



WOLVERHAMPTON
GRAMMAR SCHOOL

TEACHING ASSISTANT

Full-time. Fixed term. Required for September 2023.

PROVIDING AN EDUCATION THAT TRANSFORMS LIVES AS WELL AS MINDS

Wolverhampton Grammar School is one of the **oldest schools in the country**, founded in 1512 and as a **selective** and **co-educational independent school** of **768 pupils aged 4-18 years**, it enjoys an **outstanding reputation**. **Award-winning** and judged **"Excellent"** by the **Independent Schools Inspectorate**, this is your opportunity to join a **nationally recognised, forward thinking School**.



Are you looking for your next challenge? We are seeking a 1:1 Teaching Assistant to support and inspire students in our Senior School.

You will join a community that thrives on challenge and intellectual curiosity, one where your skills will continue to be developed with an individually prepared professional development plan.

The successful candidate will join a community of teachers and support staff who excel in delivering a personalised, individual learning experience. You will have access to a range of professional support services including HR, IT, Library Services, Marketing, Communications and Development.

For more information about the School and to download the Job Description and Application form, visit www.wgs.org.uk or contact Marsha Martin telephone: 01902 421326 email: recruitment@wgs-sch.net



CLOSING DATE FOR APPLICATIONS: FRIDAY 16TH JUNE 2023, 12PM

INTERVIEWS WILL BE HELD WEEK COMMENCING MONDAY 19TH JUNE 2023



INTRODUCTION TO THE OpAL DEPARTMENT (SEN)

Wolverhampton Grammar School is a dyslexia friendly school. The Opportunities through Assisted Learning (OpAL) programme provides specialist teaching that is in addition to and different from classroom teaching, providing pupils with specific learning difficulties the opportunity to achieve their full potential. It is a unique and powerful example of how able dyslexic students can achieve when given the opportunity of an academic education. High quality intervention is delivered to students by Specialist Teachers/ Teaching Assistants to small groups or on a one-to-one basis for up to 4 hours per week. The curriculum is adapted to their individual needs, such as disassociation from one or both Modern Foreign Languages or a reduced curriculum at GCSE. All students with SEND are screened and if the requirements for access arrangements are met, receive these in examinations.

The School has a global alumni community, known as Old Wulfrunians, and many of them have used their OpAL experience as a springboard for success in their careers, notably in the worlds of the arts, journalism, politics and public service.

The department inhabits its own learning hub area within the School site which includes teaching and learning spaces tailored to support OpAL students.

Pupil communication profiles for each student are provided to each of their teachers detailing their individual learning profile and suggestions for suitable teaching activities. OpAL staff also support students in some lessons, as required and close links with teaching

staff enable effective communication and support for OpAL students. We record student progress in class through half-termly monitoring sheets and each student has a lead teacher within the OpAL department who oversees their progress and liaises with parents throughout the year.

OpAL students consistently perform well in GCSE and A Level public examinations.

The School places a high emphasis on the use of technology in teaching and all teachers use iPads and online technology to enhance their lessons. There are digital projectors in all classrooms

National award winning and judged "Excellent" in all areas by the Independent Schools Inspectorate, as the leading Independent school in the city we enjoy an outstanding reputation and put the wellbeing of our staff and students at the heart of everything we do. Our staff benefit from a comprehensive and personalised professional development and leadership programme.

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JOB DESCRIPTION: TEACHING ASSISTANT

Summary of the role:

To provide learning support for students in the Senior School.

Contract/Hours of Work:

37.5 hours per week, term time only - exact times of work subject to timetable needs. Fixed term contract.

Pay Grade:

SCP 23-27 (£17,795 - £20,329).

Line Manager:

Head of Special Educational Needs and Disability (SEND)

Teaching Assistant duties to include:

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

- Assist in the educational and social development of student under the direction and guidance of the Academic Deputy and Head of SEND.
- Work with other professionals and with the student's parents, as necessary.
- Assist in the implementation of the student's Educational Health and Care Plan, individual education programme, subject revision, completion of set work.
- Develop an understanding of the specific needs of the student.
- Provide support for the student inside and outside the classroom to enable the student to fully participate in activities.
- Ensure the student has full access to learning facilities and opportunities or that reasonable adjustment is made to provide an alternative.
- Work with subject teachers and Head of SEND to plan and support students' classwork and homework and to monitor students' educational progress.
- Recognising and responding effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment; following relevant policies and procedures.
- Ensure, where possible, physical safety of the student whilst on School site.
- Use behaviour management strategies, where necessary, in line with School's policy and procedures.
- Support student's emotional or behavioural needs and help develop social skills.
- Attending educational visits with pupil where necessary.

Administrative Duties:

- Where necessary, support the student's personal organisation, preparation of materials and other tasks in order to support learning.
- Maintain student's records and report both formally and informally on student's progress.
- Meet with classroom teachers on a regular basis to discuss issues relevant to pupil.
- To attend OpAL departmental meetings when required.

General Duties:

- To take responsibility for promoting and safeguarding the welfare of children and young people.
- To participate in the School's staff appraisal system as appropriate.
- To present the best possible image of the School in general, and, in particular, in all contact and communications with the general public, visitors, parents, students, customers, suppliers and all other external organisations.
- To undertake training and staff development as needed and as determined by Line Manager.
- To undertake such other duties, commensurate with the post, which your manager, or members of the Senior Management Team may reasonably and occasionally require, including working evenings, open days and covering for absent colleagues.
- Knowing the School regulations and health and safety policy; being aware of and implementing, the School rules and School policies, in particular safeguarding of children.
- Implement all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety, and that of any other persons who may be affected by their acts or omissions at work.

You may also be required to undertake such other comparable duties as the Head requires from time to time.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION: TEACHING ASSISTANT

	Essential These are qualities without which the Applicant could not be appointed.	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	Method of assessment
Qualifications	Good general level of education		Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	Familiarity with computer systems and VLEs Work with young people Work in School or College	Broad based understanding of Key Stage 3 curriculum Working with students with specific learning difficulties	Contents of the application form Interview Professional references
Skills	Good interpersonal and communication skills People handling skills Adept at record keeping IT literate		Contents of the application form Interview Professional references
Knowledge	Possess a range of strategies to assist learning and support a student's social inclusion	Strategies to consolidate learning Experience working 1:1 with secondary students Be familiar with EHCP, implementation and review	Contents of the application form Interview Professional references
Personal competencies and qualities	Motivation to work with children and young people Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours Positive attitude to use of authority and maintaining discipline Commitment to high standards of service Good team worker Patient Organised Confident to work individually and own initiative		Contents of the application form Interview Professional references