

CRISPIN

ASPIRATION • COMPASSION • EXCELLENCE

TEACHING ASSISTANT INFORMATION FOR CANDIDATES



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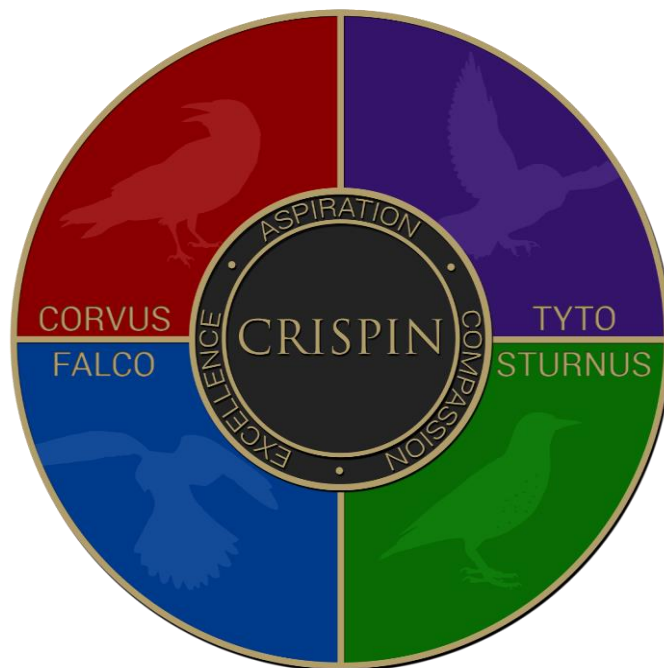
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LETTER FROM THE HEADTEACHER

Thank you for your interest in joining us at Crispin. We believe that Crispin is a great school to be a part of whether as a student or colleague. We are a friendly, inclusive, highly successful school of 1060 students who make strong progress academically, but who also receive a great many wider opportunities to learn in the fullest sense of the word.

Crispin is a popular school with a strong reputation. We unashamedly have high expectations of all members of our community and we believe in challenging and supporting students to achieve their very best. Visitors regularly refer to our students and colleagues very positively. Relationships between staff and students are a strength of the school and colleagues are committed to providing every opportunity for students to have a broad experience and to be successful. We are committed to educating the whole child to ensure they enter adulthood as happy, supported young people with a love for learning. There is a sharp focus on learning and students receive excellent support. At all times we seek to be a compassionate institution.

It is important to state that Crispin has a very strong safeguarding culture which we would expect potential colleagues to wholeheartedly support.

We have a wide-ranging curriculum and have recently expanded the opportunities for students. We offer two Languages, a range of Arts and Technology options and have recently introduced new examination courses in areas such as Business, Health and Social Care, Media and Sport. Students have the opportunity to study Philosophy and Curriculum for Life. We have a high uptake of EBacc subjects but this sits alongside a commitment for students to retain a considerable degree of choice over which courses to follow. There are also a wide range of enrichment activities for students ranging from residential visits to school productions; sports to music; an enrichment week to work experience. We have recently expanded our 'Employability' programme considerably and we are also fortunate to have a successful Alumni Scheme.

We are proud of our vertical House system which is comprised of four Houses (Corvus, Falco, Sturnus and Tyto). This system allows for a wide range of opportunities for students from collaboration to competition, student leadership to support. All colleagues are members of one of the Houses.

We are fortunate to have a well-equipped site which includes extensive grounds, a range of curriculum area blocks and an astroturf pitch. We are also extremely fortunate to have opened a new purpose-built Innovation Hub in November 2020. This has been the most substantial development of the site since the opening of Crispin.

This post is a really exciting one and would be a great opportunity for the right candidate. Other than the basic details in the person specification, we do not have a pre-existing idea of what the successful candidate's career to date will have been. We realise that prospective colleagues will have a range of skills and experience and we would fully support the successful candidate to develop professionally. We are passionate about providing a wide range of opportunities for all colleagues and this is often referred to favourably by colleagues. Every year colleagues are seconded as Associate Assistant Headteachers, have the opportunity to join the Extended Leadership Team as well as a wide range of other opportunities to develop their careers.

The most important thing is that you are passionate about supporting students. Above all else you should be:

- An excellent, reflective and caring colleague.
- Always seeking to maximise the success and happiness of students.
- A colleague with the highest expectations of what all members of the school community are capable of.

Should you require any further information, would like to discuss the post with me or would like to visit Crispin before an application, do not hesitate to contact us by email: headsPA@crispinschool.co.uk

To apply for this role simply click on 'this application form' in the 'how to apply' section of our website and complete the online application form. Your supporting statement / letter (of no more than two sides) should outline your skills and experience and how you meet the person specification.

After reading through the application information pack I hope you decide to apply for the post and I look forward to reading your application.



