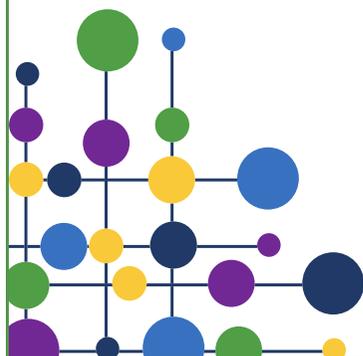


**Shelley College**  
**Teaching Assistant Application Pack**  
**– May 2023**



## Welcome from the CEO



Dear Applicant,

Thank you for taking an interest in the vacancy here at Shelley College. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post, please do not hesitate to contact us if you need anything further.

Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

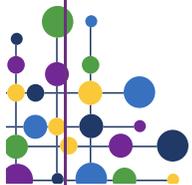
It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

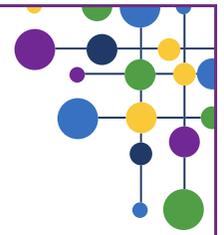
I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,

A handwritten signature in black ink that reads "J McNally". The signature is written in a cursive, slightly slanted style.

**John McNally**  
CEO





SHARE Multi-Academy Trust is a charitable trust currently consisting of four secondary and four primary academies in West Yorkshire. Our academies are: Shelley College, Huddersfield; Royds Hall Academy, Huddersfield; Thornhill Community Academy, Dewsbury; Whitcliffe Mount School, Cleckheaton, Heaton Avenue Primary Academy, Cleckheaton; Millbridge Primary Academy, Liversedge; Woodside Green Primary Academy, Cowlersley and Luck Lane Primary Academy, Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. Shelley College is the Teaching School Hub for Kirklees and Calderdale and as such, we can offer our teaching staff a wealth of first class, personal development opportunities as well as providing an excellent induction programme for Early Career Teachers. All staff receive full induction training and ongoing support to ensure they enjoy working for the trust.

More than seven hundred people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

At SHARE MAT, we aim to:-

- Encourage all our students/pupils to go beyond what they think they can achieve, to enjoy learning, helping them to lead healthy and happy lives;
- Equip our staff to deliver their best every day, our belief is that by Valuing People, Supporting Personal Best is the key;
- Ensure our staff are happy at work, taking pride in students/pupils progress and development;
- Deliver training and guidance relevant to job role so expectations are understood and staff feel motivated;
- Offer great benefits making us the employer of choice, including outstanding CPD, supportive line management and networking opportunities across the MAT to aid personal development.

Shelley College is an amazing place to learn and work and our philosophy of 'Valuing People, Supporting Personal Best' sits at the centre of everything we do. Our belief is that people achieve the best outcomes when they enjoy what they're doing, feel safe and are rewarded for their commitment and success. We therefore support and invest in our students and staff, whilst maintaining high expectations. As part of our commitment to invest in all staff, we offer a comprehensive CPD package tailored to the priorities of the college, but more importantly to the personal needs of each member of staff.

We enjoy many advantages at Shelley College. As a partner school in SHARE Multi Academy Trust, a National Support School and National Teaching School, we are at the centre of a network that aims to provide the very best professional and career development opportunities. Whatever your role or whatever your career plans, we can help you achieve them. We define effective leadership as "getting the best out of other people and helping them achieve their best" and that is what your line manager will try to do for you.

As Principal, but also as a parent, I regularly ask myself "would that be good enough for my son or daughter?" If the answer is no then we implement the necessary changes to drive continued improvement. I believe that this philosophy helps keep our students at the centre of what we do and how we do it. Delivering high quality teaching and learning in a safe and orderly environment, along with an inclusive and personalised curriculum allows our students to achieve the best possible outcomes. Students leave Shelley fully equipped with the life skills, experiences and educational outcomes to have a happy and successful future.

Added to that, we possibly have the best rural location of any secondary school in the country, close enough to the cities of Leeds, Manchester and Sheffield for many of our staff to travel from these

areas. Our staff are friendly and supportive of each other and there is a strong sense of a committed team working together.

Our students, of course, are at the heart of what we do and it is essential, whatever position you are applying for, that you relate well to children and young people. The students at Shelley College are a pleasure to work with; they are keen to learn, talented and very well-behaved.

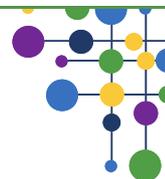
I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,



Dave Wadsworth  
Principal





## SHARE Multi-Academy Trust Teaching Assistant

<b>Role Title</b>	Teaching Assistant	<b>Reporting to</b>	SENCo
<b>Section</b>	Student Support Team, Shelley College		
<b>Contract type</b>	Permanent - 31 hours per week, term time only	<b>Grade / Salary</b>	Band C, Spinal Point 5-6 £15,295 - £15,573 actual salary

### Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To work as part of the Student Support Team to support the learning, progress and welfare of SEN and other identified students to help them achieve their Personal Best. The role is to work under the direction of teaching staff and SENCO to provide support for students in lessons and occasionally for group intervention.
<b>Safeguarding Requirements</b>	<p>This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household.</p> <p>Applicants MUST complete the MAT's standard application form to be considered, will be required to provide evidence of identity and qualifications and offers of employment will be subject to satisfactory references. For applicants who work or have recently worked in a school, one of the references must be from the headteacher.</p>

