



Application Pack

TA2 English & Literacy Intervention

Walkden High School



Ski Trip 2016



Salford Dance Explosion



Ancient History trip



The Great Walkden Bake Off



Rotary Club Young Citizens



Wear A Hat To School Day



Young Entrepreneurs



Fantastic sports' teams

Contents

1. Welcome from the Headteacher
2. General School Details
3. What Makes Our School Amazing
4. Core Zone Information
5. Job Advert
6. Job Description
7. Person Specification
8. Enhanced Disclosure
9. Location & Map

Welcome from the Head Teacher

Do you have a passion for education and a desire to help young people achieve in all aspects of their lives?

Do you want to be part of a school that is working relentlessly to improve standards and deliver the high examination results our pupils are capable of?

If so, you will want to join our vibrant community. We are proud of delivering an academic curriculum in a comprehensive setting. You will find our school calm and purposeful and like all who visit the school, you will comment on how wonderful our pupils are, the positive team ethos amongst staff and how welcoming and friendly our school is.

We are dedicated to creating Walkden STARS – young people who are Sensible, Thoughtful, Ambitious, Respectful and Supportive. These are qualities everyone displays to inspire our students.

We may be a Requires Improvement school but we are really making great improvements to our school. We are committed to improving outcomes for all, but especially our most able and our disadvantaged pupils.

If you want to visit the school please come and see what we see every day – a wonderful school and vibrant community.

The successful candidate will be joining our school at a critical time as we lift our school to Good and beyond.

I hope you can see yourself here at Walkden – this is an amazing school with a fantastic future.



SIMON LENNOX
HEADTEACHER

We are an Academic Comprehensive ...
... dedicated to creating Walkden STARS

Sensible, Thoughtful, Ambitious, Respectful, Supportive

What makes our school amazing?

- We love recognising our pupils' successes – we use our Stars & Stripes system to reward those pupils who repeatedly do the right thing.
- Our pupils' behaviour is fantastic. We have lovely, engaged pupils who are very capable and want to learn.
- Our pupils have amazingly supportive parents who will back you up with learning and behaviour.
- We broaden our pupils' horizons with a wide range of trips. Last year our pupils visited the following (to name a few):-
 - Los Angeles (Media Studies trip)
 - Sorento, Italy (Ancient History trip)
 - Villa Real (Football Tour)
 - New York (Business & ICT trip)
 - Montgenvre, France (Ski trip)
 - Chateau du Broutel (Y7 French trip)
- **Our pupils give so much back to their community**
 - Our pupils put on a vast array of expressive and creative arts shows and exhibitions, for example: Annie this year, Wizard of Oz last year, Express Yourself Showcase, Oscars Night and Creative Showcase & Careers Exhibition.
 - Our pupils complete the Duke of Edinburgh Award and volunteer in our local community.
 - Our pupils raise huge amounts every year for a whole school charity (£3,860 last year for Teenage Cancer Trust) and support a wide variety of other charities.
 - Our pupils participate in and win most of the wide range of sporting activities offered; girls & boys football & rugby, netball, basketball, athletics and cricket.
 - Our pupils are dedicated to our inclusive community, including a clear commitment to eradicating HBT language.
- **Our staff benefit from**
 - A strong Well-Being group who have been instrumental in the school achieving Investors In People Gold Status.
 - Health Benefits through membership of a mutual healthcare plan, paid for by the school.
 - Refreshments each morning – tea, coffee, drinking chocolate and lots of toast.
 - Childcare, Computer and cycle to Work Voucher Schemes.
 - Secure on site parking
 - Excellent access to career development programmes.

General School Information

Exam Results

	5 A*-C inc En & Ma	English C+	Maths C+
2016	56	81	62
2015	62	75	72
2014	55	68	72
2013	60	67	76

Our school is divided into zones of which there are six:

Core – English, Core - Maths, Discovery, Expression, Creative and Global.

We are an Academic Comprehensive ...
... dedicated to creating Walkden STARS

Sensible, Thoughtful, Ambitious, Respectful, Supportive

Job Advertisement

Walkden High School

Headteacher : Mr S.D. Lennox BSc (Hons), PGCE, NPQH

11-16 Mixed Comprehensive - NOR 1310



IN Salford

Required as soon as possible.

