CRISPIN

ASPIRATION • COMPASSION • EXCELLENCE

Teaching Assistant

SEND

INFORMATION FOR CANDIDATES

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LETTER FROM THE HEADTEACHER

Thank you for your interest in the post of Teaching Assistant at Crispin. This is a fantastic opportunity to join a very well led, collaborative and supportive team. Crispin has high expectations of all members of our community and we believe in challenging and supporting students to achieve their very best. It is also important to state that Crispin has a very strong safeguarding culture which we would expect potential colleagues to wholeheartedly support. You will find a range of details about this post in this information booklet, but if you require any further information or would like to visit Crispin before an application, do not hesitate to contact: Caroline Spurway, by email, CSpurway@educ.somerset.gov.uk .

The post is a really exciting one and would be a great opportunity for the right candidate. We realise that candidates will have a range of skills and experience and we would fully support the successful candidate to develop professionally. Above all else you should be:

- A reflective and caring individual.
- A colleague who always seeks to maximise the success and happiness of students.
- A colleague with the highest expectations for what all members of the school community are capable of.
- Passionate about supporting to young people to progress in all areas of school life.

Crispin is a popular school, has a strong reputation, a sharp focus on learning and colleagues are really positive about the students they teach from the surrounding community.

To apply for this role simply click on the quick apply button on TES.com and complete the online application form. Your supporting statement / letter (of no more than two sides) should outline your skills and experience and how you meet the person specification.

I look forward to receiving your application.

Paul Reddick
Headteacher



ADVERT

Teaching Assistant

This is a fantastic opportunity to join a well led, collaborative and supportive team. We are seeking to appoint an exceptional person who is perhaps looking to begin a career in teaching and requires experience of working in a school. There will be an opportunity to further develop your skills through working with disadvantaged students in a variety of subjects. The role will require you to support students in lessons, facilitate some small group work, includes an opportunity to run an Extended Learning Club and liaise with home to support these students. The post will be a fixed term contract that will run to the end of the academic year, July 2019.

Salary: Grade 15 Hourly rate £8.68. 30 ½ hours a week to be worked Monday to Friday, from 08:25 until 13:15, 13:55 until 15:05 each day, term time only. There will be an additional hour on alternate weeks to attend departmental meetings for which an additional payment will be made.

There may be an opportunity to run an after school Extended Learning Club for up to one hour per day for which an additional payment will be made.

For further information about this post and to download an application pack please visit TES.com. To apply for this role simply click on the quick apply button on TES.com and complete the online application form or contact Caroline Spurway, Head's PA on 01458 449415.

Closing date for these posts: 12 noon Monday 21 January 2019.

Crispin is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. These posts require a criminal background check via the disclosure procedure. The successful applicants will therefore be subject to an Enhanced DBS as part of our Prevent duty.

These posts are covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement of the roles.



TEACHING ASSISTANT

Crispin School has been successful in recruiting graduates who are interested in a career in teaching. The school has robust links with the Mid Somerset Consortium for Teacher Training which is able to offer advice and support about the various routes into teacher training if that is a path you wish to pursue.

We will also be pleased to accept applications from non-graduates.

We have developed an excellent programme for motivated and enthusiastic graduates joining the school, ensuring that they are fully supported and given every opportunity to thrive.

The role of Teaching Assistant is a varied one, working within whole class environments and with smaller groups. You will be responsible for working with class teachers to ensure that the school environment and teaching is accessible to all students and working closely with students in the classroom setting to facilitate access to the learning.

Our first Graduate Teaching Assistant has made a positive difference to the students she has worked with this academic year. The current postholder has used her experiences at Crispin and is going to leave us to train as a teacher in the next academic year.

The role will be working with SEND students to help identify ways to raise their achievement; supporting the needs of each individual will be the key to success. You will meet regularly with the SENCo to discuss strategies and interventions.
What the school can offer:

- The opportunity to work with excellent and committed colleagues
- Inclusive working environment
- Professional development
- Friendly and passionate atmosphere
- The opportunity to make a difference with an identified group of students

WELCOME TO STREET

Crispin is a secondary school on the eastern edge of Street, a large village in Somerset with a population of around 12,000. It is situated on the Somerset Levels close to Glastonbury, Wells and the Mendips. The village has an interesting history with evidence of Roman occupation. Street is home to Clarks, the world famous footwear retailer. Clarks still has its headquarters in Street but shoes are no longer manufactured in the town. Much of the Street site now houses the popular and thriving designer outlet shopping complex of 'Clarks Village'.

Somerset generally is a warm and friendly county and Street is no exception. The village itself contains a good range of leisure facilities including a theatre which hosts live performances and a wide range of films, sports facilities and an open air swimming pool. The Glastonbury Festival also takes place very near to the village. There are also a good range of local shops. As one resident of Street said 'if you choose you can walk to pretty much everything you need'. There is easy access to the coast and there are a number of National Trust properties in the area as well as nature reserves and areas of outstanding natural beauty.

As well as being located in a beautiful part of Somerset, Street is well connected by road being near to the M5, A303 and on a number of bus routes. There are also nearby rail links to London, Bath, Bristol and Devon and Cornwall. Bristol Airport is also close with a wide range of destinations from Iceland to Egypt! There are a number of interesting towns and cities nearby including Glastonbury, Wells and Frome. A little further afield one can easily reach the likes of Bath and Bristol which are both major European cities and home to a very wide cultural and sporting life including excellent music venues, theatres, cinemas, restaurants and professional sports clubs including football and rugby.

