



WOLSINGHAM
SCHOOL



Teaching Assistant

Start Date: ASAP

FULFIL YOUR TRUE POTENTIAL

Welcome from the **Headteacher**

Welcome to Wolsingham School, where we have been teaching children from Western and Central County Durham for more than 400 years.

At Wolsingham School, we aim to help every child to reach their fullest potential, achieve highly and become thoughtful, happy and well-rounded adults. Our school is based on four Core Values: Work Hard, Get Involved, Be Kind and Take Responsibility.

Wolsingham School is extremely proud to be a member of the Advance Learning Partnership Multi-Academy Trust, whose schools work together to provide “Excellent Education through Collaboration”

Statutory Information and Contextual Data

- Wolsingham School is a smaller than average size community school and serves a rural area to the west of Durham. From September 2024, there are approximately 770 students on roll.
- Wolsingham School is in the heart of Weardale and is easily accessible and close by to major routes including the A689, A68 and A1(M).
- Wolsingham School is close to major towns and cities in and near County Durham, the school can be reached by car from Durham in 25 mins, Darlington in 35 mins and Chester-Le-Street in 35mins.
- A very large proportion of students are of White British heritage (95.8%) and the remainder are from a range of minority ethnic groups. The proportion of students whose first language is not English is very low (0.5%)
- The proportion of students who receive support through pupil premium funding is similar to the national average. (27.0%)
- The proportion of students with special educational needs is slightly above the national average (20.3%)
- The school meets the government’s current floor standards.
- A number of the feeder schools are extremely small rural primaries where the new Year 7 students may have been the only Year 6 in their final year of KS2. Most students travel to school by bus and some travel considerable distances.
- A very small number of students attend alternative off-site provision.
- The school moved into new and remodelled accommodation in April 2016.

Mr N Mitchinson
Headteacher

The TEACHING ASSISTANT Role

To work and support vulnerable students and students who have additional educational and medical needs on a 1:1 basis.

To work as part of the SEND Support and the Academy's pastoral team.

To lead small group literacy and/or numeracy intervention.

To have an oversight of medical conditions alongside lead Academy staff.

The Person

- Has high expectations for all pupils.
- Possesses excellent listening and communication skills.
- Displays a high level of organisational skills, both verbal and written.
- Displays a high level of organisational and time management proficiency.
- Cultivates a positive and inclusive learning environment, encouraging intellectual curiosity and critical thinking.
- Exemplifies the values and ethos of the school as a positive role model.
- Collaborates as a team player, demonstrating flexibility and commitment to contributing actively to a full program of extra-activities.
- Exhibits excellent people management skills.

Job Description

JOB TITLE	TEACHING ASSISTANT
CONTRACT TYPE	Temporary subject to student funding, Term Time plus 5 days
ACCOUNTABLE TO	Line Manager / Senior Leadership Team
GRADE	Grade 3 SCP 4-6.
HOURS	37 hours per week.
SALARY	£21,588.15
REQUIRED	ASAP

RESPONSIBILITIES OF ALL POST HOLDERS

ETHOS

Employees are expected to support and contribute to the school ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

RESPONSIBILITIES FOR ALL SUPPORT STAFF EMPLOYEES

Support Staff will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.
- Model the values, ethos and vision of the Trust.
- Contribute to the overall ethos, work and aims of the Trust.
- Maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Attend relevant meetings as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of, and support, difference and ensure that all pupils have access to opportunities to learn and develop.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

SPECIAL CONDITIONS OF THIS POST

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To carry out duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before any appointment can be confirmed.

RESPONSIBILITIES OF THIS POST HOLDER

All Learning Support Assistant's will:

- Work in partnership with teachers and other professionals to provide effective support for learning activities, tailoring support to the needs of the students if necessary.
- Support planning and delivery of the curriculum for students.
- Offer students varied and purposeful extended day activities in and out of school.
- Contribute to the planning, preparation, maintenance and evaluation of learning activities and environment, identify areas of improvement and new developments as necessary.

- Promote and assist with the development of core literacy and numeracy skills.
- Monitor, assess, report and maintain records of students and their performance.
- Work with small groups of students and individuals both within the classroom and during withdrawal sessions.
- Provide appropriate support and care for students throughout the day, including break and lunchtime monitoring and pre-post academy activities as necessary.
- Attend meetings about students as required.
- Invigilate internal and external tests and examinations under formal conditions.
- Accompany and supervise students on trips and visits as appropriate.
- Liaise with parents/carers and outside agencies as appropriate.
- Follow Academy policy regarding care, support and supervision of students.

The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.

Person Specification

		Essential	Desirable
Application	A well-structured letter of application indicating interests and strengths in the subject	*	
	Fully supported in references	*	
Qualifications and Professional Development	Educated to G.C.S.E Grade C or higher in English and Maths	*	
	A Teaching Assistant qualification at NVQ Level 3 or its equivalent		*
	Ability to use ICT as a learning tool		*
	Commitment to further study including any in-service training during the last three years	*	
Experience	Ability to demonstrate high standards student support	*	
	To have knowledge or experience of 'Restorative Practices' to resolve issues with students.		*
	Working with KS3/4 students in a school environment	*	
	Experience of working with autistic students		*
Qualities & Values	A drive to make learning fun, engaging and exciting	*	
	The ability to inspire others and share good practice	*	
	Good communication skills with the ability to relate effectively to all ages and abilities	*	
	A commitment to promoting inclusion	*	
	Ability to provide and present evidence for statutory assessment and annual	*	
	Ability to provide advice to school staff and liaise with parents/carers.	*	
Personal Attributes	Ability to work under pressure and retain a sense of humour	*	
	Ability to work as team member to achieve common goals	*	
	Initiative, energy and perseverance	*	
	Enthusiasm and self-confidence	*	
	Personal presence and impact	*	
	Ambition to go on to a position of responsibility		*

Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.

Application Guidance

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **9am, Thursday 23th January 2025 addressed to:**

INTERVIEW DATE W/B 27th January 2025
Wolsingham School
The Grammar School Building
West End, Wolsingham
Co. Durham
DL13 3DJ

or by e-mail to the School Reception, info@wolsinghamschool.net

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

REFERENCES

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

