



Application Pack for: Teaching Assistant

Closing Date: Noon on 4th November 2022

St Mark's School
Part of Midsomer Norton Schools' Partnership

Bay Tree Road, Bath, BA1 6ND
www.st-marks.org.uk



Welcome to St Mark's School, Bath	3
About St Mark's School, Bath	4
About the SEND Department	5
Welcome from our students	6
Location	7
Job Description: Teaching Assistant - Grade 3	8
Appointment Process	12

Welcome to St Mark's School, Bath

Thank you for expressing an interest in the post advertised. Please find enclosed information that I hope you will find helpful in making your application.

We are seeking an excellent full time **Teaching Assistant** to join our team. See further details into the applicant pack.

St Mark's School promotes self-worth in students to inspire them to live well, achieve their goals and be a force for good both in school and the world beyond. Matthew 5:16 tells us to 'Let your light shine' which reminds us to have aspiration, resilience and to value the importance of community. We work hard to be the best version of ourselves.

This is an exciting time to be joining the school. St Mark's has been on an amazing journey of improvement since converting to an academy on 1st May 2020. The school has been inspected twice this year, firstly by SIAMS in December and more latterly by OFSTED in February. The school was categorised as a 'Good' school with both inspections, validating the wonderful work of the staff team.

The school is a proud member of the Midsomer Norton Schools Partnership, a multi-academy trust consisting of 28 schools with approximately 12,000 pupils on roll. Trustees believe that through effective and true collaboration, excellence can be achieved in our schools. The Trust does not seek to make all schools the same, but through sensible standardisation of practices and outstanding support and challenge, they aim to ensure all schools within the Trust are 'good' or better.

As well as benefiting from its involvement with the Trust, St Mark's School works closely with Hayesfield Girls' School and Beechen Cliff School, as part of the Bath Hub. All three schools share good practice so that students achieve their aspirations and personal growth through a high quality curriculum offer and a wide range of exciting and engaging opportunities. Our common goal is to ensure our students have an excellent experience of secondary school.

Applications are invited from talented and enthusiastic individuals who are willing to contribute to the wider life of the school, and who would like to be a part of this ambitious, friendly and supportive school.

We are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check. I do hope that, having read all of the details regarding the position and having studied the job description, you apply to become part of this ambitious, friendly and supportive school.

Yours sincerely,



Barnaby Ash
Headteacher

About St Mark's School, Bath

Our young people are able to quickly establish themselves and develop their true identities in a setting where the staff know every child. This helps ensure a sense of purpose within the school and helps develop courage in our students so that they can face their fears and overcome them.

Our committed team of staff inspire our students to achieve the highest possible academic expectations and in doing so, develop students' resilience and interdependence so that they have the skills needed to make a positive contribution in the school and wider community.

We encourage personal creativity and welcome innovative, forward-thinking ideas from staff. Teamwork is also at the heart of everything we do and by working together we aim to secure a successful future for all our students.

We can offer you:

- A forward looking and innovative school
- A school with good behaviour and safety for all
- Good facilities for teaching and learning
- Leading edge professional development support to improve your practice
- A school where care, guidance and support are central to ensuring students make excellent progress
- A school where learning is really personalised
- An amazing staff team
- Car parking on site

Ofsted recently visited the school to complete a Section 5 full inspection on 8th and 9th February 2022. The judgements were as follows:

- **Overall Effectiveness: 'Good'**
- The Quality of Education: 'Good'
- Behaviour and Attitudes: 'Good'
- Personal Development: 'Good'
- Leadership and Management: 'Good'

The inspection team was full of praise for the work of the school - please see some extracts below. The report can be found on the school website.

"Pupils are proud to be part of the school community."

"The school is ambitious for all of its students."

"The school is a place where people can be themselves and can develop their own unique talents."

"The school has an ambitious curriculum."

"The behaviour of pupils is a strength of the school."

"Pupils are well prepared for the next stage."

About the SEND Department

St Mark's School is a holistic and inclusive school that prepares all of its learners for the world of work and independent living. All learners fulfil their individual potential. This vision is accomplished through high quality teaching, where all teachers implement strategies for removing barriers to success alongside a range of evidence-based interventions to meet the needs of learners.

All of our learners are set high expectations so that they are able to access a rich and varied curriculum which is adapted and personalised, to suit the individual. All aspects of the curriculum promote participation and achievement for all.

We aim to ensure that all learners feel valued in a school community that celebrates diversity and difference. Partnerships with parents and carers are developed through regular structured conversation and learners are able to share opinions and viewpoints through regular student-voice activities. Learners are developing skills of self –responsibility and independence, preparing them to live successfully as autonomous individuals in the wider world.

The ethos of St Mark's School is based on Christian values. We are committed to providing an appropriate and high quality education with an inclusive curriculum to ensure that all students in our community achieve their potential. Special Educational Needs encompasses a broad range of barriers including cognitive, social, emotional, physical and mental health. In some cases, the need may be of a relatively short term nature, in others long term, and in some, permanent. The emphasis at St Mark's School is on defining the child's Special Educational Need, stating the most appropriate provision and working in collaboration to put provision into place and to monitor progress.

