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**SEN**

**Teaching Assistant**

**(Literacy Support)**

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**BUCKLER’S MEAD ACADEMY**

**SEN Teaching Assistant**

**(Literacy support)**

**25 hours per week (Term Time only)**

**Grade 14 (£10,297 per annum)**

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#### THE YEOVIL AREA

Yeovil is a large market town set close to the Somerset/Dorset border. The countryside around Yeovil is breathtakingly beautiful, ranging from picturesque villages, open rolling pastures and dramatic hilly areas to the large towns of Taunton and Dorchester not far away. Buckler’s Mead Academy is situated on the edge of town, towards the Dorset border.

**THE ACADEMY**

Buckler’s Mead Academy is a caring, 11 – 16 community academy of approximately 800 students, where we all want the very best for every student and we constantly strive to improve.

**“You have supported me and taken an interest in everything I have done, my confidence has improved so much.”**

This student quote encapsulates our belief in educating with care to enable students to succeed. At Buckler’s Mead we recognise young people develop at different rates, have differing hopes, ambitions and career paths. Here, young people are exposed to a wealth of opportunities both within and beyond the classroom in an academy that places a strong emphasis on the development of well-rounded individuals of whom the staff and parents can feel justifiably proud.

We are very clear that the gender, background, race, poverty, wealth or social state of a student should have no bearing on how well they perform and staff here work extremely hard in trying to close that gap between the different groups of students. We have an excellent reputation for our inclusive work with EAL and SEND students.

Visitors often comment on the warm, friendly and positive relationships between staff and students and within the staff body itself, which are an immediately apparent hallmark of Buckler’s Mead. Our teachers have high expectations of themselves and of our students. Regardless of their ability, students are set challenging and ambitious targets for their academic progress. Over the past 5 years the quality of Teaching and Learning has risen at Buckler’s Mead. We also have high expectations in relation to attendance, punctuality, uniform and behaviour, so everyone has the opportunity to succeed. Our academy environment is positive, engaging, supportive and purposeful.

Ofsted visited us in June 2018 and we were delighted to receive a ‘Good’ judgment.

**Some key points from the report:**

* *Pupils feel safe and cared for well.*
* *The school has an inclusive ethos.*
* *The school is always looking to improve the outcomes for pupils.*
* *The school has a friendly atmosphere.*
* *Pupils are supported well and making good progress.*

For further details please read the report on our website: [www.bucklersmead.com](http://www.bucklersmead.com)

We have a policy of investing in staff with support, care and training, and are recognised “**Investors in People”,** having been eight times awarded the prestigious national accolade for the quality of our staff development and personnel practices. We are also currently providing two **staff benefit packages for permanent staff: Edenred discounts and Simply Health.**

### THE POST

Duties of the role will include:

* Taking responsibility for the supervision of small groups of students in a given activity
* Contributing to assessment through observation and recording of assessment data
* Contributing to the student’s IEPs and support plans
* Sharing progress and observations with teaching staff to improve provision in the classroom
* Proactively recording achievements and incidents on the academy’s SIMs system
* Devising and supervising a range of either physical or creative activities
* Preparing relevant materials to support intervention programmes
* Delivering literacy intervention (ILI) in 1:1 or small group sessions

There will be a supportive induction programme and relevant training to help integrate the successful candidate into the SEND team and the academy environment. As an academy and department we actively encourage sharing best practice and the person appointed can be assured of support to effectively meet the students’ needs.

### WHO ARE WE LOOKING FOR?

We are looking for an experienced Teaching Assistant, who is dedicated and passionate about supporting students with Special Educational Needs, to join our SEN team and provide support for students from ages 11 – 16 with literacy difficulties. We would require the successful candidate to run 1:1 or small group literacy interventions and also support students in mainstream lessons.

The person appointed will need to be outgoing, enthusiastic and patient with experience of working with SEN students, preferably with literacy experience. Ideally, the successful candidate may have already received training in either Integrated Literacy Intervention (ILI) and/or Spelling Detectives, in an education environment, however training will be provided.

The SEND team work closely together and it is therefore essential that you can build good relationships with others quickly and efficiently and can work well as part of a team.

