

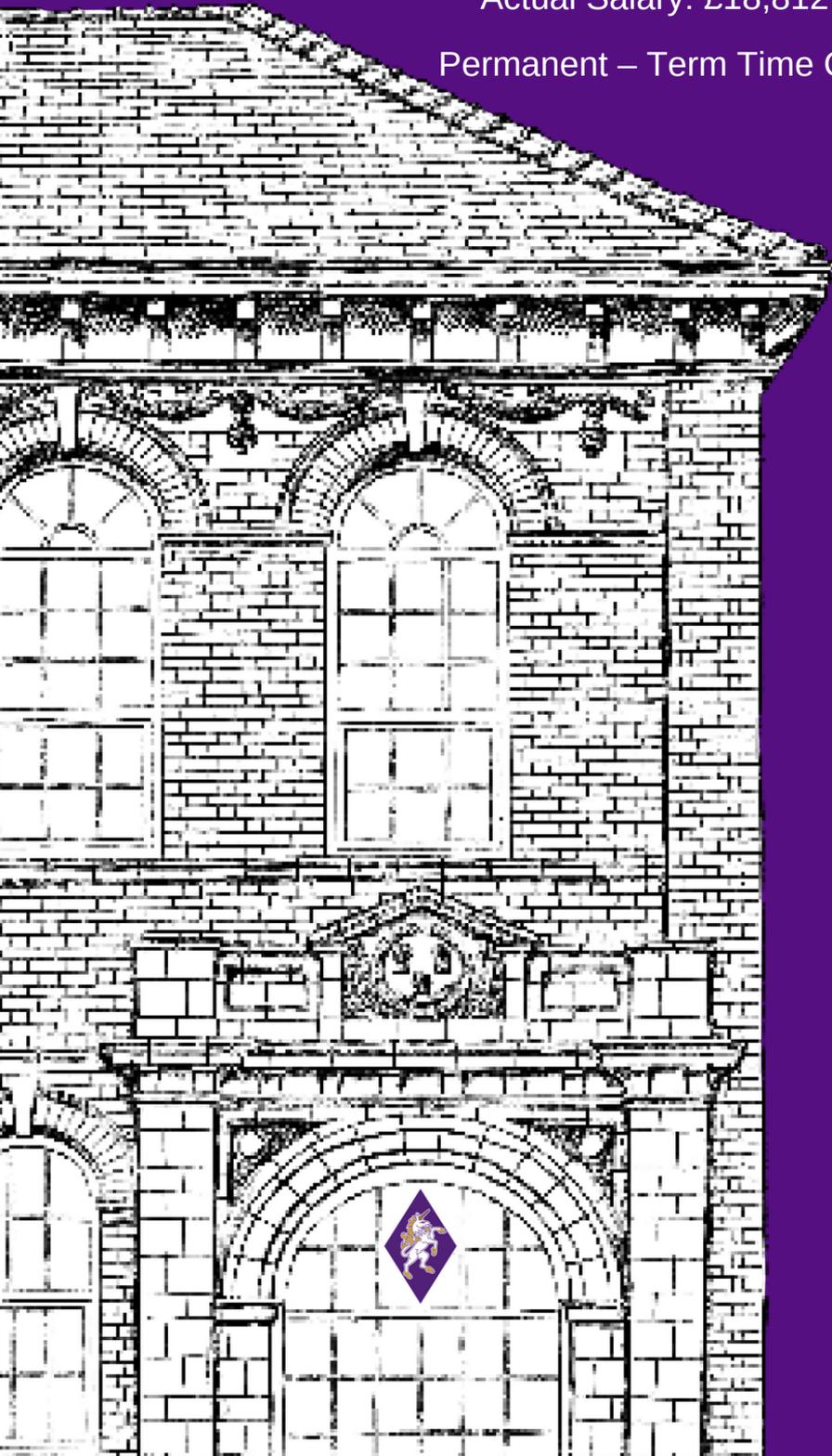
Candidate Pack

Teaching Assistant TA2 (SEN)

