



TEACHING ASSISTANT

START DATE: AS SOON AS POSSIBLE



SCHOOLS ACHIEVING SUCCESS TOGETHER

SAST

SHERBORNE AREA SCHOOLS' TRUST

October 2023



Dear Applicant,

Thank you for expressing an interest in the post of Teaching Assistant at Sturminster Newton High School.

Accompanying this letter is information about the School and the Department which we hope will provide you with everything you need to know to apply for the post. The School website gives further details about us.

This is a permanent post with flexible hours (no more than 30 hours per week). Our new recruit will join a team of professional, experienced and able specialists, dedicated to continuing to provide the high level of teaching to which our students have become accustomed.

Sturminster Newton High School is a mixed 11-18 comprehensive school with a good reputation as a small, community focussed school serving a wide rural catchment area. We are extremely proud of our school where we set high standards for academic and personal achievement and we value the size of our school community which allows staff and students know one another and students to be treated and valued as individuals.

The school promotes a happy and purposeful teaching environment, where all are supported and encouraged to do their best. *"pupils are now making better progress than they have in previous years."* *Ofsted 2018*. In September 2021 the school introduced a broad enrichment programme, designed to compensate for missed opportunities during the pandemic, where we offer a variety of academic, creative, sporting and wellbeing activities run by the school and local community.

We are proud to be a SAST School. Sherborne Area Schools' Trust (SAST) is a multi-academy trust, formed in June 2017, with schools across Dorset and South Somerset. We now have 18 schools, more than 5,700 students, and 850 members of staff. SAST has both large town primary schools with over 300 children, smaller village primary schools and nursery provision. There are several secondaries: two large 11-18 secondary schools with Sixth Forms, a smaller 11-16 secondary with 400 students and an alternative provision. There is a mix of formerly maintained and Church of England schools - both voluntary controlled and voluntary-aided in the Dioceses of Salisbury and Bath and Wells.

We are looking for a team member with high expectations and standards, the ability to inspire but also the capacity to laugh and enjoy the challenges of this role. You need to be a team player and you will go the extra mile to support. In return, you will join a Trust that is full of activity, opportunity, and optimism. You will be strongly supported by our SLT in your work to ensure our provision is the best.

You are very welcome to visit us in advance of an application or to contact us to find out more.

We look forward to reading your application and we will contact all applicants following shortlisting.

Very best wishes,

Jason Davis,
Headteacher

THE ADVERT & APPLICATION PROCESS

We look forward to receiving your application by **9am, Wednesday 01st November 2023**
If chosen for interviews these will take place **during week commencing 06th November 2023**

Salary: Grade 5, Scale point 5: **£11.18 per hour**
Contract Type: Permanent, Flexible Hours, 39 weeks per year (term time plus inset days)

We are seeking to appoint an enthusiastic and resourceful Teaching Assistant to join our team at Sturminster Newton High School. *We are flexible on hours on this post with hours of work to be discussed at interview (no more than 30 hours per week).* This post represents an outstanding opportunity for an enthusiastic and qualified member of support staff who is keen to develop.

The successful candidate will:

- Show respect to others and be able to embrace the ethos and values of the trust
- Be positive, optimistic, caring, kind and approachable
- Be willing to be immersed in the life of a busy school

You are asked to provide the following:

- A completed application form
- A letter of application of no more than 2 sides of A4 detailing your experience and expertise

Applications should be sent by email to: recruitment@sast.org.uk

Should you wish to arrange a visit to view the School, please do not hesitate to contact Jo Bruton at 4179jbr@mynhs.net who will be happy to arrange this.

SAST will conduct online searches of shortlisted candidates. In line with KCSIE guidance, this will be part of safer recruitment checks, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.

Safeguarding responsibilities associated with this role may include engagement in regulatory activity, such as administering first aid or supporting an upset child. It will have contact with young people on a day-to-day basis. SAST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and the post is subject to safeguarding checks, including an enhanced DBS check and Children's Barred List check. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Sherborne Area Schools' Trust (SAST) recognises the benefit of having a diverse workforce and is committed to building a workforce which reflects diversity from the communities it serves. SAST values the contributions from all staff from a wide range of different backgrounds and actively seeks to promote an environment that is free from discrimination and harassment and at the same time supports fair promotion and cultural acceptance. Under the provision of the Equality Act 2010 SAST welcomes applications from everyone and operates a recruitment process which is fair and does not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race or nationality, religion or belief, sex, or sexual orientation.

