THE CONSORTIUM
ACADEMY TRUST

Wolfreton
SCHOOL AND SIXTH FORM COLLEGE

Teaching Assistant – Level 2

Information for Candidates





Wolfreton School and Sixth Form College
Well Lane
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Dear Applicant

Thank you for your interest in our vacancy for a permanent Teaching Assistant – Level 2. This post is for 29.17 hours per week; Monday to Friday 8.30am to 3.10pm with a 30 minute lunch break. The actual salary is £12,754.

Wolfreton School and Sixth Form College is a large and forward-thinking school and is a part of The Consortium Academy Trust (TCAT). We are an ambitious community and recognise the impact of exceptional staff on the development of our positive and engaged student body.

Our Teaching Assistants work proactively to support students in carrying out their work in a calm and productive environment. They are able to work both independently and as part of a team, be enthusiastic about working with children, committed to providing help and support and be interested in how children learn. The successful candidate will join our Learning Support Team who work across all Key Stages. The Learning Support Department operates on a curriculum model and in general, Teaching Assistants work within a small number of departments, rather than with individual students, and may be required to support in the Rushanje Facility. Some of our students attend off-site courses and our Teaching Assistants may be required to escort them to their placements and remain with them in support.

As a large secondary school, the support required for our students is very varied and Teaching Assistants need to be physically fit to meet the demands of regular movement between classes. In addition to classroom support the successful candidate may be required to perform additional duties such as homework support and break time supervision.

In 2016 we moved into our new single site, purpose-built school. With state-of-the-art facilities and a real commitment to the values encapsulated in our strapline, 'The Wolfreton Way – Excellence, Endeavour, Respect', the school really is at an exciting stage of its development.

You will find information about the school, the role and the application process in this pack. Please visit our website www.wolfreton.co.uk for further information about Wolfreton School and Sixth Form College.

Yours faithfully

Susanne Kukuc
Headteacher

Our Values and Goals

At Wolfreton, we want everyone to fulfil their potential, to excel and to leave prepared to achieve all of their ambitions. To enable this to happen, we are all committed to simple and straightforward values and goals.

Our Values

Excellence	We aim to **INSPIRE** – to be the best that we can be
Endeavour	We promote the qualities of **DETERMINATION** and **COURAGE**
Respect	We are firm advocates of **FRIENDSHIP** and **EQUALITY**

Our Goals

Create	An inclusive caring environment that enables every student to enjoy learning and achieve their academic potential.
Prepare	Responsible young adults who value learning, helping them to make a positive contribution to society.
Develop	Self-confidence, motivation, aspiration and commitment in every student, celebrating all achievements.
Respect	Every young person's right to learn while encouraging them to stay safe, be healthy and enjoy equal opportunities.
Provide	All students with a broad and balanced curriculum, enabling them to develop and achieve economic well-being.

General School Information

Wolfreton School and Sixth Form College is a large comprehensive school with over 1500 students on roll, including on average around 200 in the Sixth Form. We are a successful school with a positive and engaged student body and a dedicated and talented staff.

The school is set in the attractive leafy suburbs of the East Riding of Yorkshire close to the Wolds and only seven miles from the market town of Beverley. The catchment area covers the pleasant residential districts of Willerby, Kirk Ella and Anlaby in the East Riding of Yorkshire. These are relatively affluent areas with good quality housing and access to varied leisure opportunities. Proximity to the M62 ensures easy access to the motorway network and other major cities in Yorkshire and beyond.

Historically Wolfreton was a split-site school, however in August 2016 we took possession of our new single site school. Having had the opportunity to work with the design team and construction company during the build period, many have had an input into the new school. This has ensured that the building really can deliver. Staff and students alike are now enjoying the benefits of high quality accommodation, equipped with the latest technology and specialist facilities that are among the best in the region.

Wolfreton is a good and ambitious school. This was recognised by Ofsted in our most recent inspection in October 2013, when the achievement of students, quality of teaching, behaviour and safety of students and leadership and management were all judged to be good. Since then, we have seen continuing improvements across the school. Staff are ambitious and students are too. Students are keen to work with staff and take advantage of the many opportunities they are offered.

Standards of attainment at Wolfreton exceed the national average. Up to date exam results can be found on our website. Students enjoy access to a broad and balanced curriculum, and specialist teaching ensures that engagement and progress can continue to increase for all.

The school is a disciplined and well-organised environment. We have high standards of school dress and have clear expectations on punctuality, attendance and behaviour. Our students are positive and respond well in all aspects of school life.