Teaching Assistant Level 2 English Intervention x 2. Term Time Only. 28 Hours. Grade 2A points 17-19 £11,432 - £12093 *Actual salary.*

The school is looking to appoint a committed and enthusiastic individual to undertake the role of Teaching Assistant who will join a growing team of assistants supporting pupils who require intervention with literacy and English skills.

The successful applicant will be able to work on a one to one basis and with small groups to raise achievement specifically with literacy and English across the school.

We can offer you:

opportunities for further professional development;
children who respond to passionate teaching;
supportive colleagues and governors;
and friendly parents

If you are:

A hard working and enthusiastic Teaching Assistant with high expectations;
adaptable and able to work as part of a team and have a commitment to excellence in attainment and progress, we would love to hear from you.

The successful candidate will provide a heavily supported and differentiated education across Years 7-11.

Our mission is to provide an academic education within a comprehensive setting. We are passionate about caring for our students and in doing so we aim for the STARS: Sensible, Thoughtful, Ambitious, Respectful & Supportive – qualities everyone displays to inspire our students.

This school is committed to safe-guarding and promoting the well-being of children.
The post is subject to enhanced disclosure & barring check.

To apply:

If you feel you have the relevant experience and appropriate skills to strengthen an excellent team, please apply. Application forms are available from TES on-line, Salford jobs the School website www.walkden.uk.com, or by e-mail to Wilford.m@walkdenhigh.co.uk

Electronic applications are preferred to Wilford.m@walkdenhigh.co.uk

Deadline for application return: 9.00am Wednesday 27th September 2017

We are an Academic Comprehensive ...
... dedicated to creating Walkden STARS

Sensible, Thoughtful, Ambitious, Respectful, Supportive

Walkden High School

Job Description



Job Title: Teaching Assistant - Level 2
Grade: Grade 2A Points 17-19 £11,432 - £12093 actual salary
Directly responsible to: Literacy Coordinator
Directly responsible for:
Hours of Duty: 28 - Term time only

Summary of Role:

To work under the direct instruction of literacy leadership staff, teaching/senior staff to ensure that pupils make appropriate progress in areas of English, with a specific focus on Literacy intervention.

Main Duties and Responsibilities/Accountabilities:

Support for the Teacher

1. Assist with the planning and learning activities and support pupils to achieve learning goals.
2. Assisting with the display of pupils work and create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
3. Determining the need for, and preparing and maintaining general and specialist equipment and resources and assisting pupils in their use.
4. Monitor the response of pupils to learning activities and record achievements/progress as directed.
5. Be aware of pupil problems/progress/achievements and provide detailed and regular feedback to the teachers on pupil's achievements, progress, problems etc.
6. Promote good pupil behaviour, dealing with incidents in line with established policy and support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
7. Undertake routine marking of pupils work.
8. Establish constructive relationships with parents/carers.
9. Be responsible for keeping and updating records as agreed with the teacher, through the monitoring and evaluation of pupils responses to learning activities through observation of achievement against pre-determined objectives.
10. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupils responses/needs.
11. Administer routine tests and invigilate exams, and accurately record achievement and progress.

Support for the Pupils

1. Provide support for pupils, including those with Special Educational/health Needs, ensuring their safety and access to learning.
2. Set challenging and demanding expectations and promote self-esteem and encourage pupils to act independently as appropriate.
3. Undertake structured and agreed learning activities, recording achievement and progress and feeding back to the teacher.
4. Promote the inclusion and acceptance of all pupils.
5. Establish good relationships with pupils, acting as a role model and being aware of and responding to individual needs.
6. Assist the teacher to supervise and support pupils ensuring their safety and access to learning.
7. Encourage pupils to interact and engage in activities led by the teacher.

8. Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

Support for the Curriculum

1. Support pupils to understand instructions from the teacher.
2. Undertake structured and agreed learning activities/teaching programmes, advising activities according to pupil responses.
3. Support pupils in respect of local and national learning strategies e.g. literacy, Numeracy, etc. as directed by the teacher.
4. Support the use of ICT in learning activities and develop pupil's competence and independence in its use.
5. Prepare, maintain and use equipment/resources required to meet lesson plans/relevant learning activity and assess pupils in their use.