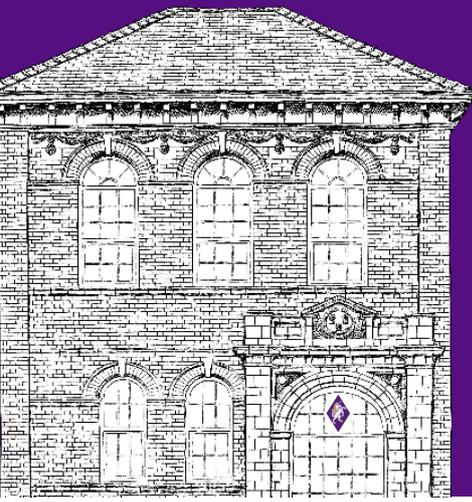
Salary: £21,968 - £24,054 pro rata

Actual Salary: £18,812 - £20,597

Permanent – Term Time Only + 5 days



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Welcome

Dear Candidate

I am delighted that you are interested in applying for the role of Teaching Assistant at our school. This is a key role in ensuring that students can experience an excellent curriculum across these subject areas.

Here at Sale Grammar School, we pride ourselves on providing an excellent educational experience for all our young people so that they can leave our school equipped to lead both happy and successful lives. We have the highest aspirations for everyone and work together to achieve these, acting in a way that demonstrates our values and virtues at all times.

Sale Grammar School is a happy and vibrant place to be. Our visitors always remark upon the warm and welcoming culture within the school and the excellent relationships that are evident between staff and students. Our teachers are passionate about their subjects and have a strong desire to instil in our students a lifelong love of learning, and as a result, they become creative and confident individuals, well prepared for the future.

Our outstanding pastoral offer has the right balance of both care and support, thus creating an environment in which students feel safe and secure, and as a result, they are able to thrive. An emphasis on a strong personal and social development offer enables our students to gain a better understanding of themselves and others and to understand the importance of making a positive contribution to both their local community and society as a whole.

Everyone is part of a team at Sale Grammar School and we place great emphasis on working and living together as a genuine community where each individual is equally valued and respected. We treat everyone with kindness, actively building effective relationships underpinned by mutual trust and respect, whilst seeking out opportunities to celebrate the success of both ourselves and others.

As a member of staff here at Sale Grammar School, you will join a team of committed individuals who are supportive of each other. We have an excellent Career and Professional Development Offer which includes a comprehensive, in-house training programme for both Teaching and Support Staff.