Purpose:

- To create a well ordered, positive and supportive environment where all learners have the opportunity to flourish and succeed whatever their talents or abilities.
- To identify students with special educational needs and disabilities and ensure that their needs are met within all aspects of the school day.
- To ensure that the needs of students are known to all who are likely to teach them and that all staff are able to identify and provide for those pupils who have Special Educational needs.
- To ensure the school pays due regard to the Code of Practice when carrying out its duties with students with special educational needs.
- To work in partnership with parents, ensuring that they are informed of their daughter or son's special needs and that there is effective communication between school and parents.
- To ensure that our students have the opportunity to express their views and are fully involved in the decisions which may affect their education.
- To promote effective partnership and involve outside agencies when appropriate.

Welcome from our students

St Mark's is a small, friendly school. The teachers and teaching assistants know our names and take an interest in us as individuals. They spend time getting to know us and know how to make us work hard and achieve more at school. Everyone is kind and supportive and it's like we are a part of one big family.

In a Teaching Assistant, we want someone who cares about those they teach and their success. They should be someone we feel we can go to in times of need and not be intimidated by. In essence, a teaching assistant should feel like a friend, not a foe. However, this does not mean we want someone without an eye for discipline. Exercising both restraint and leniency as they see fit when taking disciplinary action is key to helping us succeed.

Mr Ash has led the school's development and has ambitious plans to make our school a great school. We would like our teaching assistants to be positive and caring, firm but fair and for them to challenge us in lessons and help us to gain greater experiences of life. We want a balance between having fun and working hard. Our teaching assistant should be:

Clever
Kind
Interested in us
Not scary or intimidating
Positive when we are doing things well
Helpful when we might not understand things
Strict but fair

Head Boy and Head Girl, December 2021



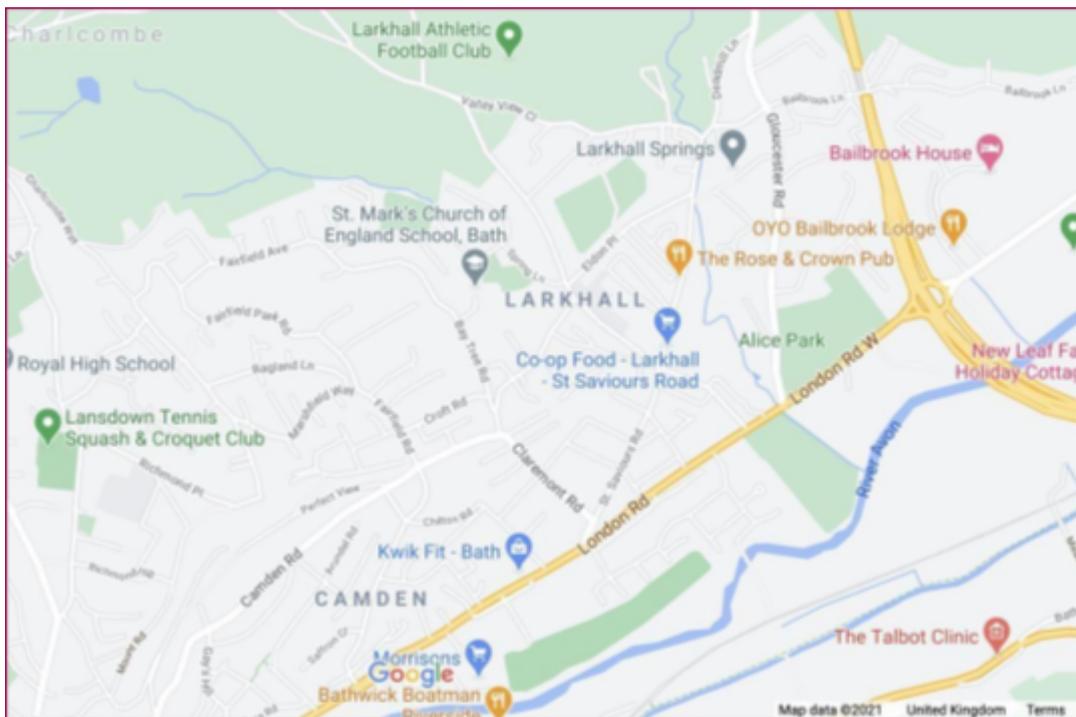
Location

We are located in one of the most beautiful corners of Bath, nestled between rolling hills on one side and the bustling and vibrant village of Larkhall on the other. It has the feel of a semi-rural village with the advantage of being a stone's throw from the centre of Bath.

Our school sits at the heart of Larkhall, a vibrant, creative and thriving community, popular with families and with a wonderful array of shops, businesses, community centres and schools, all on the doorstep.