General Tasks

1. Provide clerical/administration support e.g. photocopying, typing, filing, collecting money, contacting parents etc.
2. Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Contribute to the overall ethos/work/aims of the school.
4. Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
5. Assist with the supervision of pupils during lesson times, including before and after school and at lunchtimes where appropriate.
6. Accompany teaching staff and pupils on trips and visits and of school activities as required.

Organisational Competencies:

- Co-operate and work well with others in pursuit of team goals by sharing information, acknowledging contribution and supporting others.
- Demonstrate a high level of personal integrity by taking responsibility for own actions, and willing to respond constructively to mistakes or errors of judgement.
- Maintain personal and professional credibility by being consistent and fair and respecting the need for confidentiality.
- To undertake any tasks/duties felt appropriate to ensure the smooth and efficient running of the school as identified by the Business Manager.
- The post holder shall carry out his/her duties with full regard to the City Council's Equal Opportunities Policy and Community Strategy.
- To require and ensure all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner.
- To act at all times with due regard to the Authority's Health and Safety Policies and related Codes of Practice.

Job Description prepared by:

Sign:

Date:

Agreed correct by Postholder:

Sign:

Date:

Agreed correct by Supervisor/Manager

Sign:

Date:

PERSON SPECIFICATION

Job Title Teaching Assistant

Grade Level 2

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications			
<ul style="list-style-type: none"> Excellent Literacy skills Good Numeracy skills TA L2 (or equivalent qualification or experience). Training in relevant strategies (e.g. literacy & Maths). First Aid Training as appropriate. 	Y Y Y	 Y Y	I A A A A A
Knowledge/skill			
<ul style="list-style-type: none"> Effective use of ICT to support learning. Use of basic equipment technology. Some understanding of relevant policies/codes of practice and awareness of relevant legislation particularly within Physical Education. Basic understanding of child development and learning. Ability to self-evaluate learning needs and actively seek learning opportunities. Ability to relate well to children and adults. Work constructively as part of a team, understanding classroom roles and responsibilities. 	Y Y Y Y	 Y Y Y	I A I A I A I A I A I A I A
Personal Skills			
Ability to communicate effectively, orally and in writing	Y		A R
Ability to develop positive relationships.	Y		A R
Ability to demonstrate initiative and be self motivated.	Y		A R
Ability to work effectively and calmly under pressure	Y		A R
Ability to respond effectively to training and keep up to date with ICT related developments. Ability to relate to teachers, other professionals, parents and pupils.	Y		R
Ability to motivate and engage with a class group	Y		R
Personal qualities			
Excellent attendance and punctuality record.	Y		R
Able to coach and mentor others		Y	I R
Confidence and capability to work effectively and competently in a busy and often demanding environment	Y		I R

To be flexible and able to use initiative and discretion.	Y		R
A positive and reliable individual	Y		I R
To work individually as well as part of a team	Y		I R
Organisational Competencies			
<ul style="list-style-type: none"> • Co-operate and work well with others in pursuit of team goals by sharing information, acknowledging contribution and supporting others. • Demonstrate a high level of personal integrity by taking responsibility for own actions, and willing to respond constructively to mistakes or errors of judgement. • Maintain personal and professional credibility by being consistent and fair and respecting the need for confidentiality. • To undertake any tasks/duties felt appropriate to ensure the smooth and efficient running of the school as identified by the Business Manager. • The post holder shall carry out his/her duties with full regard to the City Council's Equal Opportunities Policy and Community Strategy. • To require and ensure all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner. • To act at all times with due regard to the Authority's Health and Safety Policies and related Codes of Practice. 			

Note to applicants: Please show in your application form, how you best meet these requirements



ENHANCED DISCLOSURE

Thank you for your interest in this position at Walkden High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warning which would otherwise be regarded as 'spent' under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Disclosure & Barring Service and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Code of Practice of Disclosure Information.