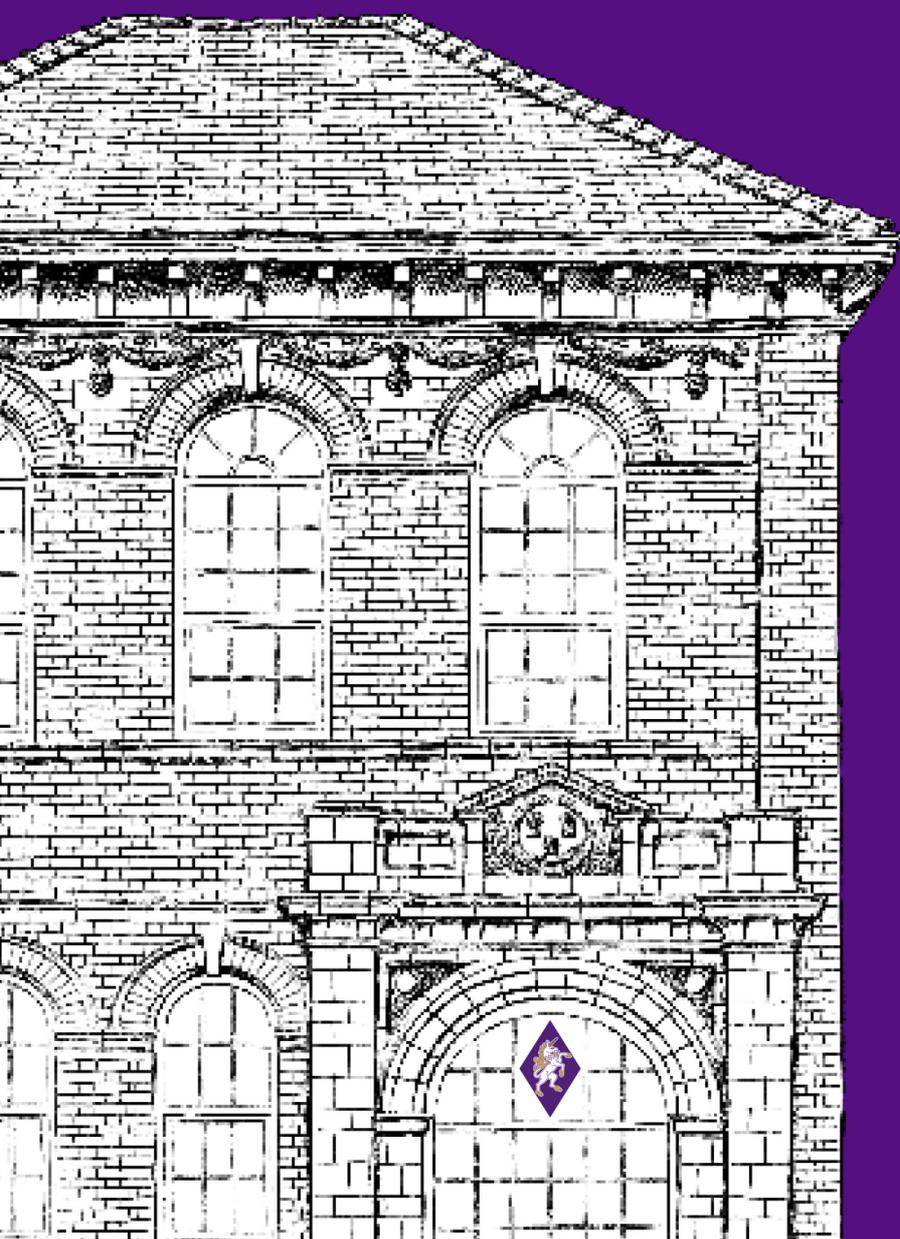
I do hope that once you have read the information here that you are interested in joining our school. If you would like to visit the school, then please do contact Mrs Humanski on office@salegrammar.co.uk and she will be able to arrange a visit for you.

With my very best wishes

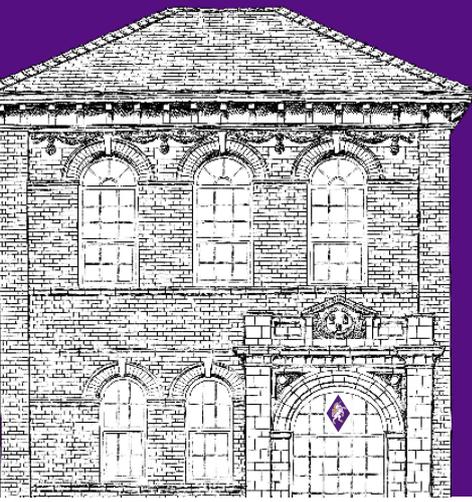
Rebecca Smith
Headteacher

"Leaders, together with governors, have incredibly high aspirations for all pupils and students. They are resolute in their determination to provide all pupils, including the most disadvantaged and those with special educational needs and/or disabilities (SEND), with an excellent all-round education."

Ofsted 2022



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Our School

Sale Grammar School is an oversubscribed, selective 11-18 State Grammar School situated in Sale which is in the Trafford Borough. We are a Single Academy Trust and more information about our School can be found on our website at www.salegrammar.co.uk as well as on our twitter feed @SaleGrammar

"Leaders have won the trust of staff, parents, carers and pupils."