The World Heritage city of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

In May 2015, Bath was named as the second safest city in the world. It has also been recognised by the Times newspaper as the best place to live in the UK, offering a very high quality of life.



Job Description: Teaching Assistant - Grade 3

Post:	Teaching Assistant - Grade 3
Contract type:	Term time only + 5 inset days
Contract type:	Temporary with the possibility of a permanent contract
Hours	Part-time: 30 hours - across 5 working days Daily working hours: (8:30am - 3:00pm)
Salary:	Grade 3 Scale Points 5-7. All year-round salary: (£19,650 to £20,444) Actual Salary £13,627 - £14,178
Closing date:	4th November 2022
Start date:	ASAP

Responsible to: SENDCO

1. Job Purpose

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

To support the inclusion of an autistic pupil in all areas of school life at St Mark's.

2. Main Duties and Responsibilities

Support for Pupils

- 1:1 support for autistic pupil, in lessons and other activities.
- Carry out the requirements of the pupils EHCP.
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, and first aid and welfare matters, as appropriate.
- Supervise and support pupils ensuring their safety and access to learning.
- Assist with the development of student profiles and target action plans
- Develop a good knowledge of pupils' individual special educational needs and implement appropriate strategies as outlined on the students' profile.
- Establish constructive relationships with pupils, act as a role model, and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- To provide pastoral support for pupils under the supervision of the tutor or House staff.



- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Assist with the planning of learning activities.
- Maintain and update records under the supervision of the teacher.
- Monitor pupils' responses to learning activities and accurately record achievement/ progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Gather/report information from/to parents/carers as directed.
- Administer routine tests and invigilate exams and undertake appropriate marking of pupils' work.
- Provide clerical/admin support for learning e.g. photocopying, word processing, filing, data entry etc.
- Support the role of the tutor, including delivery of small group activities or mentoring under the supervision of the tutor or House staff.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes including planned 1:1 and small group interventions, adjusting activities according to pupil responses.
- Use a range of approaches and resources to support pupils to develop basic literacy and numeracy skills as directed by the teacher.
- Undertake programmes linked to local and national learning strategies recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

- 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.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals including contribution to meetings with external agencies when require

- Attend and participate in relevant meetings as required.
- Participate in critical self-reflection through the performance management process for TA's and participate in training and development activities as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To undertake other relevant duties allocated at the discretion of the classroom teacher, SENCo, Headteacher or other designated supervisor.

3. Qualifications and Experience

Essential

Should be able to demonstrate a reasonable standard of education with level 2 qualifications in literacy and numeracy to GCSE level or equivalent.

All applicants should also have experience of working with or caring for children of a relevant age in either a paid, voluntary or domestic environment and will need to be able to show an understanding of child development and a wide range of issues concerning their education and welfare.

An ability to relate well to both children and adults.

Be able to demonstrate experience of using a number of strategies whilst working with a range of children with complex needs and take responsibility for delivery of an educational programme under general supervision only.

Ability to effectively use ICT to support learning and use of other equipment/technology i.e. Microsoft Office, internet, email, use of photocopier etc.

To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these **AND**

either NVQ 2 for Teaching Assistants or equivalent qualification or experience plus completion of the DfES Teaching Assistant Induction Programme

or have a minimum 3 years relevant satisfactory experience as a Teaching Assistant/Learning Support Assistant demonstrating a relevant skill level plus a willingness to undertake the Teaching Assistant Induction Programme and further recognised/relevant qualifications such as those listed above.

Desirable

Appropriate knowledge of general first aid.

Training in relevant learning strategies e.g. developing students' basic literacy and numeracy skills or training in other aspects of special educational needs.

General understanding of national curriculum and other basic learning programmes/strategies/codes of practice.

Ability to self-evaluate learning needs and actively seek learning opportunities.

4. General

Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check is required prior to appointment.

Appointment Process

Closing date for applications: noon on 4th November 2022

Applicants are asked to submit their application, consisting of an application form and supporting statement to:

Miss Michala Novackova
St Mark's School, Bath
Bay Tree Road
Larkhall, Bath, BA1 6ND

They may also be submitted by email to mnovackova@st-marks.org.uk

Your application form and supporting statement (maximum 2 sides A4) should be received in the school by noon 30th September 2022. An early application is advised as we reserve the right to close the vacancy prior to the closing date if sufficient suitable applications are received.

Your supporting statement should relate to the school, the details you have received, and in particular to the selection criteria in the person specification. Shortlisting will very much relate to how convinced the panel are that you meet the criteria as stated. Please note that no other material (such as testimonials or CVs) will be considered during the selection process.

If you would like to discuss the role further, or arrange a visit prior to application, please contact the Headteacher's PA, Miss Michala Novackova, on 01225 312661 or email: mnovackova@st-marks.org.uk to arrange a suitable time.

Thank you for your interest in our vacancy. You will find us to be a very welcoming, happy school with good standards of behaviour and high achievement.

Unfortunately it is not possible to acknowledge all applications individually. Please accept my thanks for your interest in this post.