This role is UK- based and your right to work will need to be established as part of the appointment process. (Internal ID Number: RAF319)

JOB DESCRIPTION

Post: Teaching Assistant
Scale: Grade 5



Main Job Purpose

- Responsible for working across a varied range of responsibilities.
- The postholder will play an important role in supervising the activities of pupils during the teaching period and midday sessional break within the school, including both indoor and outdoor areas, ensuring a safe environment is maintained at all times.
- To assist the Headteacher/SENCO to promote pupils' academic, social and emotional development through the development and implementation of programmes of pupils work and support (individual and group) and in the provision of a stable, caring and supportive learning environment; to enable pupils to achieve their full learning potential and facilitate their personal, academic, social and moral development.
- There may be a Special Needs input to support pupils in activities. Support is both a one-to-one basis and in groups, to pupils with disability, learning difficulties or behavioural problems. This may include pupils with a high learning ability ("gifted/talented").

Main Responsibilities and Duties

- To support the teaching and learning processes.
- To assist the SENCO in developing, implementing and managing individual/group pupil learning strategies aimed at the
 - Management of pupil behaviour.
 - Establishing and maintaining of relationships with individual pupils and groups in support of pupils in learning activities.
 - Continuous review and development of the postholder's professional practice.
 - Inclusivity of pupils with identified SEN needs.

Under the guidance of direction of the teacher/SENCO:

- Develop, maintain, and apply knowledge and understanding of pupils' general and specific learning needs. To ensure that support is given to them at an appropriate level.
- Teaching support is delivered individually and in groups through a range of tasks, mainly:
- Supporting and directing literacy and numeracy tasks, clarifying and explaining instructions.
- Focus support in areas needing improvement both academic and social.
- To support the use of ICT in the classroom and work with and support pupils to ensure they are able to use ICT and other specialist equipment to enhance their learning,
- Motivate and encourage pupils to concentrate on and fulfil the tasks set.
- Undertake learning activities with pupils of varying abilities to ensure differentiation and access to the curriculum.
- Seek to ensure the promotion and reinforcement of pupils' self-esteem, appropriate levels of effort and behaviour and to guide pupils to become independent learners.
- Contribute to the assessment of pupils' learning, in particular with regard to Literacy, Numeracy, Science and ICT skills.
- Contribute to the implementation of the National and/ or Foundation Curriculum and specific individual pupil targets and/ or group targets
- To promote pupils academic, social and emotional development and assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources
- Assist in the development, monitoring and evaluation of programmes of work.

- To upkeep data files, catalogue resources, maintain inventories, photocopy, record
- Contribute to and assist in the development and monitoring of systems for review and recording of pupils' progress, both academic and social.
- Assist in the preparation, organisation and maintenance of classrooms and their equipment, including assistance with and creation of displays, make basic visual aids, art and craft materials, mount, and display pupils' work.
- Assist teachers in timetabling of lessons and curriculum as required.
- Assist in the preparation for educational visits, and where appropriate accompany/supervise students' undertaking off-site activities.
- Contribute to the process of school self-review.
- To liaise with parents and other professional agencies in support of pupil's needs.
- To provide care and supervision of pupils within the classroom, within the school and outside of the school.
- Supervise pupils using cloakrooms, showers, and toilet facilities. Supervise pupils in playgrounds and when entering and leaving using school transport.
- Escort pupils to school or parental transport, home or to hospital as necessary and/ or support in the integration/re-integration of the pupil.
- Develop and understanding of and provide for pupils' specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support, and assistance to the pupil in respect of toileting, eating, mobility and dispensing medication.
- To assume sole supervision of groups of pupils. This may include whole classes for short periods in the absence of the teacher.
- Additionally, under the overall direction of teaching staff the job may include some or all of the following duties, depending on the needs of pupils.
- When a current First Aid qualification is held, in the absence of other medical facilities:
 - Maintain First Aid equipment and materials and dispense medicines in accordance with school policy.
 - Undertake First Aid
- Under the direction of Health Service professionals, undertake activities in support of occupational, physio and speech therapy.
- Under the direction of the teaching staff and, where appropriate, to assist in the development of Individual Education Plans for pupils with special educational needs and contribute to IEPs.
- To undertake a key worker role when required.
- To work with pupil groups, using a range of strategies to gain acceptance and inclusion of pupils with special educational needs.
- Monitor and support pupils/students/volunteers placed within the school on work experience programmes.
- To assist in the supervision of Standard Assessment Tasks and tests/ assessments as directed.
- To assist in the preparation and maintaining of the learning environment.
- To contribute to the assessment by the teacher of pupil performance in maintaining records of pupil performance and achievement, noting areas of weakness and need for development and drawing to the teacher's attention areas requiring further review.
- To observe and comment upon pupil performance, conduct, behaviour and interaction with peer group and parents.
- To contribute to the planning and evaluation by the teacher of individual (and group) pupil's learning activities.
- To undertake continuous professional development.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Supervision and Management