As a Teaching Assistant you will join our exceptional Support Staff Team and will be directly line managed by the Hub Manager who works within the SEND Department. You will provide support for our students both inside and outside of the classroom, and as appropriate, will deliver well designed activities/teaching programmes/interventions. They will join the wider SEND Team which consists of the SENDCO, Hub Manager and a Team of Teaching Assistants. The school has a dedicated and welcoming SEND Hub which students can access throughout the school day.

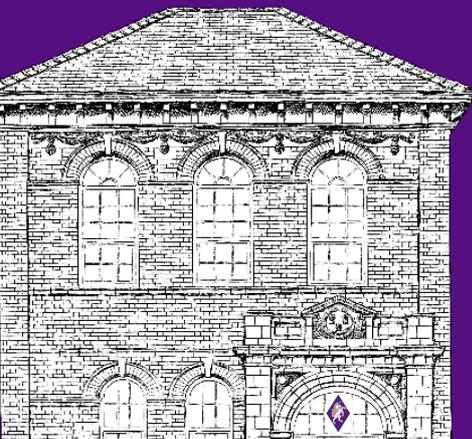
"Pupils' learning experiences are enhanced especially well by a comprehensive extra-curricular programme."

The school offers an excellent education to all its students through the curriculum that it offers, alongside the wider opportunities for its students and its strong pastoral care. Across the school there are over seventy different extra-curricular clubs and activities that our students can take part in, and the uptake across our entire student body is very high. These activities are offered by both Teaching and Support Staff, providing the opportunity for our Support Staff to get involved in the wider aspects of the School.

"Staff appreciate the consideration that leaders give to their workload and well-being. They spoke highly of the training that they receive to enhance their delivery of the curriculum further. "

There is a strong culture of wellbeing which permeates throughout the school. Through active stakeholder voice, we have worked together to initiate a range of workload reduction strategies for all staff. We have a clear mental health and wellbeing policy which outlines support for both students and staff. The offer includes access to an Employee Assistance Programme as well as clear HR Policies such as our Flexible Working Policy. Other benefits also include free tea and coffee, access to a Childcare Voucher Scheme and a Cycle to Work Scheme. In addition, there is an extensive CPD programme to support staff at all stages in their career.

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The Job Description

Teaching Assistant TA2 (SEN)

We are seeking an exceptional individual, passionate about working with our students, with the skills to contribute to the continued success of our vibrant school. Working under the guidance of the Hub Manager, you will support students to achieve their very best both inside and outside of the classroom.

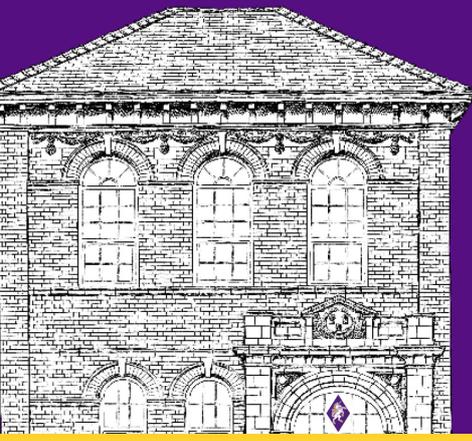
Key Areas of Responsibility

SUPPORT FOR STUDENT(S)

- Supervise and provide support for students, particularly those with special educational needs and disabilities, ensuring their safety and access to learning activities
- Assist with the development and implementation of cycles of “Assess, Plan, Do, Review” for students, and personal care programmes
- Regularly check-in with students to create and update Pupil Passports which can then be shared with teaching staff
- Establish constructive working relationships with student(s), acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all student(s) within the classroom.
- Support student(s) consistently whilst recognising and responding to their individual needs
- Encourage student(s) to interact and work co-operatively with others and engage student(s) in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to student(s) in relation to progress and achievement
- Provide specialist support to students with special educational needs, for example, learning, behavioural, communication, social, sensory or physical difficulties
- Support students in social and emotional well-being, reporting problems to the teacher/SENCO/pastoral staff as appropriate
- Support students at break times, lunch times, and after school clubs