<b>Key Outputs</b>
<ol style="list-style-type: none"> <li>1. Provide skilled delivery and support which increases student independence under the direction of the teacher across the whole curriculum.</li> <li>2. To work under the guidance of the teacher and SENCO to monitor students' learning. Ensuring the progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for students.</li> <li>3. To participate in and assist in supervision of educational visits, in conjunction with the teacher/line manager.</li> <li>4. To attend and contribute to Student Support Team meetings as required.</li> <li>5. Lead activities outside of lesson times (or supervise groups of students at lunchtimes, break times or after school, to ensure such students are safe and are participating in valuable activities to build the skills.</li> <li>6. Undertake varied roles and responsibilities (e.g. supporting the class whilst the teacher works with a specific group etc.) within the classroom under the direction of the teacher; always being integral to accelerating and measuring student progress.</li> <li>7. To build strong working relationships with the Student Support Team and teachers.</li> <li>8. Actively encourage the inclusion of all students to participate in the life and activities of the school and access the national curriculum to the best of their ability.</li> <li>9. Liaise with teachers, pastoral and Student Support Team staff to help the teacher ensure the needs of SEN students are met fully.</li> <li>10. Support the reviewing of IEPs/Support Plans/EHC Plans frequently with parents, students and teachers, agreeing and communicating new targets as necessary.</li> </ol>

11. As required, to deal with the personal care and comfort and necessary minor medical treatments of students, i.e. toileting and intimate care issues (as per school guidance and direction).
12. Maintain regular, positive contact with staff, students and parents involved in Student Support.
13. Under the guidance of teachers and in consultation with SENCO provide one to one support to students or working with groups of students on pre-planned activities, to reinforce the teachers approach and to support the learning to maximise student progress and achievements.
14. Proactive liaison teachers, SENCO and teachers, to help the students make rapid progress.
15. Complete reports in relation to student progress and assist in the preparation of Support Plan, IEP's, and EHC Plans as required.
16. Seek feedback about own performance and the quality of support offered.
17. To provide cover for before, break, lunch and after school as directed by line manager, ensuring the post holder actively upholds and promotes the philosophies of the school.
18. As part of your wider duties and responsibilities you are required to promote and actively support the College's responsibilities towards Safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.
19. Carry out your duties with due regard to current and future College policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, and on-going performance development and through College communications.

**Dimensions** (*Financial/Statistical/Mandates/Constraints/No. of direct reports*)

- Range of Teachers and Support Staff approximately 200 across the whole school.
- Range of Students approximately 1400. Number of SEN students varies with each new intake.

**Work/Business contacts**

**Internal:** All teachers and support staff to advise how effectively to support students to achieve their Personal Best.

**External:** External staff, Other Schools, Parents and families.

**Expertise in Role Required (At selection - Level 1)**

**Essential or Desirable**

- | <b>Expertise in Role Required (At selection - Level 1)</b>                 | <b>Essential or Desirable</b> |
|--|-------------------------------|
| • Be able to demonstrate levels of numeracy and literacy to GSCE [A-C]     | Essential                     |
| • NVQ 3 for Teaching Assistants or equivalent qualifications or experience | Desirable                     |
| • Experience of working with children/young people                         | Essential                     |
| • Experience of working with children/young people in a school             | Desirable                     |
| • Experience of working with children who have SEN / EAL                   | Desirable                     |
| • Ability to engage and influence others                                   | Essential                     |
| • Experience of working across departments and with external organisations | Essential                     |
| • Excellent communication skills   | Essential                     |
| • Excellent behaviour management skills                                    | Essential                     |
| • Commitment to the safeguarding of young people                           | Essential                     |
| • Ability to monitor and evaluate impact of interventions and strategies   | Essential                     |

- |   |           |
|---|-----------|
| • Ability to deal with the personal care and comfort, and necessary treatments with students, i.e. toileting and intimate care issues | Essential |
| • Ability to assist the teacher in planning class activities  | Essential |
| • Ability to use ICT to support learning  | Desirable |

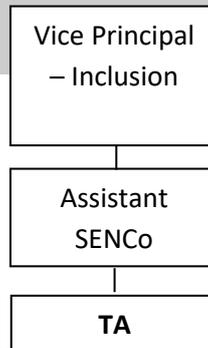
**Other (Physical, mobility, local conditions)**

- |   |           |
|---|-----------|
| • Is willing to work flexibly within scope of overall hours, e.g. evening meetings. | Essential |
|---|-----------|

**Expertise in Role - After initial development - Level 2**

- Ability to deal with students who require physical restraint and interventions, using such methods as Team Teach, under the direction of the Principal
- Ability to assess individual students core skills and maintain appropriate records
- Working knowledge or understanding of relevant policies and codes of practice.

**Structure**



**Signatures**

Approved by : CEO



Approved by : Post Holder/or Representative

To apply, please complete an application form on the TES website, which can be found on our career site here:

<https://www.tes.com/jobs/employer/-1082675>

Closing date: Monday 12<sup>th</sup> May 2023