Typically, there will be supervision available from the classroom teacher on a daily basis and regularly within the day. Additional support may be provided by the SENCO within the team. The postholder may be required to support the induction and further training of classroom TAs.

Resources

Books, stationery, writing equipment, ICT and AVA equipment

Working Environment

- The range of areas, number of classrooms/halls etc will depend on the particular school.
- Most of the working day is spent standing, with periods of crouching / bending to engage pupils in activities.
- Occasionally, substantial physical effort may be required in providing assistance to pupils with significant physical disability. There may be an occasional need to physically lift pupils such as for safety or care needs and occasional unpleasant conditions relating to pupils' personal hygiene needs.
- There are often physical risks associated with intervention in incidents of challenging behaviour, including aggression, which are encountered with pupils.
- A normal school environment, although the job holder may be involved in external school activities, such as swimming and educational visits.
- Equipment used will include photocopiers, computers, medical /sport/science/art/technology/home economics equipment and in the case of special schools additionally plus hoists, wheelchairs, and minibuses.
- While the level of pupil needs will vary from time to time, the job holder will be predominately working with pupils who are especially difficult to engage in activities, may present more frequent behavioural problems and where the attention span presents greater challenges and a need for high levels of patience to attain pupils' individual targets.

Contacts and Relationships

- Contact with all staff in school to pass and receive information, advice, guidance, suggestions, and ideas.
- Contact with Health Service professionals to provide daily support for the pupils with known medical conditions.
- Contact with parents/ carers and other agency staff to provide support for pupils, such as giving feedback on pupils' progress. Such communications can be of a delicate nature depending on a pupil's particular needs.
- There will be regular contact with the Headteacher, relating to on site-supervision of TAs, deployment, and cover arrangements.

Problem Solving and Creativity

- On a daily basis, within prescribed school guidelines and under the direction of the teacher, develop a range of strategies to engage individuals and groups of pupils, often with differing requirements, in the experience of learning and in their personal, social, health and moral education. For example, a reward system appropriate to an individual pupil.
- Use a variety of interpersonal techniques to establish supportive relationships with pupils, parents and carers.
- There will be occasional interruptions. Deadlines will relate and be appropriate to the timetable being followed.

- Additionally, creativity and innovation are needed to meet the special education and care needs of individual pupils, such as those with significant physical disability and emotional difficulties, including regular exhibitions of challenging behaviour and aggression.
- A creative approach to supervisory duties, training and in supporting staff is required.

Decision Making

- Within the agreed school policies, guidelines, and rules, decide on when and how to apply a range of strategies for the benefit of pupils in relation to their education activities behaviour and care. These decisions often need to be made immediately to deal with the situation presented.
- Guidance is normally readily available from teaching staff and more complex or controversial decisions will be referred to a teacher.
- There will often be a need to make immediate decisions, without initial referral to teachers, in relation to immediate care, control and safety of pupils with special educational needs.
- Decisions are made on the day-to-day deployment of TA staff and resources, under the overall direction of teaching staff.

Progression in Post (if applicable)

Grade 6 will be payable where the postholder works, for the majority of their role, in a Special School or designated Special Unit or Base and:

- Support pupils with complex and unpredictable needs, requiring greater levels of problem solving and creativity.
- The need to apply creativity and innovation to new and challenging situations when interacting with pupils.