SUPPORT FOR THE TEACHER

- Work with the teachers to establish an appropriate learning environment
- Work with the teachers in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate student responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports, as required, to the teachers on student achievement, progress and other matters, ensuring the availability of appropriate evidence



The Job Description

Teaching Assistant TA2 (SEN)

Key Areas of Responsibility (continued)

SUPPORT FOR THE TEACHER (continued)

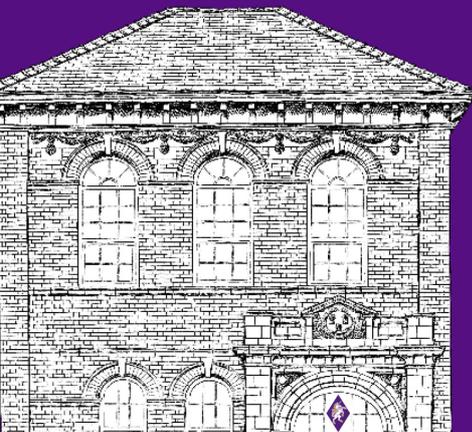
- Be responsible for keeping and updating records as agreed with the teachers and contributing to reviews of systems/records as requested
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher/SENCO within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed
- Complete Annual Review paperwork for students with EHCPs
- Attend meetings alongside the teacher/SENCO with parents, including Annual Review meetings for students with EHCPs
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes/interventions, adjusting activities according to student responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Help students to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

General Duties and Responsibilities

- Work as part of a team, attending meetings as required, and making suggestions as to the development of policies and processes
- Be able to communicate effectively both verbally and in writing with stakeholders, ensuring that the school's values and virtues are at the heart of all you seek to achieve
- Adhere to strict confidential practices in relation to all personal information, following GDPR policies and procedures at all times
- Participate in staff development and training and lead this if required
- Observe the school's vision and values, ensuring that these are at the heart of all decision which are made



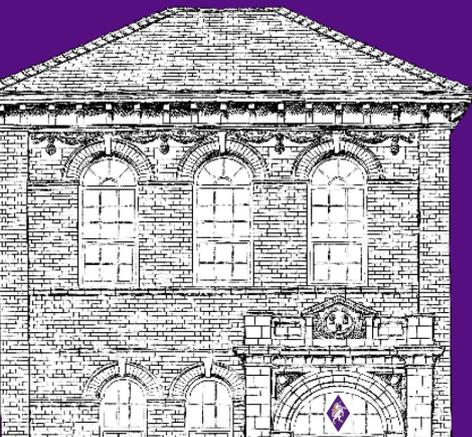
The Job Description

Teaching Assistant TA2 (SEN)

General Duties and Responsibilities (continued)

- Support the duty rota as required, undertake similar tasks, including exam invigilation and deputising for other support staff, and any reasonable requirement as may be determined by the Headteacher
- Understand the importance of inclusion, equality and diversity both when working with pupils and with colleagues, and to promote equal opportunities for all
- Be compliant with safety rules and procedure as laid down in your area of activity.
- Co-operate with the Business and Estates Manager in the fulfilment of the objectives of the school Health & Safety policies and practices, including the wearing of any protective equipment
- Supervise students on visits, trips and out of school activities as required
- Provide administrative support to the Learning Support Team
- To undertake other duties, commensurate with the role

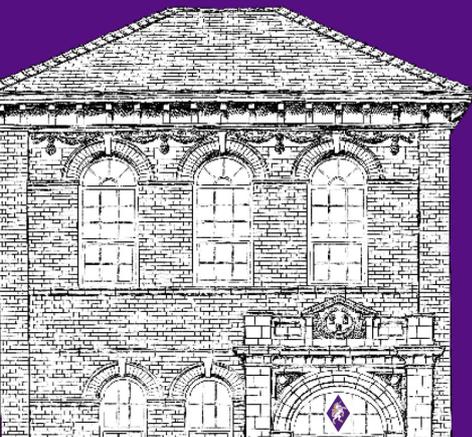
Sale Grammar School is responsible for safe recruitment and promotes the welfare of children. All our appointments are subject to Enhanced DBS clearance. We are committed to safeguarding and protecting the welfare of children and vulnerable adults and have this as our number one priority. We value variety and individual differences, and aim to create a culture, environment and practices which encompass acceptance, respect and inclusion and which demonstrate our core values.



