Job Description and Person Specification

Beacon Academy Trust
A COMPELLING VISION FOR SUCCESS

SEND Teaching Assistant

Based at Beal High School - IG4 5LP

32.5 hours per week, 44.8 weeks per year
LBR Scale 3, Scale Point 5-6
£ **28,521.00**- £ **28,929.00** FTE per annum dependent on experience
(£22,123.44- £22,439.21 pro-rated value)

Beacon Academy Trust is currently seeking to appoint a Teaching Assistant

The successful applicant will have:

- Experience and/or qualifications in working with children with English as an Additional Language or special needs would be desirable but not essential
- The ability to support our students in their mainstream lessons as well as in smaller group interventions
- A friendly and approachable manner
- Be able to work using their own initiative and demonstrate effective behaviour management skills

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. The below documents must be read prior to applying for this role and will be factored into interviews:
Keeping Children Safe in Education

BMAT – Safeguarding and Child Protection Policy

An Enhanced DBS (with list checks) is required for this post.
Further information and an application form can be found at www.beaconacademytrust.co.uk

We are pleased to announce that Beacon Multi Academy Trust is working alongside Benenden Healthcare in offering a Healthcare Plan to its employees. There is no obligation to opt in to the healthcare plan, it is just part of our ongoing priority to support staff wellbeing across the Trust.

Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.

Beacon Multi Academy Trust Benefits

SCAN THE QR CODE TO VIEW **CURRENT VACANCIES**

Benenden Private Healthcare

Responsive medical care which can be extended to include family and friends - taxable benefit

Busy Beacons Nursery

Access to a BMAT term time only on-site nursery for all BMAT staff

Pay and Conditions:

16% PPA minimum for teaching staff

Retained School Teachers Pay and Conditions 2012 including automatic main scale progression for teaching staff

Access to Teachers' Pension Scheme (TPS) or to Local Government Pension Scheme (LGPS)*

CPD:

BMAT CPD Hub - Investment in training and professional development

A range of career opportunities across the Trust

*Where applicable

Staff Wellbeing:

Free access to a fully fitted on-site fitness suite on both campuses and staff shower facilities

Interest-free beneficial loans to spread the cost of computer equipment, bikes, transport season tickets and visa applications

Free hot drinks

Free on-site parking and electric vehicle charging points on campus

Winter wellbeing additional day holiday for all staff

Employee Assistance Programme. 365 days/24 hour helpline and additional support with legal, financial advice and counselling

Two weeks' full pay paternity leave*

Generous leave for full-time support staff

Team building and sports events to build cohesion and BMAT community

Microsoft Office 365 individual access from personal devices

SEND Teaching Assistant

Overall Responsibilities

We are seeking to recruit a passionate, reliable and empathetic teaching assistant to work within a highly successful SEND Provision. The successful candidate would have the opportunity to work collaboratively within mainstream and/or our very successful ASD provision (Beacon Communication Department - BCD) to improve the outcomes of SEND students. This will involve work in our BCD department and supporting in mainstream lessons around the school.

This role could also suit recent university graduates who are interested in gaining initial classroom experience as a Teaching Assistant, or those looking to start a career path in teaching.

General Duties and Responsibilities

Line Management:
Teaching Assistants may receive direction from any of the following people – Head of Department, Class Teachers, the SENCo's or senior leadership team.

Purpose of the job
• To work with and support individuals and small groups of students on activities as directed by teachers both within school or the local community.
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Supporting the student
• To actively seek to develop an understanding of the specific needs and targets of the students.
• To establish a supportive relationship with the students.
• To encourage acceptance of the student within the context of integration.
• To develop methods of promoting and reinforcing student's confidence and self-esteem.
• To promote the independent learning of students as much as possible and diminish adult reliance
• Supervising students at break and lunch times on a rota basis.

Supporting Teachers and other professionals
• To assist the teacher in the development of a suitable programme of education and support for the students within other departments.
• To show initiative in preparation of appropriate lesson materials and resources.
• To contribute to annual reviews in writing and attend the meeting if requested.
• Assist mainstream teachers on understanding a pupil's needs and the appropriate differentiation.
• Assist teachers in the preparation and maintenance of classroom and corridor displays.

Supporting the Department
• To develop and foster a positive relationship between the student's home and school.
• To liaise, advise and consult with other members of the EAL team, mainstream teachers and outside professionals in support of the students.
• To attend relevant in-service training, EAL team meetings, departmental meetings and whole school staff meetings as required.
• To be aware of and follow EAL and whole school procedures / policies.

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change.

The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.

Person Specification				
	Essential (E) Desirable (D)	App Fm	Intv w	Ref
Qualifications				
NVQ 3 or equivalent qualification	E	☒	☒	☒
Qualification at Level 2 (Grade C or above) in English, Maths and Science	E	☒	☒	☒
ICT skills and knowledge of other specialist equipment/resources.	E	☒	☒	☒
Knowledge / Skills / Experience				
Relevant knowledge and demonstrable experience of young people with special educational needs or autism	E	☒	☒	☐
Able to work effectively in a team and contribute to its success	E	☒	☒	☒
Good written English and effective communication skills	E	☒	☒	☐
Knowledge or experience of Autism and Asperger Syndrome	D	☒	☒	☐
Attributes				
Reliable, respectful, responsible & conscientious approach	E	☒	☒	☒
Flexibility to deal with diverse needs of the post	E	☒	☒	☐
Establish and maintain appropriate relationships	E	☒	☒	☒
High level of initiative and ability to work independently	E	☒	☒	☒
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