The Sixth Form College is focussed on providing high quality teaching and care to secure the best achievement and outcomes for all. As a school, we have a long history of partnership working in this area, being a part of 'The Consortium Sixth Form Partnership', a widely recognised successful sixth form partnership with two other local schools. Students are able to study at Wolfreton as well as having the option to study subjects at either of the other Consortium schools. The Sixth Form has a dedicated suite of teaching rooms and facilities within the building, giving it a bespoke Sixth Form College feel in this area. Sixth Form students play a full roll in the life of the school, but equally will continue to enjoy the advantages of this dedicated provision.

Wolfreton teachers are known for their caring approach with all students and we are committed to providing strong and effective pastoral support. Our established House systems creates a smaller family feel in a large school. Each tutor group belongs to one of our five Houses, with tutors in this team led by a Head of House who is a member of the teaching staff, and a non-teaching House Pastoral Manager. Heads of House are committed to developing the ethos of their House. As well as recognising successes, they focus on student progress and lead valued opportunities to work collaboratively through inter-house competition and charity challenges across the House and the school.

As a school we firmly believe opportunities and experiences play a huge role in enabling young people to develop their skills and attributes beyond the classroom. The school prides itself on the wide range of extra-curricular opportunities offered to our students. Annually, students take part in over 250 teams,

clubs, and events. Staff give a great amount of time to these and the students and school have achieved many accolades in the widest range of fields.

The school has a strong community ethos. We have built close links with the world of business and have developed links both nationally and internationally, for example with the Rushanje School in Uganda, who we continue to support through charity initiatives.

Wolfreton remains a popular choice for secondary education. Our annual intake of 270 students is taken mainly from five neighbouring primary schools, with whom we have excellent and close relationships. We are also committed to high quality induction and ongoing training and staff development.

The Consortium Academy Trust

In September 2017, Wolfreton School and Sixth Form College, along with Cottingham Academy Trust and The Hessle Academy Community Trust founded a new multi academy trust, 'The Consortium Academy Trust'. The schools have a shared history of over 25 years of working together through our Consortium Sixth Form partnership. TCAT now comprises six secondaries and two primary schools with over 7500 learners and a significant staff team. The Trust has been developed in order to provide a platform to deliver high quality educational experiences for the children and young people within our local community, to enhance and improve their life chances and enable them to make substantial and sustained contributions to society. We will achieve this by building a strong, regional offer that supports the educational aspirations of current and future generations while providing excellent career opportunities for staff.

The Consortium Academy Trust:

- Promotes excellence for all learners
- Actively encourages shared working, adopting common approaches where it is in the best interests of learners
- Establishes robust and transparent systems of accountability

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Job Description

Job Title: Teaching Assistant – Level 2

Pay Scale: NJC Scale 5 - £19,312 FTE (£12,754 actual salary)

Work Pattern: 29.17 hours per week
Monday to Friday, 8.30am to 3.10pm with a 30-minute lunch break
Term time only plus 1 additional training day

Main Purpose of the Job

To provide specific assistance to children with special educational needs, within the school environment and on school outings and to provide general assistance to teaching staff in respect of these students.

To have a clear understanding of the range of difficulties that students present in mainstream schools and to be able to demonstrate suitable strategies which can be implemented to enable these children to fulfil their potential and partake fully in all aspects of the National Curriculum and school life.

Main Tasks

Principal Accountabilities for Teaching Assistant Level 2

Supporting Teaching and Learning

- To liaise with classroom teachers, and SENDCo and use student information to provide appropriate support for teaching and learning enabling students to make expected progress.
- To implement literacy and numeracy support programmes for groups of students and individuals.
- To undertake small group/individual teaching for literacy, numeracy and science support, under the guidance of the Learning Support teachers and SENDCo.
- To provide learning support in the Rushanje House Facility.

Student Support Escort Assistance

- To transfer students between lessons or activities as and when necessary.
- To assist with the supervision of individuals, or groups of children during lessons, break periods and on school outings.
- To liaise with teachers and Pastoral Managers over any concerns, regarding the wellbeing of students.
- To meet students at the start of the day and escort to taxi/parents at the end of the day as necessary.

Routine Duties

- To undertake routine clerical duties eg maintenance of simple records, including the maintainance of a Teaching Assistant support file, reproducing work sheets, notes, display etc.
- To be able to use ICT, as required, to carry out the duties of the post in the most efficient and effective manner.
- To provide personal care to students when required.
- To contribute to the review of students' progress, in writing.
- To prepare and look after teaching materials and equipment.
- To store and retrieve the teaching materials and equipment as required.
- To assist professional staff with the administration of student assessment.
- To undertake break, lunchtime and before and after school duties, when required.
- To contribute to developing a system of recording student progress.

