

Teaching Assistant

Salary range:	Grade 3 - £18,426-£19,554 fte pro rata. (£15,919 - £16,893 actual - term time only plus x5 training days.
Number of Hours:	FULL TIME
Temporary or Permanent:	PERMANENT
Closing Date: Friday 13th December noon	Interview Date: TBC

When staff, students and families walk through our gates and onto our site, they belong to the Whitley Academy Community. In this community, we build meaningful relationships based on trust and mutual respect. Our classrooms, corridors and the school environment are safe spaces where nobody is judged and everyone is valued. In our community, we are proud of our school and committed to supporting all staff and students to “be the best you can be”.

We are seeking an enthusiastic, resilient and highly motivated teaching assistant to support the learning of students in Key stages 3 and 4.

The successful candidate must be:

- Committed to making a difference to the lives of pupils,
- Resilient with a strong personal drive,
- Someone who has high expectations of both students and their colleagues,
- Values driven and
- Someone who can forge positive relationships with students to encourage great learning.

We will offer you;

- A positive and innovative learning culture, where wellbeing and workload are effectively managed,
- A dedicated, highly skilled and committed staff, upholding high expectations of and aspirations for all of our students,
- A strong sense of community and a warm, welcoming workplace,
- Access to the RSA Academies' Teaching School Alliance, which offers high quality training and leadership experiences for all staff, to ensure that everyone is enabled to develop, grow and collaborate,
- PiXL network access, developing new ideas and strategies to impact on student learning and
- A number of additional benefits including a fantastic internal CPD programme built into directed time - fostering excellence in teaching and learning, a personal laptop, free parking, and a vibrant modern building and facilities in a beautiful location within easy reach of the M40/M6 corridor.

Successful candidates should look forward to working in a challenging and inspiring environment within which there is ample opportunity to lay the foundations for career progression and leadership. We are committed to ensuring that every member of our school community is enabled to ‘be the best they can be’.

We hope that after considering all the information provided, you will decide to make an application. A reminder that the closing date is Friday 13th December at 12pm. Shortlisted candidates will be contacted within a few days of the closing date. Whatever the outcome of your application we thank you for the interest you have shown and wish you well for your future career.

Completed applications should be returned to: vacancies@whitleyacademy.com

We are an equal opportunities employer and are committed the safeguarding and promoting the welfare of children. Employment at the Academy will be subject to receipt of satisfactory disclosure from the Disclosure and Barring Service (DBS) in accordance with the Rehabilitation of Offenders Act 1974, Police Act 1997 and the Protection of Freedoms Act 2012.

Teaching Assistant Job Description

Job Title: Teaching Assistant

Pay scale:

Grade 3 pro rata

Line Manager: SENCo

Location:

Whitley Academy

Duties and Responsibilities:

- To develop an understanding of the special educational needs of the student/s concerned
- To be fully involved in all stages of the planning cycle to ensure full and effective evaluation of children's curriculum experiences
- Use specialist skills to undertake those activities necessary to meet the academic and emotional needs of students.
- To monitor individual students' and to report progress, achievements, problems and concerns to the SENCO.
- To work collaboratively with the classroom teacher in the planning of work programmes for individuals and groups.
- To provide structured support and guidance in the development of our students' academic and social needs
- To assist the teacher in liaising with parents and professionals such as speech therapists.
- Providing support for the development of their Literacy and Numeracy.
- Assisting with the supervision of students within the school.
- Assisting in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
- To contribute to meetings to discuss individual student progress.
- Assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times.
- To maintain personal and professional development to meet the changing demands of the jobs, participate in appropriate training activities and encourage and support staff in their development and training.
- Contributing to the formulation of Student Passports including attendance at SEN reviews, SEN Parent-Carer meetings and other meetings relevant to the service/pupil needs.
- Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the Whitley Academy Health and Safety Policy.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). Post holders will be accountable for carrying out all duties and responsibilities with due regard to Whitley Academy's Equal Opportunities Policy and are committed to safeguarding and promoting the welfare of children. Duties which include the processing of any personal data must be undertaken within the General Data Protection Regulation (Data Protection Act 2018).