Equality and Diversity

Sherborne Area Schools Trust (SAST) recognises the benefit of having a diverse workforce and is committed to building a workforce which reflects diversity from the communities it serves. SAST values the contributions from all staff from a wide range of different backgrounds and actively seeks to promote an environment that is free from discrimination and harassment and at the same time supports fair promotion and cultural acceptance. Under the provision of the Equality Act 2010 SAST welcomes applications from everyone and operates a recruitment process which is fair and does not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race or nationality, religion or belief, sex or sexual orientation



PERSON SPECIFICATION

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations
Required by law, and/or essential to the performance of the role
1. A qualification for the post would be working towards NVQ/ BTEC in Learning Support or equivalent occupational national standard for teaching assistants.
2. They must have achieved a qualification in English/literacy and mathematics/numeracy, and ideally be working towards Level 3 of the National Qualifications Framework.
Experience
3. Experience of working with children in an educational setting is essential.
Skills, abilities & knowledge
4. Significant empathy with pupils who have additional or special educational needs. Where appropriate, to be prepared to undertake special skills training e.g., signing, to meet additional educational and communication needs.
5. A willingness to attend courses as required to enhance the knowledge, understanding and skills to improve the level and quality of support given to pupils and teachers.
6. Sound interpersonal and supervisory skills, supported by recognised training are required to assist in managing the resources available.
7. Knowledge of legislation and regulations applicable to the support and care of pupils.
8. Knowledge of pupils' individual targets and, where appropriate may require more specialised knowledge in specific curriculum areas.
9. Qualities required are discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, to be numerate and literate, a team worker and to have good oral communication. Background knowledge of the Foundation and National Curriculum and School's procedures and policies.

ABOUT STURMINSTER NEWTON HIGH SCHOOL



About us:

Sturminster Newton High School is a mixed 11-18 comprehensive school with a good reputation as a small, community focussed school serving a wide rural catchment area. We are extremely proud of our school where we set high standards for academic and personal achievement and we value the size of our school community which allows staff and students know one another and students to be treated and valued as individuals.

As a small school based in Dorset, one of our strengths is that we know our students well and are able to help them succeed on a personal level. The school promotes a happy and purposeful teaching environment, where all are supported and encouraged to do their best.

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Young people leaving this school will be confident individuals with the necessary 'life' skills for further success at university, college or in employment. We emphasise the development of good organisational, communication, ICT and problem-solving skills, thus developing young people who can use their initiative and relate well to others. *"There is a strong moral commitment to ensuring all pupils receive a broad range of opportunities in Key Stage 3."* Ofsted 2018. In return, we expect good manners, a respect for the school and a positive attitude towards learning.

Our aim is to build upon the existing standards and successes and develop all aspects of school life whilst educating all students in the widest sense academically, emotionally and socially working in partnership with parents we strive to provide students with a broad, balanced and supportive education. *"The school's approach is ensuring that there is a rigorous and appropriate academic curriculum for all pupils that will help to prepare them for the next stage in their education"* Ofsted 2018

In 2018 the school was inspected with the new OFSTED framework and judged securely 'good' and GCSE and A level results are strong. *"Leadership is successfully combining the school's long standing caring and compassionate ethos with a greater focus on ensuring that pupil achieve all they are capable of."* Ofsted 2018

The local area:

The school is situated on the edge of the small market town of Sturminster Newton. The surrounding area is rural comprising many farms and small towns/villages.

Within travelling distance is the Jurassic Coast, beaches and areas of outstanding natural beauty. The area is very well served by a range of village and local primary schools. The buildings in which the school is housed date from 1960 to 1995 and continual refurbishment and updating ensures that the school retains a 'cared for' feeling which is respected and appreciated by students.

There are extensive playing fields and superb views of the surrounding area from the school site.

Students

We currently have an admission number of 120 per year and approximately 620 on roll. This includes approximately 100 students in our Sixth Form which we run in partnership with Shaftesbury School. The partnership offers a range of A Level and other post 16 courses on our site for students based here at Sturminster Newton and at Shaftesbury.

Staff

The staff within the school are key to its success and we are fortunate in having well qualified, supportive staff in all posts across the school. Curriculum areas are staffed with specialist teachers working in specialist rooms.