Housing is still relatively affordable in Street and many of the surrounding towns and villages. Many colleagues talk of how the area is a safe, yet vibrant area to bring up families with a range of good schools and a college which shares its site with Crispin. Yet at the same time there are a myriad of excellent leisure opportunities and major cities within an hour's travel.



JOB DESCRIPTION

Post Title: **Teaching Assistant**
Purpose: Teaching Assistant with particular responsibility for supporting students with higher Needs SEND funding.
Reporting to: Special Educational Needs Coordinator **(**SENCo)
Liaising with: Members of the Learning Support Department, Headteacher, Deputy Headteacher, Assistant Headteachers, Heads of House, Teaching Assistants, relevant non-teaching support staff, parents and partner agencies.
Working Time: 08:35- 13:15, 13:55-16:15

Salary/Grade: Grade 15
Disclosure level: Enhanced
Main (Core) Duties:

Relationships

The post holder:

- Is responsible to the SENCo in respect of their overall duties.
- Interacts on a professional level with other colleagues and seeks to establish and maintain productive relationships with them in order to support the identified group of students.
- Communicates effectively with parents/carers and other agency staff to support students' learning and personal development.

Purpose of the position

- To assist the school in the development and implementation of a programme of work and in the provision of a stable, caring and supportive learning environment which enables students to achieve their full learning potential and facilitates their social and moral development.
- There is a requirement to work with students, either individually or in groups, who have attracted Higher Needs funding. This will include students across the ability range.

Core Responsibilities

Under the guidance and direction of the teacher::

- Supporting and directing tasks, clarifying and explaining instructions.
- Focusing support in areas needing improvement, both academic and social.
- Motivating and encouraging students to concentrate on and fulfil the tasks set.
- Undertaking learning activities with students of varying abilities to ensure differentiation and access to the curriculum
- Seeking to ensure the promotion and reinforcement of students' self-esteem, appropriate levels of effort and behaviour and to guide students to become independent learners.
- Contacting and meeting parents / carers to support the learning in school.
- Keeping up to date tracking files, creating and copying of resources, and using I.T. systems for administration and educational purposes.
- Contributing to and assisting in the development and monitoring of systems for review and recording of student progress including responsibility for key worker students.
- Planning and/ or assisting in the preparation for educational visits, and where appropriate accompany students.

- Attending and contributing to school staff meetings and in-service training events, within contracted hours or outside normal hours by agreement.
- Assisting in the supervision of Public Examinations and other tests and assessments as directed.
- Assisting in the development and implementation of Personalised Learning Plans
- Assuming sole supervision of whole classes for short periods in the absence of the teacher, but only when it is essential for the teacher to leave a class, such as in emergency-type situations.
- Analyse data to identify students' areas for improvement and intervention.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are required to be courteous to colleagues and students and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Please note the offer of employment is subject to DBS, medical, references and satisfactory completion of a 6 month probationary period.

PERSON SPECIFICATION

Description	Method of Assessment
Qualifications and Training*	
<u>Essential</u> • Excellent English, Mathematics, ICT and communication skills <u>Desirable</u> • Experience of working with children / young people • A degree	Certificates Letter of application
Experience	
<u>Essential</u> • Knowledge of working with secondary school aged students. • Good communication skills and the ability to work as part of a team. • Ability to be reliable, resourceful and take the initiative • Ability to balance priorities and changing demands under pressure • Ability to work independently within agreed boundaries <u>Desirable</u> • Some experience of working with children and young people	Letter of application Application form Interview
Knowledge, Skills and Understanding	
<u>Essential</u> • An understanding of the principles of inclusion. • A commitment to promoting equal opportunities and meeting individual needs. • Awareness of confidentiality. • Competent personal skills in dealing with young people. • Commitment to helping every student achieve his/her potential. • Ability to work as part of a team. • Ability to manage time effectively. • Ability to be flexible to the needs of the children. • Effective communication, interpersonal and organisational skills. • Ability to use ICT/ the internet and email to support students' learning.	Letter of application Application form Interview References

PERSON SPECIFICATION CONTINUED

Crispin's Values and Ethos Essential • Value the contribution that each individual brings to the school community • Respect and value diversity and promote equality • Promote and model mutual respect • Commitment to inclusive education • Understand responsibilities related to children's safety and welfare	Interview
Personal Qualities Essential • Patience, empathy and compassion. • A genuine interest in children and young people and a willingness to support and assist them towards independence. • Good communication skills, flexibility, accuracy, ability to prioritise workload, strong organisational ability. • Ability to develop and maintain positive relationships with colleagues, staff, students, parents and carers. • Ability to remain calm under pressure. • Willingness to constructively challenge the work of self and others to continually improve own and team performance • Seek to work collaboratively to resolve conflict • Enthusiasm to support young people to develop intellectually and personally • Strong commitment to CPD • Resilience • Emotional intelligence • The ability to speak fluent English Desirable • Possess an excellent sense of humour **Please note that essential criteria must be met in full** ***please note: original certificates will be required at interview, if shortlisted.**	Interview References