Responsible to: SLG

Date Reviewed: November 2019

? Personal Specification

Essential	Desirable	Evidence
Qualifications & Experience <ul style="list-style-type: none"> • Experience of working with children of relevant age or with general/specific special educational needs • Excellent Literacy and Numeracy skills equivalent to NVQ 2 in English and Maths • Training in relevant strategies e.g. Literacy and/or in a particular curriculum/learning area e.g. ICT, Maths • Meet Teaching Assistant Standards 	<ul style="list-style-type: none"> • NVQ3 for Teaching Assistants or equivalent qualifications or experience/Degree. 	Application form, Original Qualification Documents & references
Knowledge & Understanding <ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Working knowledge of national curriculum and other relevant learning • To understand the principles of child development and learning processes and in particular, barriers to learning • 	<ul style="list-style-type: none"> • Programmes of supporting students with SEN • Full understanding of the range of support services and providers 	Application, references & selection process
Skills & Abilities <ul style="list-style-type: none"> • Ability to relate well to children and adults • To work constructively as part of a team • Ability to utilise ICT effectively to support learning • Ability to communicate effectively 	<ul style="list-style-type: none"> • Ability to plan effective actions for pupils at risk of underachieving • Ability to self-evaluate learning needs 	Application, references & selection process
Whitley Characteristics <ul style="list-style-type: none"> • Resilience and initiative. • Passion for all young people's learning • Enthusiastic about teaching and learning in your subject • Positive outlook • Team Player • Advocacy for Whitley Academy students and their community 		Application, references & selection process
Special Requirements We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).		

Updated: November 2019

Recruitment Guidelines

Whitley Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PRIVACY NOTICE FOR JOB APPLICANTS

Please refer to our Privacy Notices published on our website which explains how we collect, store and use personal data about job applicants. <http://www.whitleyacademy.com/about-us/join-us/as-a-member-of-staff/>

APPLICATION FORM

Your application form plays an important part in your selection - it is the only basis for considering your initial suitability for the post. Read the instructions on the application form carefully before completing it. You must complete all parts of the form.

Look carefully at the post specification. This outlines the duties of the post and the minimum knowledge, skills and experience we require. You should show clearly in your application how your knowledge, skills and experience are relevant to the requirements of the post.

REQUIREMENTS FOR REFERENCES

At least one of the references should be your current employer. If you are not currently working with children, but have previously done so, then you must include a referee from the last post where you worked with children. If you have not been in recent paid employment, referees should be appropriately qualified to provide confirmation of your suitability for employment. Referees will normally be contacted before interview where possible. You should be aware that your referees will be asked if, in relation to you, they are aware of any Child Protection allegations or issues of a similar nature.

SHORT-LISTING & INTERVIEWS

Applicants who meet the requirements will normally be short-listed for interview, however, places for interview will need to be limited to a manageable number. In addition, the School may conduct tests and/or written exercises in appropriate circumstances and you may be asked to undertake such exercises as part of the selection process.

At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate how you meet the requirements of the post. This is also your opportunity to ask questions relating to the job. You will also be asked for your views on the importance of safeguarding children.

PRE-APPOINTMENT CHECKS - Permission to Work in the UK

Please note that we can only consider applications from citizens who have the right to work in the UK.

Qualifications

At Interview - Evidence of qualifications relevant to the post and proof of Qualified Teacher Status (if applicable) will also be required. We can only accept original certificates. If you cannot produce original documents or certified copies, written confirmation of your relevant qualifications must be obtained from the awarding body.

Proof of Identity

At Interview - In accordance with Safeguarding Children and Safer Recruitment in Education Guidelines, we must see proof of your identity and evidence your name, date of birth, address and see some form of photographic identity.

At Appointment - In accordance with Safer Recruitment guidelines designed to protect young people, we will check your suitability to work with children. You will need to undertake an Enhanced Disclosure via the Disclosing and Barring Service (DBS), involving completing an electronic application for this purpose and provide original supporting documents.

Medical Clearance

At Appointment - Verification of your medical fitness is required and again you will be asked to complete a form. You will not be able to start work, for insurance purposes, until medical clearance has been received.

It is not our practice to inform applicants that they have been unsuccessful in being called for interview. If you do not receive an invitation to interview, we thank you for your interest in the post.