Teaching Assistant- Level 2 / Level 3

The Harbour School

Application Pack

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Welcome Letter

Dear applicant,

Thank you for your interest in the position of Teaching Assistant working at The Harbour School, part of the Cambridge Meridian Academies Trust (CMAT) family of schools.

Our trust was first formed to lead a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent. We are a growing family academies, with new schools in development, all within easy distance of Cambridge and Peterborough.

The Harbour School currently caters for boys from 5-16 years who have an Education, Health and Care plan (EHCP) for social, emotional and mental health needs. We currently have 89 pupils on roll who attend from all over the Cambridgeshire area and sometimes from outside the county. Our school is situated in rural Cambridgeshire. The generous grounds, including the wooded area and pond, are fully utilised through enrichment activities throughout the school day.

This is an exciting time for us all as at The Harbour having recently joined CMAT. Join us as we embark upon our journey towards becoming an outstanding provision, with the opportunities to build on the strengths and experiences of our community in collaboration with other schools in the trust.

CMAT is one of the highest performing academy groups in the country and the largest in the area we have defined. We are committed to high quality professional development and career opportunities for all staff. We strive to work at the heart of all of the communities we work with. This role will inevitably involve a considerable amount of partnership working within the trust to search out great practice to ensure wonderful opportunities for our young people.

It is essential for the successful candidate to have a strong passion for working within an SEMH school, having the drive to bring out the best in all the children attending the school and ensuring it is an enjoyable, positive experience for all bringing as many opportunities as possible to the students.

This will be an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

Lise Sugden
Principal

If you would like an informal discussion about working for CMAT or about this role, please contact:

Lise Sugden lsugden@theharbour.academy

Vision and Values

Cambridge Meridian Academies Trust (CMAT) exists to provide, support, and champion high-quality education at the heart of local communities.

As members of the CMAT family, trust academies aim to unite their pupils, families and other local stakeholders around this common purpose to share experience and resources, to improve standards and to maximise our contribution to their wider communities. Our vision, mission and values guide and bring together each of the trust's academies.

Our Vision: High-quality educational provision for all at the heart of local communities

Our Mission: To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Every child is a successful learner, confident individual and responsible and employable citizen
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families and other local stakeholders

Our Values:

Pursuit of Excellence

- By expecting this of every person, every day
- Rejecting outright any sense of complacency
- Continually striving for the creation of a true meritocracy
- Promoting and celebrating elite performance inside school and in the wider world

Value our People

- Appreciating the incredible trust placed with us in educating young people and serving our community
- Valuing the diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies

Achievement for All

- Ensuring that every student achieves their maximum potential
- Maintaining a relentless sense of optimism
- Removing barriers to learning
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond

High-Quality Learning Environment

- Providing high quality buildings, engaging classrooms and excellent sporting facilities
- Delivering innovative learning resources and materials
- Ensuring a well-disciplined and caring environment
- Exploiting cutting edge technologies to expand the opportunities for students, staff and our community to benefit from learning in a digital age

Extending The Boundaries of Learning

- Providing positive memorable experiences inside and outside of the classroom
- Providing a diversity of experience to all
- Opening up the world to all students
- Securing the very best future educational and vocational experiences for our students

Academies within the Trust

https://www.cmatrust.co.uk/our-schools/

Job Description

Level 3 Teaching Assistant

Scale: CCC pay scales
Hours: 32.5 hours per week
Weeks: Term Time plus 5 days
Responsible to: Senior Leader / Principal

ROLE
Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils

Specific Duties:

Supporting the Children:

- Under the direction of the class teacher, supervise the class in following a programme of study.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed with the class teacher.
- Provide specialist learning support to children with special needs or where English is not their first language.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure understanding and tasks are achieved.
- Liaise with specialist services on behalf of individual pupils eg educational psychologists, speech therapists, by agreement with the class teacher.
- Support children with significant development needs eg cognitive ability, SEMH, learning skills etc as directed
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.
- Aid the learning of children by:

    - Clarifying and explaining instructions;
    - Ensuring that the child is able to use the equipment and materials provided;
    - Motivating and encouraging the child as required;
    - Assisting in weaker areas, e.g. spelling, handwriting, reading etc;
    - Helping students to concentrate and to finish the work set.

Supporting the Teacher:

- Organise the learning environment and develop classroom resources as required.
- Undertake support activities as required, e.g. collating resources, preparation of materials, photocopying, mounting displays, filing, etc.
- Assist in the maintenance of class records and contribute to reports on pupil progress and development as directed.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups

- Provide feedback on learning activities and contribute to school review and development planning.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

- **Supporting the Curriculum:**

- Support students to understand instructions.
- Support students in respect of local and national learning strategies e.g. literacy, numeracy as directed by the teacher.
- Support the use of ICT in the curriculum, make suggestions as to where ICT might be used to enrich pupil learning.
- Arrange and deliver special classes for pupils to improve the range of quality of learning as agreed.
- Provided targeted support to enhance learning and improve attainment.
- Attend training as required and support the implementation of agreed initiatives/changes.