Paul Reddick
Headteacher



ADVERT

Teaching Assistant

Permanent contract to start as soon as possible. 30 hours per week plus 1 hour bi-weekly team meeting. Currently Monday to Friday 08:30-15:10 less 40 minutes break. Term time only (38 weeks) plus 2 additional training days. Grade 14 salary range £14727-£15268 pa (hourly rate £10.98 to £11.38) depending on any previous experience, pay award pending. This post attracts membership to the Local Government Pension Scheme. In addition to your contribution to the pension scheme we also currently contribute 24.4% of your gross pay into the scheme.

This is a fantastic opportunity to work as a Teaching Assistant in a collaborative, supportive and happy school. Are you driven by the desire to ensure students progress as well as possible? If so then we would love to hear from you.

Crispin is a friendly, inclusive and highly successful school of 1060 students. It is rated as 'good' in all areas and many strengths were highlighted in our most recent Ofsted report. Students at Crispin achieve excellent examination results and the school has a strong reputation. We are committed to educating the whole child to ensure they enter adulthood as happy, supported young people with a love for learning. We are looking for a committed and inspirational Teaching Assistant to join our highly successful team. We would be delighted for you to visit Crispin or for you to have the opportunity to discuss the post prior to an application.

If you wish to do either, please contact the Headteacher's PA by email at: headsipa@crispinschool.co.uk.

Closing date for this post: 10:00 Tuesday 05 September 2023.

To apply for this role either complete the Support Staff Application Form in the Vacancies Section on our website and complete the online application form. Your supporting statement / letter (of no more than two sides) should outline your skills and experience and how you meet the person specification.

Supported by the Governing Body, our staff work hard to deliver a rich and challenging curriculum to prepare young people for the next stages of their education and careers.

It is an exciting time to join the Wessex family as we grow, we can offer:

- Professional induction, training and continued professional development opportunities.
- Extended Leadership and other opportunities to develop your career.
- Excellent collaboration across Trust Schools, extensive learning communities and specialist subject leads, to enhance the learning of our young people and enhance your development.
- Staff benefits including reduced leisure centre membership and cycle to work scheme.
- A staff assistance programme with a specialist provider, CareFirst who provide a 24/7 free phone helpline, or face-to-face counselling for every employee in the Wessex family.

The Wessex Learning Trust is committed to safeguarding young people and promoting the welfare of children, and all staff appointed will undergo online checks and be required to undertake an enhanced Disclosure and Barring Service Check. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement of the role.

TEACHING ASSISTANT

The role of Teaching Assistant is a varied one, working within whole class environments and with smaller groups. You will be responsible for working with class teachers to ensure that the school environment and teaching is accessible to all students and working closely with students in the classroom setting to facilitate access to the learning.

We will also be pleased to accept applications from non-graduates and graduates. Crispin has been successful in recruiting graduates who are interested in a career in teaching. The school has robust links with the Mid Somerset Consortium for Teacher Training which is able to offer advice and support about the various routes into teacher training if that is a path you wish to pursue.

The role will be working with SEND students to help identify ways to raise their achievement; supporting the needs of each individual will be the key to success. You will meet regularly with the SENCo to discuss strategies and interventions.

What the school can offer:

- The opportunity to work with excellent and committed colleagues
- Inclusive working environment
- Professional development
- Friendly and passionate atmosphere
- The opportunity to make a difference with an identified group of students



WELCOME TO STREET

Crispin is a secondary school on the eastern edge of Street, a large village in Somerset with a population of around 12,000. It is situated on the Somerset Levels close to Glastonbury, Wells and the Mendips. The village has an interesting history with evidence of Roman occupation. Street is home to Clarks, the world famous footwear retailer and its headquarters is still in the village. Much of the Street site now houses the popular and thriving designer outlet shopping complex of 'Clarks Village'.

Somerset generally is a warm and friendly county and Street is no exception. The village itself contains a good range of leisure facilities including a theatre which hosts live performances and a wide range of films, sports facilities and an open air swimming pool. The Glastonbury Festival also takes place very near to the village. There are also a good range of local shops. As one resident of Street said 'if you choose you can walk to pretty much everything you need'. There is easy access to the coast and there are a number of National Trust properties in the area as well as nature reserves and areas of outstanding natural beauty.

As well as being located in a beautiful part of Somerset, Street is well connected by road being close to the M5, A303 and on a number of bus routes. There are also nearby rail links to London, Bath, Bristol, Devon and Cornwall. Bristol Airport is also close with a wide range of destinations from Iceland to Egypt. There are a number of interesting towns and cities nearby including Glastonbury, Wells and Frome. A little further afield, one can easily reach the likes of Bath and Bristol which are both major European cities and home to a very wide cultural and sporting life including excellent music venues, theatres, cinemas, restaurants and professional sports clubs including football and rugby.

Housing is still relatively affordable in Street and many of the surrounding towns and villages. Many colleagues talk of how the area is a safe, yet vibrant area to bring up families with a range of good schools and a college which shares its site with Crispin. Yet at the same time there are a myriad of excellent leisure opportunities and major cities within an hour's travel.



