



**TEACHING ASSISTANT
AT CONGLETON HIGH SCHOOL**

INFORMATION FOR APPLICANTS

2020-2021





Congleton High School is a very popular and successful 11-18 school. Academic achievement and attainment are high and the school has a rich and broad curriculum combined with excellent teaching and learning. We are fully committed to making Congleton High School a great place to learn and work and we place a great emphasis on well-being of students and staff. In our last Ofsted Inspection (January 2018), we were rated as a 'Good' school. In the summer of 2019 our Progress 8 score was +0.23 and in 2018, our score of +0.37 was the highest in Cheshire, demonstrating a strong track record of high academic achievement. The school is oversubscribed and has a growing Sixth Form of 250 students.



I know that having great people is our biggest asset and we work very hard to make sure that we provide good professional development and create a positive working environment for all staff. The school has a strong Induction Programme and places high importance on the well-being of staff. The people you will be working with will support and motivate you to achieve your career ambitions.

Staff are fully committed to providing the very best lessons for students and we have a strong focus on Teaching and Learning. I am proud of the 'team' ethos we have created and staff have planned opportunities to work together and share the very best practice across the school. We run our own Future Leaders Programme and work closely with the Chimney House Alliance which also delivers a range of Leadership Programmes. The school has also recently joined the Congleton Education Community Partnership.

As part of The Learning Alliance, staff have the opportunity to work with the 8 schools within the trust as well as our partner primary schools in the local area.

More information about the school can be found on our website and in our most recent Ofsted report. However, if you have any questions or queries about the post, please get in touch with me on jbarlow@congletonhigh.com or 01260 730123.

A handwritten signature in black ink, appearing to read 'J. Barlow'. The signature is written in a cursive style with a horizontal line underneath.

Jim Barlow-
Headteacher

JOB DESCRIPTION

TEACHING ASSISTANT



Basic Job Purpose

To provide day to day support to school staff and students using hardware and software in classrooms and offices throughout the school.

Main Responsibilities	
1.	Assist teaching staff in the delivery of learning activities and work programmes and undertake predetermined activities with pupils so that their intellectual and social development (including self-reliance and self-esteem) is fostered.
2.	Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.
3.	Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
4.	Monitor individual pupil's progress, achievements and development, update provision maps and contribute to the preparation of Individual Education Plans, Behaviour Plans, School Focus Plans and Education and Health Care Plans.
5.	Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' well being.
6.	Record pupil information, as specified by the teaching staff/line manager to ensure the schools information systems are maintained.
7.	Attend to the personal, social and physical needs of pupils so that their well being is maintained.
8.	Prepare and maintain learning equipment and ensure that the classroom is kept clean and tidy.
9.	Display and present the pupils' work, under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement.
10.	Attend staff and other meetings and participate in staff training development work and staff reviews as required
11.	Responsibility for safeguarding and promoting the welfare of students.

Notwithstanding the detail in this job description, in accordance with the Trust's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

PERSON SPECIFICATION
TEACHING ASSISTANT



Criteria	Desirable	Essential	Method of Assessment
Qualifications	Level 3 qualifications (A level or equivalent) Evidence of continuing learning. Evidence of training in education or related role. Teaching Assistant qualification. Dyslexia qualification	GCSE English, Maths grade C or above. (or equivalent Level 2 qualifications)	Application form & Interview
Experience	Can work with a range of agencies. Supporting students with Dyslexia Supporting Looked-after children	Working in a school and/or with children.	Application form & Interview
Job Related Knowledge	Literacy and Numeracy programmes. Social skills programmes.		Application form & Interview
Skills and Aptitudes	Can prioritise demands. Willing to take part in school life e.g. offer extra-curricular activities. Knowledge of ICT software and ability to use the Internet.	Can relate to pupils, teachers, parents and other adults Keep calm under pressure. Polite and assertive, firm when necessary. Can give clear instructions and explanations. Can work as a team member.	Interview
Other Requirements		To be adaptable and flexible. Passionate about learning.	Application form & Interview

Note: TLA is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.