Person Specification

Teaching Assistant TA2 (SEN)

<i>Qualities and Attributes</i>	<i>Essential</i>	<i>Desirable</i>	<i>Evidenced by</i>
Qualifications			
Qualifications/training equivalent to GCSE Grade 5/C Grade/ O Level Pass in English and Mathematics.	✓		Application
Qualifications/Training at Level 3 equivalent or above		✓	Application
TA2 Qualification or equivalent		✓	Application
Competent ICT user	✓		Application
Knowledge/Understanding/Skills/Abilities			
Able to communicate effectively with a range of young people and adults including parents and carers	✓		Interview
Knowledge of and compliance with policies and procedures relevant to child protection, health and safety	✓		Interview
Good organisational and planning skills and able to use initiative	✓		Application/Interview
Ability to promote positive behaviour and discipline	✓		Interview
Ability to use ICT effectively to support learning, report writing and general administration to support the Learning Support Team	✓		Application/Interview
Understand the requirements of the SEN Code		✓	Application/Interview
General/Personal Qualities and Characteristics			
An effective team player but who can think and work independently without supervision	✓		Application/Interview
Able to work under pressure and keep calm in a crisis	✓		Interview
Able to support young people's academic and social development	✓		Application/Interview
A good listener who has a genuine interest in the wellbeing of young people	✓		Application/Interview
An excellent health, attendance and punctuality record	✓		Interview
Ability to model acceptable behaviours and encourage good social skills	✓		Interview
Ability to extend children's thinking skills	✓		Interview

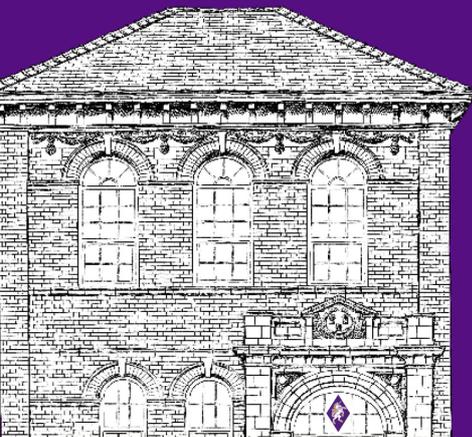


Person Specification

Teaching Assistant TA2 (SEN)

<i>Qualities and Attributes</i>	<i>Essential</i>	<i>Desirable</i>	<i>Evidenced by</i>
General/Personal Qualities and Characteristics continued			
Ability to communicate with a wide range of stakeholders using a variety of methods	✓		Application/Interview
Ability to work constructively as part of a team	✓		Application/Interview
Able to retain confidentiality at all times	✓		Interview

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Additional Information

Teaching Assistant TA2 (SEN)

If you have any general enquiries about the job, please direct these to Mrs Clare Humanski by emailing office@salegrammar.co.uk

How to Apply

All applications must be made using the School's application form which can be found on the school website on our 'Vacancies' page. Please note that we do not accept CVs.

You should return your completed application to Mrs Clare Humanski by emailing jobs@salegrammar.co.uk

The closing date for applications is clearly outlined on the advertisement. We are unable to accept applications after the deadline has closed.

Timeline for Interviews

All completed application forms will be reviewed by the recruitment panel and a short-list of candidates will be drawn up. Successful candidates will be notified and invited for interview as soon as possible after the closing date. Please note that we are unable to provide any feedback on applications.