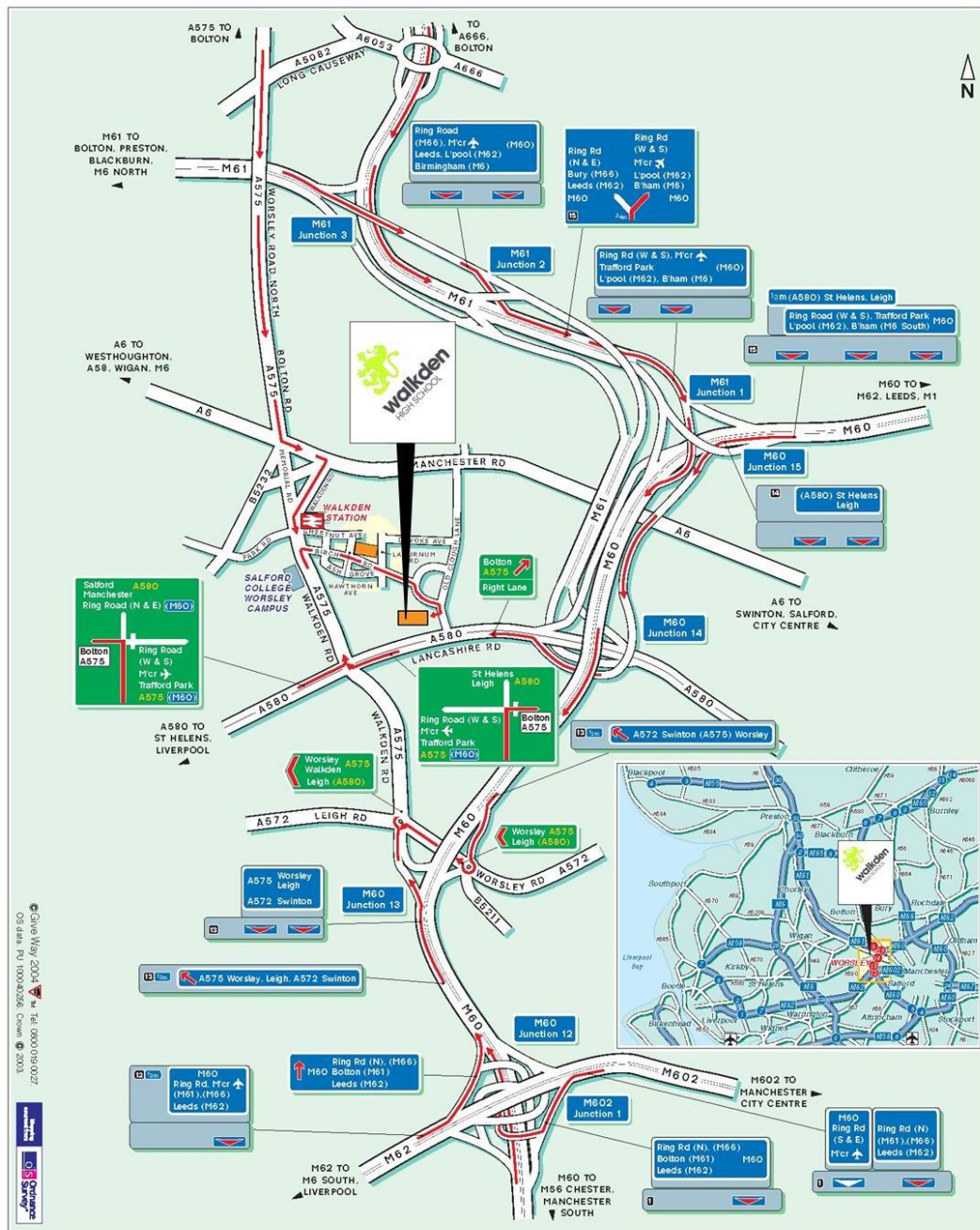
If your application is successful, you will receive further information on how to complete the Enhanced Disclosure.

The nearest bus stop is just a short walk from the School and can be reached via several different bus routes from most other parts of Manchester. The school is also located a short walk away from the nearest train station, from which you can travel easily in to Manchester City centre.

Location:

Walkden High School is situated in South Walkden (Salford – Manchester) and serves the suburbs of Worsley, Roe Green, Ellenbrook and Boothstown.

The school has excellent transport links making it easily accessible from both local and surrounding areas. For anyone travelling by car, the school is only five minutes from the motorway. Junction 14 on the M60 ring road is the closest exit, with easy access from the M62, the M61 and the M602 and from the A580.





Walkden High School

Old Clough Lane
Worsley
M28 7JB

t: +44(0)161 975 8000
f: +44(0)161 975 8079

e: info.walkden@salford.gov.uk
w: www.walkden.uk.com



At Walkden High School we encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

