

Teaching Assistant Level 2 Named Child Information Pack January 2020



We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

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Sawston Village College
New Road, Sawston, Cambridge, CB22 3BP
Tel: 01223 712777 www.sawstonvc.org
11-16 mixed comprehensive academy, NOR: 1060
Principal: Mr J P Russell

Required as soon as possible

TEACHING ASSISTANT FOR A NAMED CHILD Level 2

Temporary
£18,795-£19,171 pro-rata
Actual salary from £15,592
32.5 hours per week, term-time only (part time/job share applicants welcome)

Sawston Village College is a high-achieving, successful 11-16 academy, with a reputation for innovation in teaching and learning, outstanding pupil behaviour and inclusive, caring values. A founding member of the Anglian Learning group of schools, we are situated just outside the beautiful city of Cambridge, offering first class professional development opportunities to our staff and a supportive, friendly environment in which to work.

We are seeking to appoint a Teaching Assistant to support a pupil with an EHCP for moderate/severe disabilities. The successful applicant will work under the direction of the SENDCO, external professionals and class teachers to undertake support programmes to enable the pupil to access learning and the school site. The post is temporary and for a named child and will cease if the child leaves our provision or funding is withdrawn. Applications are welcome from candidates who wish to work part time or job share.

To find out more about the role, please download an application form and information pack from our website. Applications must be submitted on the College's application form. CVs will not be accepted.

Closing date: Thursday 23 January 2020 at 9.00 am
Interviews: Friday 31 January 2020

Requests for flexibility in working arrangements/patterns will be considered.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.



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**Sawston
Village College**

Principal: Mr J P Russell

January 2020

Dear Applicant

Teaching Assistant Level 2 for a Named Child

Thank you very much for your interest in the above position. We sincerely hope that the information below and enclosed within this application pack will encourage you to apply to our friendly and vibrant school.

We are a very welcoming and highly successful school, one in which all staff are valued and all contribute to our strong caring ethos. Pupils are at the centre of all that we do but we can only succeed when all professionals work together, collaboratively and supportively, to ensure a positive, safe and calm learning environment in which all pupils can thrive.

Sawston Village College is an inclusive, comprehensive 11-16 academy, set on a picturesque open campus in a beautiful part of south Cambridgeshire. Opened in 1930, it was the first purpose-built community college in England and we are proud of the fact that it is still heralded as a model for community education, with over 1000 members of the local community visiting each week to participate in learning, sporting or leisure activities. Our core focus, however, is the achievement and wellbeing of our 1060 pupils and in this we are performing consistently amongst the very best schools in the country. In 2019, the College achieved well above national averages in the new GCSEs at all levels including 62% gaining grade 5+ in English and Maths and 39% of all grades at grade 7 or above. Academic success, of course, is only one measure and, as a Platinum Artsmark school, we are equally proud of our extensive extra-curricular offer as well as our aim to help all pupils leave with confidence, enriched experiences and ambition for the future.

This success is based upon the following key principles. Firstly, a firm commitment to the belief that all pupils, regardless of ability or background, are able to achieve their potential and have the best opportunities to succeed in education, employment and life. Secondly, a determination to recruit, develop and retain the very best staff, by providing varied and exciting personalised opportunities for professional development, and a caring, supportive environment with an emphasis on teamwork, collaboration and well-being. Thirdly, a firm conviction that teaching and learning can only flourish where pupils are well behaved and respectful. Therefore, we have high expectations and set high standards enabling staff and pupil to feel safe and happy.

Our Teaching Assistants have played a vital role in the school's success. They contribute extensively in and beyond the classroom and are a friendly team of skilled professionals. Their work enables young people to flourish and achieve their potential in mainstream classes and in our on-site inclusion facility, Compass House. Our pupils have a variety of needs and so training is vital and we share our skills and experiences daily. The role of the TA is challenging but ultimately rewarding and we are now seeking a new team member or members to support a pupil



who has an Education and Health Care Plan for moderate/severe disabilities. The successful applicant(s) will work under the direction of the SENDCO, external professionals and class teachers to undertake support programmes to enable the pupil to access learning and the school site. Work may be carried out in the classroom or outside the main teaching area to support all areas impacted by the pupil's needs. Previous experience of working with children with physical disabilities/SEND is desirable and the post holder(s) must be willing to support the pupil with day-to-day tasks, such as feeding, cutting up food, assisting to the toilet and movement around the school site. We welcome applications from candidates who would like to work the full hours, part time or job share.