**THE APPLICATION AND SELECTION PROCESS**

## The accompanying Job Description gives further information about the knowledge, skills, experience and attributes, which the successful candidates will possess.

Applicants should apply using the Buckler’s Mead Academy application form along with a letter of application, not exceeding two sides of A4, giving details of their interest and suitability for this post. Please send your completed application to Mrs Sara Gorrod, Headteacher.

Closing date: **FRIDAY 6 SEPTEMBER 2019 (9.00 am)**

Interviews**: week beginning 9 SEPTEMBER 2019.**

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| Buckler’s Mead Academy is committed to safeguarding and promoting the welfare of children in line with the DfE guidelines “Safeguarding Children: Safer Recruitment and Selection in Education Settings”. Please read the enclosure relating to our policy in line with Somerset County Council procedures.The Academy has a policy commitment to equal opportunities in employment and seeks to ensure no employee or applicant receives less favourable treatment than another. The academy welcomes applications from as wide a range of candidates as possible. All posts are filled on merit. |

***Thank you for your interest in this post – we look forward to receiving your application***



#### Buckler’s Mead Academy

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|  **JOB DESCRIPTION** |

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| **Establishment:** | Buckler’s Mead Academy |
| **Job Title:** | SEN TA (Literacy Support) |
| **Job Grade:** | Grade 14 |
| **Reports To:** | SENCo |
| **Main Purpose of Job*:*** |
| In conjunction with the SENCo, to organise, monitor and support the implementation of personalised learning provision for a range of students requiring literacy support. |
| **Main Responsibilities and Duties:**  |
| * Under the guidance of the SENCo, monitor and review individualised support packages (Personalised Learning Passports) for students on a one-to-one or small group basis.
* Support students with literacy in lessons, where directed by the SENCo.
* In conjunction with teachers and specialist Teaching Assistants, develop resources to support the work of individual teachers or departments to improve provision for students.
* Support the SENCo to implement the SEN Policy by supporting staff and students to embed strategies to improve provision for SEN students.
* Observe students in lessons to provide evidence of need and consider appropriate intervention programmes, under the direction of the SENCo.
* Support the smooth running of Learning Support Base1, by supervising students during timetabled lessons or where the SENCo directs.
* Support the learning of identified students before, during and/or after school through the provision of agreed additional study/skills opportunities.
* Provide a link to the Pastoral team developing detailed knowledge of all identified students within the cohort.
* Use data and ICT extensively to ensure appropriate students are identified for support and that this group’s progress is monitored and reported appropriately.
* Support the personalised learning agenda through the development of other relevant materials.
* Support the work to personalise learning for students through attendance at relevant subject meetings across the academy
* Under the direction of the Senior SEN TA, support students with special needs through the examination process as required
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| **Physical Effort and Working Conditions:**  |
| Normally SEN TAs will work within the academy environment, although participation in trips and visits should be anticipated. There may occasionally be some physical risk in dealing with an individual student’s aggressive behaviour. High levels of physical and emotional energy will be demanded routinely. |
| **Knowledge, Skills and Experience:**  |
| Previous experience of working with SEN students in an educational role. Experience of supporting students with SEN. Personal presence and professionalism and a willingness to learn are important. Good oral and written communication, organisational skills and commitment to student achievement are essential. Academic qualifications to ‘A’ level or equivalent, ICT proficiency and data handling skills would be advantageous. Previous school experience beneficial. The ability to work flexibly within the hours worked, with a wide range of subject areas, learning needs, year groups and as part of a team and as an individual is required. Occasional First Aid duty cover may be required. |
| **Additional Information:**  |
| * The Academy reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
* All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.
* All duties and responsibilities must be carried out with due regard to the Academy’s Health and Safety Policy.
* Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.
* The Academy has an outstanding record of support and development of its staff and the successful candidate is guaranteed excellent support through our CPD structure. The post is subject to a 6 month probationary period.

To undertake such other duties as may be reasonably required and which are consistent with the general level of responsibility of this job/as deemed necessary by the Line Manager, Business Manager or Headteacher. |
| **Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:Job Holder: …………………………………………………………. Date: …………………Line Manager: ……………………………………………………… Date: …………………Designated Senior Manager: …………………………………….. Date: ………………… |

June 2019