



## **Teaching Assistant**

### **Term Time Only, Full or Part-time Available**

### **Candidate Information Pack**

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**Advert Posted: 20<sup>th</sup> July 2022**

**Closing Date: 12<sup>th</sup> August 2022**

**Interviews w/b: 15<sup>th</sup> August 2022**



Dear Prospective Applicant,

Thank you for your interest in the post of Restorative Practice Co-ordinator at The King's CE School. This is a really important appointment for us and it is an excellent opportunity for the successful applicant as we continue to develop the school as a beacon of excellence in the city of Wolverhampton and the diocese of Lichfield.

Our vision informs and inspires every aspect of school life:

*At The King's CE School we believe that everyone is unique and created in God's image. We enable all to achieve their God given potential; to grow, learn and aspire; to transform their lives and the lives of others and to journey in faith without limits within a unified, respectful and harmonious community.*

We are a fully inclusive and truly comprehensive school and as a school slightly smaller than average in size, we are large enough for every pupil to be known by name. Our pupils are proud to belong to The King's and have high aspirations. We work hard to ensure that the taught, tested, enriched and experienced curriculum meets the needs of all our pupils. We have excellent destination data with pupils securing places at Russell Group universities, Oxbridge and also enrolling on apprenticeships.

The school recently had a monitoring visit from Ofsted following on from our last full inspection in December 2018. The report affirms the leadership of the school informing how their "creativity and energy" have ensured that the school has continued to develop during the pandemic. Pupils told the inspector that they are proud of their school saying "everyone works well as a team".

At The King's, staff wellbeing and development is a priority. We have our own King's Professional Development, KPD programme with the hope that we learn something new every day to make tomorrow a better day. We offer a broad range of internal and external training to enable all staff to develop their practice and leadership and to enable them to fulfil their own career ambitions.

It is an exciting time for the school as it is in the process of joining the Three Spires Trust. This will further strengthen the ways in which we work with other schools in the city and diocese.

I wish you well with your application and look forward to receiving your form and letter if you do decide to apply to this position.

Yours faithfully,

**Joy Langley**

Interim Principal



## Job Description

<b>Job Title:</b>	Teaching Assistant
<b>Responsible to:</b>	SEND Co-Ordinator
<b>Salary:</b>	The King's Grade 02 (£19,264 – £20,043 Full Time Equivalent)
<b>Hours available:</b>	Full or Part-time available – Hours to be agreed with the suitable candidate to meet the needs of the school.

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### Job Purpose:

- To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom
- To provide general support to the class teacher in the organisation and management of pupils and the classroom
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment
- To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

### Support for the Teacher

- Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use given strategies, in liaison with the teacher and under their guidance, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- 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
- Establish constructive relationships with parents/carers
- Provide clerical/administrative support e.g. photocopying, typing, filing, money, administer coursework etc.

### Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, making minor adjustments to activities according to pupil responses
- Undertake pre-defined programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years 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 routine equipment/resources that are required to meet the given lesson plans/relevant learning activity and assist pupils in their use

### Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils 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
- Deliver given strategies that 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

**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 difference 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
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- 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 all duties reasonably requested in a manner consistent with the vision and mission of The King's as a Church School. This general Job Description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the level of appointment as the Principal may reasonably require.

**Person Specification****Teaching Assistant**

The following person specification indicates those areas of skills and personal characteristics, qualifications training and experience that are either desirable or essential in the candidates being interviewed.

<b>PERSON SPECIFICATION</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>NVQ Level 2 or equivalent in a related area</li> <li>Good Numeracy and Literacy Skills</li> </ul>	<ul style="list-style-type: none"> <li>Ability and willingness to participate in training</li> <li>First Aid at Work trained</li> </ul>	Application Form Certificate
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with relevant age groups within a learning environment</li> <li>Understanding of Classroom roles and responsibilities</li> <li>Knowledge of school policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Experience of providing one to one support</li> </ul>	Application Form Selection Process References
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Ability to encourage pupils to participate in or complete tasks</li> <li>Ability to work as part of a team</li> <li>Ability to relate well to children</li> <li>Able to use basic ICT including computer, audio, video equipment and photocopier</li> <li>Ability to provide necessary personal care to children</li> <li>Ability to communicate clearly</li> </ul>		Application Form Selection Process References
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>Displays sensitivity to pupils needs</li> <li>Ability to maintain confidentiality</li> </ul>		Selection Process References
<b>Other</b>	<ul style="list-style-type: none"> <li>To be responsible for promoting and safeguarding the welfare of children and young people</li> </ul>		Selection Process References

The King's CE School is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.