If you wish to apply, then we would be delighted to hear from you. To apply, you must complete our application form in full, paying close attention to the guidance, and submit it with a covering letter. Please confine your letter to no more than one page of A4, font size 11. Please pay particular attention to the job description and person specification in writing your letter, focussing on how your past experience has suited you for this post and the skills and qualities you would bring to it. CVs will not be accepted.

Your application should reach the College by 9.00 am on Thursday 23 January 2020 and interviews will take place on Friday 31 January. If you have not heard from us two weeks after the closing date, you should assume your application has not been successful.

As you would expect, the College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

- a completed disclosure of criminal record form;
- notification of any relationship with any pupil, employee, governor or trustee;
- details of any child protection investigation that you may have been subject to;
- a signed and dated hard copy of your application form and covering letter if you originally submitted them via email;
- documentation to allow a DBS check to be undertaken
- evidence of your right to work in the UK
- original qualifications certificates

Full details of the documents required will be sent with your invitation to interview.

Sawston Village College is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach. On the outskirts of Cambridge, we are also fortunate to be so close to a culturally iconic city with so much to offer for families and young people. Since starting at the school 14 years ago, it has been a privilege to see the school grow in confidence and reputation, thanks to the high quality of work that the school does for its young people and the community, and through the hard work of such a dedicated group of staff. As Principal, I am looking forward to the exciting opportunities ahead and hope that you feel inspired to join us.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely



Mr J Russell
Principal

Job Description

Teaching Assistant Level 2 with responsibility of named child with an EHC Plan moderate/severe disabilities



We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.

Site	Sawston Village College
Grade	Teaching Assistant Level 2
Hours of work	32.5 per week, term time only Working pattern 8.15am to 3.15pm Monday to Friday including a 30 minute unpaid lunch break
Responsible to	SENDCO
Job purpose	To work under the direction of the SENDCO, external professionals and class teachers to undertake support programmes to enable access to learning and the school site for a named pupil with an EHC Plan. Work may be carried out in the classroom or outside the main teaching area to support all areas impacted by the pupil's SEND.

Special requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions. Essential duties require the following physical skills and work environment.

Standing and walking short distances frequently on a daily basis; sitting, bending, twisting, squatting and pushing/pulling regularly to occasionally; lifting 50 to 100 lbs. maximum with frequent lifting and/or carrying objects weighing 10-25 lbs. Frequent use of hands, vision, hearing, speech/language processes; physical strength and emotional stamina sufficient to organise and coordinate a variety of activities; ability to use a variety of special educational materials and supplies, telephone, computer and teaching aids.

Some specialist training to meet the pupil's needs will be required.

Principal accountabilities

Support for the pupil

- Have a detailed understanding of the named pupils specific needs and outcomes and provision required on their EHC Plan
- Supervise and provide targeted support for the named pupil following advice and guidance of external professionals and SENDCO
- Under the supervision of the SENDCO, be responsible for providing interventions and support to meet the safety, health, personal care needs of the named pupil; these

may include lifting and transferring, movement and positioning, feeding, toileting, changing and physiotherapy procedures, with appropriate training provided

- Assist in the development of intervention programmes to meet the pupil's needs
- Assist the SENDCO in addressing and meeting the daily physical safety of the pupil, contributing to safety plans and ensuring the safe movement around school and within different classroom environments, including physical activities following the advice of health professionals working with the pupil
- Assist the pupil with adaptive/assistive technology
- Establish a constructive relationship with the pupil and interact with them according to their individual needs
- Promote inclusion and acceptance of all pupil
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to their progress and achievement under the guidance of the teacher
- Encourage the pupil to take responsibility for their own learning and developing their self-esteem