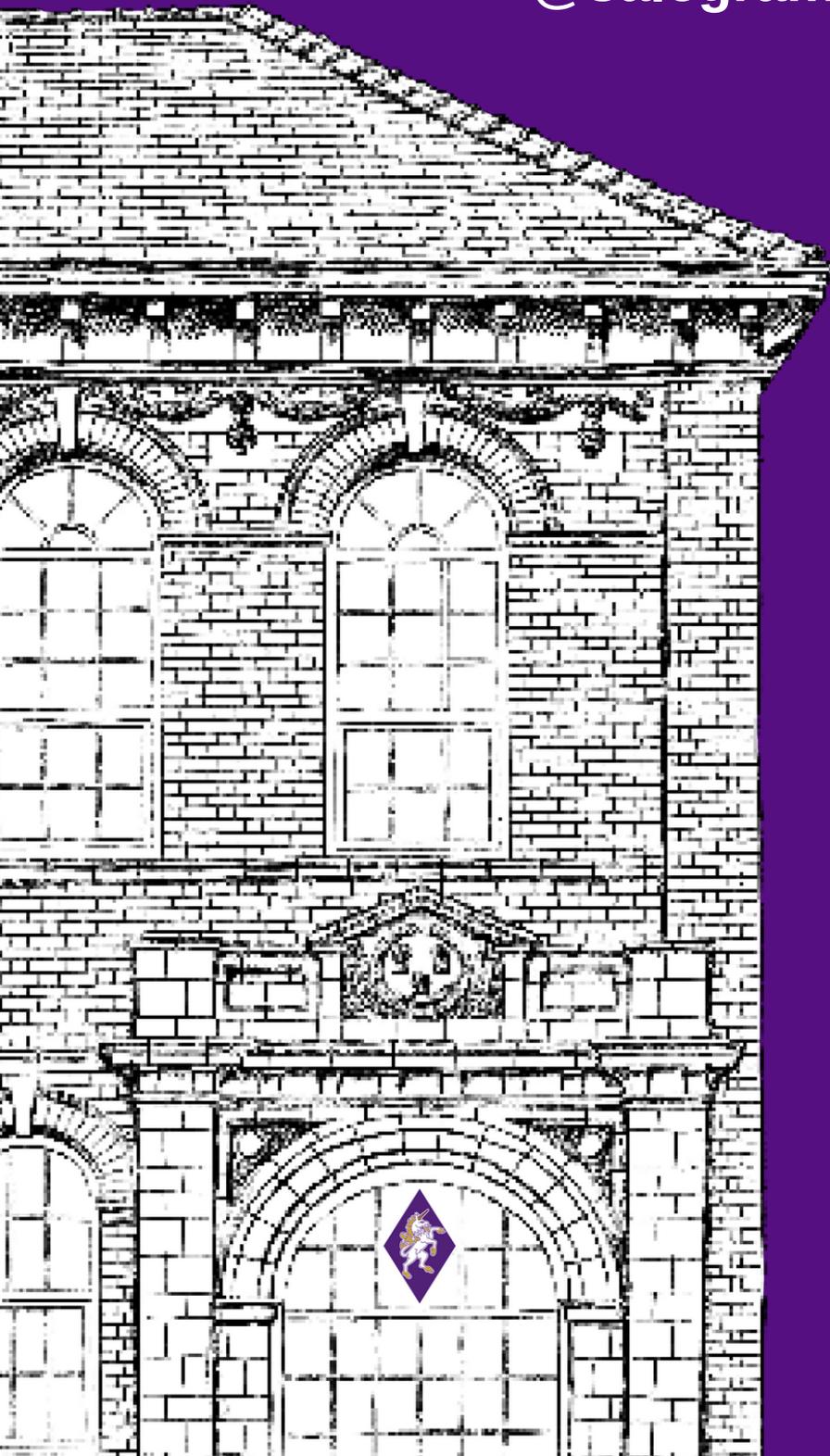
Safeguarding Commitment

Sale Grammar School is an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our values and virtues.

Thank you for your interest in this post.

www.salegrammar.co.uk

@salegrammar



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