Curriculum, Teaching and Learning

The school works effectively with a range of partners in order to give students the widest possible opportunities at all key stages.

There is a wide range of activities beyond the classroom including lunchtime and after school clubs, enrichment sessions, visits (both during the school day and the evenings) and residential trips. Such activities are indicative of the commitment of our staff to giving the best experience of being a student at SNHS.



SHERBORNE AREA SCHOOLS' TRUST (SAST)

INFORMATION



SAST is a multi-school trust, formed in June 2017, with 18 schools across Dorset and South Somerset. We have more than 5,700 students and over 850 members of staff. SAST has large town primary schools with over 300 children, smaller village primary schools and nursery provision. SAST also has 5 secondary schools including a state boarding school and Sixth Form and a large 11-18 secondary school with a Sixth Form of over 400 students. There is a mix of formerly maintained and Church of England schools - both voluntary controlled and voluntary-aided in the Diocese of Salisbury. We believe in preserving Schools in their local community.

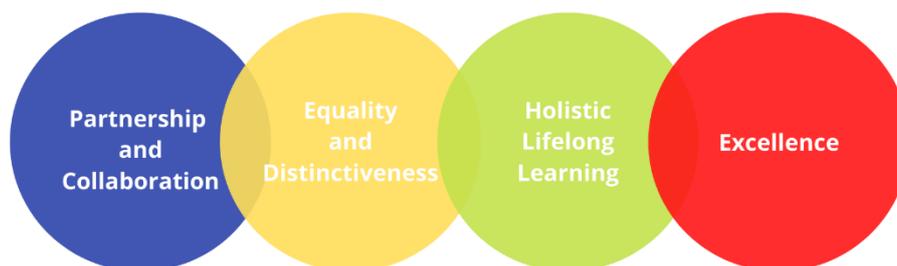
Our Schools:

A key principle of the SAST is that member schools maintain their own character, such as church and community status. All schools in the multi-school trust are equal partners and are committed to the principles of collaboration, sharing expertise and resources to enable all partner schools to deliver excellent education for all young people in their care.

At the heart of SAST is the desire to work in partnership, to collaborate with others and to be outward facing for the benefit of children and staff. The schools have extensive links beyond the immediate area and are keen to extend these further.

SAST works by providing opportunities to share and improve - to develop further our provision as well as supporting the quality of leadership and management. This includes sharing best practice, being creative in maintaining a broad and diverse curriculum, ensuring the care and support is in place for children and families and enabling further staff and teacher development. We also work together on meeting the challenges of funding and the opportunities for financial efficiency, determining for ourselves which services and providers we will use to provide outstanding provision for our children. There is real strength in coming together with a collective responsibility for all of the children's development and progress between 0-19 years.

What we value – our ethos:



Partnership and Collaboration

Our schools support each other, by sharing expertise and resources, to ensure improvement.

Excellence

We provide a high-quality education to enable all students and staff to aspire, thrive and succeed.

Holistic Lifelong Learning

We promote the personal development of every child and a love of lifelong learning for our students and staff.

Equality and Distinctiveness

We celebrate the individuality of each school and all in it. We are proud to be at the heart of our local communities.

Organisation - How we work:

All our schools are successful. Of course, we recognise that we need to continually improve and evolve. The priority is to enable every school to continue to provide an excellent education for all our students while protecting their role at the heart of the community, along with our unique qualities and strengths.

There is a balance as to the responsibilities delegated to schools and those that are the responsibility of SAST. The focus is to continually evaluate, improve and develop through strong, effective and accountable leadership at all levels. The aim is to establish clear, simple and effective accountability including slim and streamlined governance.

Partnerships:

Partnership and collaboration is a core feature of all our schools – a genuine desire to be outward-facing, to use the best ideas from across the world. The schools have always worked closely together across Dorset and Somerset.

SAST Benefits:

As part of the Sherborne Area Schools Trust, we can offer you a range of benefits including:

- High- quality CPD opportunities
- A strong and highly experienced network of Trust senior leaders
- Access to the Local Government Pension Scheme
- Employee Assistance Programme
- On-site nursery provision at some of our schools
- Cycle to work scheme