JOB DESCRIPTION

Post Title:	Teaching Assistant
Purpose:	Teaching Assistant with particular responsibility for supporting students with SEND.
Reporting to:	Special Educational Needs and Disabilities Coordinator (SENDCo)
Liaising with:	Members of the Learning Support Department, Headteacher, Deputy Headteacher, Assistant Headteachers, Heads of House, Teaching Assistants, relevant non-teaching support staff, parents and partner agencies.
Working Time:	08:30 - 15:10
Salary/Grade:	Grade 14
Disclosure level:	Enhanced
Main (Core) Duties:	

Relationships

The post holder:

- Is responsible to the SENDCo in respect of their overall duties.
- Interacts on a professional level with other colleagues and seeks to establish and maintain productive relationships with them in order to support the identified group of students.
- Communicates effectively with parents/carers and other agency staff to support students' learning and personal development.

Purpose of the position

- To assist the school in the development and implementation of a programme of work and in the provision of a stable, caring and supportive learning environment which enables students to achieve their full learning potential and facilitates their social and moral development.
- There is a requirement to work with students, either individually or in groups, who have attracted Higher Needs funding. This will include students across the ability range.

Core Responsibilities

Under the guidance and direction of the teacher:

- Supporting and directing tasks, clarifying and explaining instructions.
- Focusing support in areas needing improvement, both academic and social.
- Motivating and encouraging students to concentrate on and fulfil the tasks set.
- Undertaking learning activities with students of varying abilities to ensure differentiation and access to the curriculum
- Seeking to ensure the promotion and reinforcement of students' self-esteem, appropriate levels of effort and behaviour and to guide students to become independent learners.
- Contacting and meeting parents / carers to support the learning in school.
- Keeping up to date tracking files, creating and copying of resources, and using I.T. systems for administration and educational purposes.
- Contributing to and assisting in the development and monitoring of systems for review and recording of student progress including responsibility for key worker students.
- Planning and/ or assisting in the preparation for educational visits, and where appropriate accompany students.
- Attending and contributing to school staff meetings and in-service training events, within contracted hours or outside normal hours by agreement.
- Assisting in the supervision of Public Examinations and other tests and assessments as directed.

- Assisting in the development and implementation of Personalised Learning Plans
- Assuming sole supervision of whole classes for short periods in the absence of the teacher, but only when it is essential for the teacher to leave a class, such as in emergency-type situations.
- Analyse data to identify students' areas for improvement and intervention.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are required to be courteous to colleagues and students and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Please note the offer of employment is subject to DBS, medical, references and satisfactory completion of a 6 month probationary period.



PERSON SPECIFICATION

Description	Method of Assessment
<p>Qualifications</p> <p><u>Essential</u></p> <ul style="list-style-type: none"> • Excellent English, Mathematics, ICT and communication skills <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Experience of working with children / young people 	Application form Certificates
<p>Experience</p> <p><u>Essential</u></p> <ul style="list-style-type: none"> • Good communication skills and the ability to work as part of a team • Ability to be reliable, resourceful and take the initiative • Ability to balance priorities and changing demands under pressure • Ability to work independently within agreed boundaries <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Knowledge of working with secondary school aged students • Some experience of working with children and young people with complex needs 	Application form Interview
<p>Personal Knowledge and Skills</p> <p><u>Essential</u></p> <ul style="list-style-type: none"> • An understanding of the principles of inclusion • A commitment to promoting equal opportunities and meeting individual needs • Awareness of confidentiality • Competent personal skills in dealing with young people • Commitment to helping every student achieve his / her potential • Ability to work as part of a team. • Able to manage time effectively. • Ability to be flexible to the needs of the children. • Effective communication, interpersonal and organisational skills. • Ability to use ICT to support students' learning. 	Interview References
<p>Crispin's Values and Ethos</p> <p><u>Essential</u></p> <ul style="list-style-type: none"> • Value the contribution that each individual brings to the school community • Respect and value diversity and promote equality • Promote and model mutual respect • Commitment to the importance of coaching and restorative justice • Commitment to inclusive education • Commitment to safeguarding and promoting the welfare of children and young people 	Interview

PERSON SPECIFICATION CONTINUED

Personal Qualities

Essential

- Empathy for children with special needs.
- Patience, empathy and compassion.
- Positive attitude to student development.
- A genuine interest in children and young people and a willingness to support and assist them towards independence.
- Good communication skills, flexibility, accuracy, ability to prioritise workload, strong organisational ability.
- Enthusiasm to support young people to develop intellectually and personally.
- A strong commitment to ongoing professional development.
- Resilience.
- Emotional intelligence.
- Ability to develop and maintain positive relationships with colleagues, staff, students, parents and carers.
- The ability to speak fluent English.

Desirable

- Possess an excellent sense of humour

Interview
References



Crispin School, Church Road, Street, Somerset, BA16 0AD

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Headteacher: Paul Reddick BA (Hons), MA, MA Ed

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