5UB. Tel: 01939 237000

Email: contactus@tas.318education.co.uk

Teaching Assistants Level 1

Grade 4, £13,855 per annum

28¾ hours per week, term-time only

Required as soon as possible

We are seeking to appoint Teaching Assistants to join our successful Learning Support team. This position will involve supporting students in the classroom with a view to enabling them to effectively access the curriculum.

Applicants should have good communication skills and the ability to build effective working relationships with students and adults.

An Applicant Pack and Application Form can be found on our website <https://thomasadams.net/vacancies> or contact Mrs Belinda Howells at belinda.howells@tas.318education.co.uk

Closing date for applications is Monday 6th November 2023

Interviews will be held shortly afterwards

The Thomas Adams School is part of The 3-18 Education Trust, a Multi-Academy Trust which works collaboratively to provide a most interesting and exciting opportunity for schools to share ideas, resources and expertise, for the added benefit of the students in the Trust.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

In line with KCSiE, the Trust may carry out an online search on all shortlisted candidates as part of the process.

This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.