General

- To have an awareness of any relevant legislation, policies and practices in relation to SEND and to respond to any changes.
- To safeguard children and vulnerable adults from harm and to report concerns in accordance with the School's policy.
- To deal professionally with colleagues and external partners as required.
- To ensure the confidentiality and security of all the School's documentation and information.
- To attend training/refresher courses and meetings as required.
- To co-operate and take part in the Support Staff Development Process.
- To carry out other such appropriate duties that maybe reasonably required to successfully carry out the role.
- As a member of support staff, contribute to the Fire Evacuation procedures acting as a sweeper for a key area when required.
- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees.
- Therefore, it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
- The above duties may involve having access to information of a confidential nature which may be covered by the GDPR. Confidentiality must be maintained at all times.

Perform other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

These tasks are indicative of the duties and accountabilities of the role and as such are not exhaustive. They will be reviewed periodically to reflect the changing needs, aims and values of the academy and the wider Trust.

Your duties may involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees of The Consortium Academy Trust will be expected to comply with the GDPR when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. In addition you may be expected to take part in any other reasonable duties which may be required by the Headteacher.

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Person Specification

Job Title: Teaching Assistant – Level 2

Category	Essential	Desirable	Evidence
Qualifications and Training	• Good basic level of education. • Evidence of commitment to personal and professional development. • Level 2 Literacy, Numeracy and Science.	• SEN qualification, e.g. NVQ Level 2 Supporting Teaching and Learning. • ELSA Training	Application form / interview
Experience	• Experience of working with children and/or young people with SEN, preferably in a Secondary school environment. • Evidence of experience to support the required duties as specified in the Level 2 Job Description. • Evidence of working with students with a range of difficulties including behavioural difficulties. • Able to demonstrate evidence and knowledge of strategies that can be implemented to promote inclusion.	• Experience of delivering intervention programmes to small groups and/or individuals. • Experience of assessing student progress. • Experience of evaluating the success, or otherwise, of intervention programmes.	
Skills, Knowledge and Aptitude	• Knowledge of a range of special educational needs. • Knowledge and understanding of Child Protection and Safeguarding issues in Schools. • To have a clear understanding of the range of difficulties that students present in mainstream schools and to be able to demonstrate evidence and knowledge of strategies which can be implemented to enable these children to fulfil their potential and partake fully in all aspects of the curriculum and school life. • Knowledge of the curriculum and an understanding of the expected progress students should make. • To have an awareness of any relevant legislation, policies and practices in relation to SEN.	• Knowledge of SEN Code of Practice and how this informs day-to-day practice within a secondary school. • Knowledge of emotional literacy. • Ability to set up and run games for students with a physical handicap. • A greater understanding of supporting students in Literacy, Numeracy and Science.	Application form / interview
Personal Qualities	• High levels of organisational and self-management skills. • Ability to develop effective professional relationships with students and staff. • Good communication skills, both written and spoken. • Appropriate awareness of health and safety in relation to area of work. • Effective team player • High levels of personal and professional integrity. • Personal impact and presence to inspire respect and confidence in students, colleagues and parents. • Confidentiality. • Self-motivation and willingness to accept responsibility. • Commitment to the School ethos of respect and inclusion for all. • Commitment to the safety and welfare of students. • A positive role model for young people and colleagues. • Energy, enthusiasm, optimism and ambition. • Excellence of day to day contribution and reliability. • Ability to follow instructions for the SENDCo and teaching staff.	• Good IT skills. • Level of fitness required to support students in practical lessons, including PE • Willingness to get involved in wider extra-curricular activities. • Willingness to contribute to and participate in continuous professional development.	Interview

How to Apply

Thank you for taking time to read our Candidate Information Pack and we hope that you have gained a useful insight into our school.

Further information about the school can be found on the website www.wolfreton.co.uk

Application Form
An application form can be downloaded from the school website. Within the personal statement please outline how your skills and experience equips you for this role.

Completed applications should be returned to recruitment@wolfreton.co.uk no later than 9.00am on Friday 26 February 2021.

Interviews
Interviews are scheduled to take place w/c 1 March 2021. This date may be subject to change.

Applicants who are not contacted within two weeks of the closing date should assume they have not been shortlisted for interview.