- **Supporting the School:**

- Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the maintenance of a safe and healthy environment.
- Provide support for school events.
- Develop and maintain effective working relationships with other staff, parents and carers.
- Attend relevant meetings as required.
- Act as a mentor to and support the professional development of other Teaching Assistants as required.
- Contribute to the development of less experienced Teaching Assistants.
- Adhere to all school policies and procedures

Job Description

Level 2 Teaching Assistant

Scale: CCC pay scales
Hours: 32.5 hours per week
Weeks: Term Time plus 5 days
Responsible to: Senior Leader/ Principal

ROLE

To assist the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

Specific Duties:

Supporting the Children:

- In conjunction with the Class Teacher, adapt lessons to meet the needs of individual children and small groups.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure understanding and tasks are achieved.
- Help with the care and support for pupils including attending to their emotional and behavioural needs.
- Support children with significant development needs eg cognitive ability, SEMH, learning skills etc as directed
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.
- Aid the learning of children by:

    - Clarifying and explaining instructions;
    - Ensuring that the child is able to use the equipment and materials provided;
    - Motivating and encouraging the child as required;
    - Assisting in weaker areas, e.g. spelling, handwriting, reading etc;
    - Helping students to concentrate and to finish the work set.

Supporting the Teacher:

- Organise the learning environment and develop classroom resources as required.
- Undertake support activities as required, e.g. collating resources, preparation of materials, photocopying, mounting displays, filing, etc.
- Assist in the maintenance of class records and contribute to reports on pupil progress and development as directed.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

Supporting the Curriculum:

- Support students to understand instructions.
- Support students in respect of local and national learning strategies e.g. literacy, numeracy as directed by the teacher.
- Support the use of ICT in the curriculum, make suggestions as to where ICT might be used to enrich pupil learning
- Provided targeted support to enhance learning and improve attainment
- Attend training as required and support the implementation of agreed initiatives/changes

Supporting the School:

- Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the maintenance of a safe and healthy environment.
- Provide support for school events.
- Develop and maintain effective working relationships with other staff, parents and carers.
- Attend relevant meetings as required.
- Participate in and support the professional development of other Teaching Assistants as required.
- Adhere to all school policies and procedures

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The job descriptions provided are subject to review and may be changed following consultation with the post holder.

The Harbour School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.

Person Specification – Teaching Assistant

	Essential	Desirable
Education and Qualifications	• Completion of Secondary School education to GCSE standard • Competence in oral and written maths and English	• Relevant practical qualifications, for example sign language, first aid, health and safety • Relevant vocational qualifications, for example Health and Social care, Child Development, Childhood studies • Accredited qualifications in English and Maths
Work Related Experience and Skills	• Previous successful experience of working with children and/or young people in an educational or care environment • Experience of co-operative working as part of a team • Experience of offering support and inspiring/encouraging and motivating individuals to reach their full potential • An understanding of the potential health and safety risks within a school environment • Ability to provide a safe environment for all pupils and an awareness of systems within The Harbour School to keep our pupils safe	• Experience of working with children and young people with complex learning difficulties • Experience of carrying out individual behaviour support programmes (IBPs) • Experience of making and preparing learning resources
Personal Skills and Attitudes	• Ability to communicate effectively both orally and in writing • Interacts and communicates well with children and colleagues, including sensitivity to the needs and feelings of others • A positive 'can do' attitude, shared with children and colleagues • Ability to maintain a professional stance in all situations, ensuring confidentiality and constructive relationships • Ability to follow directions and complete tasks to a high standard • Ability to use own initiative and work independently • Ability to support pupils in our pool • Ability to maintain a tidy learning environment • Reliable, good time keeper and excellent attendance record • Keenness to learn	• Ability to use ICT, for example use an iPad, camera, word processing, interactive whiteboard • Ability to share personal interests with pupils • Willingness to drive a minibus • Willingness to take part in extra curricular activities and school community events • Ability to support pupils using local amenities and community facilities • Values staff development and takes responsibility for own professional improvement •

How to Apply

Please submit an application form via TES

Closing Date:

1st September 2021 at 10am

Interviews:

10th September 2021

Applying:

For any questions about the process of applying please contact:
C Grimes- PA to Principal cgrimes@theharbour.academy

- **Please note- we reserve the right to end this advert earlier than time frame of dates specified above and amend interview date if required.**