Support for the curriculum and the Teacher

- Undertake structured and agreed learning activities/programmes adjusting activities according to pupil need
- Adapt class activities, assignments and/or materials under the direction of the class teacher for the purpose of supporting and reinforcing class objectives on a daily basis
- Assist the teacher with preparation activities to meet the instructional needs of the named pupil and promote group work and full participation in class activities whenever possible
- Assist with the use of assistive and adaptive learning tools
- Provide feedback to the teacher on progress and achievement of intervention programmes
- Support and actively encourage the use of ICT to support independency
- Create and support a proactive and positive working environment in the classroom
- Use strategies in liaison with the teacher to support pupils achieve their learning goals/objectives
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the schools behaviour policy
- Establish constructive relationships with parents
- Invigilate exams, acting as a reader/scribe as directed

Support for the school

- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos and aims of the school
- Attend meetings, training, professional learning sessions for the purpose of acquiring and/or conveying information relative to job functions
- Participate in team meetings, annual reviews and staff meetings as required
- Monitor, supervise and assist the pupil during non-instructional periods within a variety of school environments (e.g. lunch, breaks, loading/unloading from transport, playground, classroom, toilets, field trips, public transport, assemblies etc.) for the purpose of maintaining a safe and positive learning environment
- Communicate with relevant professionals in liaison with the SENDCO in order to support pupils' learning
- Take an active role in appraising their own work against agreed targets in accordance with the schools appraisal system
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- To develop and maintain effective working relationships with other staff
- Contribute to the maintenance of a safe and healthy environment

Knowledge/Skills

- Good knowledge of ICT to support learning
- Understanding of relevant policies/New Code of Practice and an awareness of its implications for SEND
- Ability to self-evaluate personal learning needs and actively seek out learning opportunities

Person Specification
Teaching Assistant Level 2 with responsibility of
named pupil with an EHC Plan moderate/severe
disabilities



Sawston
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Education	Essential	Desirable
Educated to GCSE Level with a good standard of literacy and general education	✓	
GCSE grade C+ / 4+ in English and Maths	✓	
School support staff qualification		✓
Moving and Handling qualification or equivalent, or willingness to complete the training		✓

Experience	Essential	Desirable
Experience of working in a school or college context	✓	
Experience of working in a classroom	✓	
Experience of working with children with physical disabilities and SEND		✓
Understanding of relevant policies/New Code of Practice and an awareness of its implications for SEND	✓	

Professional Qualities	Essential	Desirable
A high level of organisational ability	✓	
Ability to work well with other colleagues	✓	
Ability to communicate effectively with staff and pupils	✓	
Ability to learn quickly	✓	
Ability to work independently	✓	
Maintain confidentiality	✓	
An interest in education	✓	
A good knowledge of ICT to support learning	✓	
Flexibility in relation to tasks carried out	✓	
Able to converse at ease with members of the public (i.e. staff and pupils), answer questions and provide advice in accurate spoken English	✓	

Professional Qualities	Essential	Desirable
Ability to self-evaluate personal learning needs and actively seek out learning opportunities	✓	
A willingness to support the young person with day-to-day tasks, such as feeding, cutting up food, assisting to the toilet and movement around the site	✓	

Personal Qualities	Essential	Desirable
A commitment to safeguarding and promoting the welfare of children	✓	
Energy and enthusiasm	✓	
Confidence	✓	
Resilience	✓	
Good sense of humour	✓	
Ability to remain calm in difficult situations	✓	
Ability to work as part of a team	✓	
Excellent attendance and punctuality	✓	
A liking and respect for young people	✓	
Appropriate professional relationship with colleagues and children	✓	

Application instructions and further information



How to apply

Please submit your application form and covering letter to the Principal, Jonathan Russell, as follows:

- **Email:** to Louise Milne, HR Officer, at jobs@sawstonvc.org and include the vacancy job title in the subject line. Attach your application form and letter as pdfs. Do not send hyperlinks or other file formats.
- **Post:** address your envelope to Louise Milne, HR Officer, Sawston Village College, New Road, Sawston, Cambridge, CB22 3BP. Write the vacancy job title in the top left hand corner of the envelope.

Privacy notice for job applicants

Please read our privacy notice for job applicants on our [vacancies](#) page.

Find us

Directions to the College can be found [here](#).

Ofsted

Read our most recent [Ofsted report](#).

Professional development

Sawston Village College is a member of:

- The Anglian Learning multi academy trust www.anglianlearning.org
- CASSA – the Cambridge and Suffolk Schools Alliance www.cassateaching.co.uk

