The John of Gaunt School Trowbridge
A Community Academy

APPLICATION PACK



'Creating an irresistible climate for achievement'

The John of Gaunt School Trowbridge

A Community Academy

Vision Statement

‘Creating an irresistible climate for achievement’

- We challenge, support and encourage every student to achieve their potential.
- We believe effort and dedication lead to success and we raise aspirations.
- We personalise our provision to meet the needs of individuals.
- We enable our students to flourish as confident learners and leaders of our community.
- We create a culture where all stakeholders feel valued, supported and proud.
- We work collaboratively to improve outcomes for our students and support other schools to improve.



The John of Gaunt School Trowbridge
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Maths Faculty Teaching Assistant

Permanent Contract

Thank you for enquiring about the above position, which starts 2nd September 2019. I am incredibly proud of our school community and hope the following information inspires you to apply.

The John of Gaunt School is a large and dynamic place with approximately 1060 students on roll; our student body is very diverse in ability and students are increasingly aspirational. We are currently a single Academy and actively promote collaboration with our feeder primary schools through the Trowbridge Schools' Social Enterprise - Collaborative Schools Ltd and the West Wiltshire Alliance; a partnership of 8 secondary schools and Wiltshire College. A good 'flavour' of the school can be gained from the 2018 Ofsted report, the outcome of which was that we were judged as continuing to be 'good'. We are a truly inclusive school and work hard to serve the needs of the community.

We are looking for a well-organised and reliable colleague who is able to relate well with students to support them in their learning within their Maths lessons. The post is for 30 hours per week x 39 weeks per year and is paid at Grade E, £19,171 - £19,945 per annum, paid pro rata. This equates to £13,197 - £13,729 per annum, under 5 years' service.

Some flexibility regarding hours is required, particularly over examination periods. Currently the hours are worked as follows:

- 9.05am – 3.00pm supporting in Maths lessons
- One lunch duty per week
- One after school homework club per week
- 4 mornings of tutor time intervention, 8.45 – 9.05am
- Attendance at Monday training sessions after school as required
- Additional time during exam season

With this letter you will find several documents:

- Advertisement
- Job Description
- Person Specification
- Application form*

*Separate attachment. If you are accessing this information via our website, you will find the application form in the section About the School/Current Vacancies.

The closing date for applications is 10.00 am on Tuesday 16th July; interviews will be held on Monday 22nd July 2019.

Please mark your application for the attention of Mrs Baldwin.

If you haven't heard from us by 23rd July please assume that you have been unsuccessful on this occasion.

Thank you, once again, for your interest in this post. I look forward to reading your application.

Yours sincerely

Paul Skipp
Headteacher

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We are committed to safeguarding and promoting the welfare of students and expect all staff to share this commitment. A copy of the school's Safeguarding Children in Our School Policy and our Policy and Code of Conduct for Safe Practice are included in this pack for your reference. Further related policies will be included in the induction process. The interview will seek clarification on information you provide on your application form, assess your suitability for the post and assess your suitability to work in an environment where you will have contact with students. It will include questions relating to safeguarding and promoting the welfare of children.

If you are shortlisted references will be sought from your current or most recent employer and any issues arising from a reference will be discussed at interview. If you have worked with children in the past, but do not do so at the moment, a reference will be sought from this employer as well. If you have been self-employed, please provide statements or evidence from your clients/accountant or solicitor. References will be required which cover the past 5 years.

The application form asks you to give the contact details of a 'personal referee'; this should not be a relative or friend. Please give names and email contacts for all referees. The post will only be offered once two satisfactory references have been received.

Due to the nature of this post, you will be required to apply for a Disclosure from the DBS (Disclosure and Barring Service) if you are offered the post. Disclosure will contain details of formal cautions, reprimands and final warnings, as well as convictions. The school will apply on your behalf and will pay the necessary fee. Having a criminal conviction will not automatically exclude you from employment, this will depend on the nature of the position and the circumstances and background of the offences committed. However, an offer of employment will be conditional until DBS and medical clearance have been received.

Headteacher: Paul Skipp

'A Good School'

'A highly inclusive school…committed to the success of every pupil'

Ofsted June 2018

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MATHS FACULTY TEACHING ASSISTANT
PART-TIME, PERMANENT CONTRACT
30 hours per week, 39 weeks per year
Grade E
(£19,171 – £19,945, to be paid pro rata)

Starting 2nd September 2019, we are looking to appoint a Teaching Assistant to join our vibrant and highly respected Individual Learning Department to support students with their learning within our Maths Faculty. The successful candidate will be an excellent communicator with a good general education and strong interpersonal skills to work with students with social, interaction and communication difficulties.

A commitment to help all young people and staff to achieve their best is expected of all staff.

Further details and an application form can be accessed via our website, http://johnofgauntschool.org/abouttheschool/current-vacancies/ or contact Elaine Baldwin on 01225 711158 or via e-mail, vacancies@jogschool.org
CVs will not be considered.

Closing date for applications is 10.00 am on Tuesday 16th July 2019
Interviews will be held on Monday 22nd July 2019

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Maths Faculty Teaching Assistant
Job Description
Casual Contract

Start Date:	• 2nd September 2019
Grade:	• Grade E
Working Hours:	• 30 hours per week x 39 weeks per year
Accountability:	• Ultimately accountable to the Headteacher • Under the daily leadership of SENDCo
Safeguarding:	• The John of Gaunt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and individually take responsibility for doing so. • The postholder must hold enhanced DBS clearance.
Comment	• The postholder may be required to perform duties other than those given in the job description. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are common occurrences and would not of themselves justify the regrading of the post.

Maths Faculty Teaching Assistant
Job Description cont.

Main Job Purpose:

Under the direction of the teacher/s, to support students with a range of individual needs to access learning in their English lessons.

Key Tasks:

- **Supporting students learning, either in lessons, small groups or through 1:1 work.** The exact tasks will depend on the learning support needs of the student/s but may include:
- Clarifying and explaining instructions.
- Ensuring students are able to use equipment and materials provided.
- Motivating and supporting students.
- Assisting in weaker areas, eg language, reading, spelling, handwriting, presentation.
- Helping students to concentrate on and finish work set
- Meeting physical needs as required while promoting independence.
- Liaising with class teachers and Special Educational Needs Co-ordinator about progress to targets.
- As specified by the teacher, developing appropriate resources to support students.
- Responsibility for promoting and safeguarding the welfare of students at the school.

- **Supporting students self esteem, inclusion and behavioural development, eg**
- Encouraging acceptance and inclusion of the student with special needs.
- Developing methods of promoting/reinforcing the student's self esteem and independence.
- Providing individual supervision in and out of the classroom for students with social or emotional communication difficulties.
- Establishing a supportive relationship with students.
- Reinforcing the school ethos, eg expectations of learning behaviour within a class and elsewhere on the school site.
- Supervising students on outings, school activities.

Maths Faculty Teaching Assistant
Job Description cont.

Key Tasks cont.

- **Supporting the teacher/s, eg**
- As specified by the teacher, adapting and interpreting lessons and instructions to students.
- In conjunction with the class teacher (and other professionals as appropriate) to develop systems of recording student progress and contribute to the maintenance of this record.
- Providing regular feedback about students to teachers.
- Occasional clerical duties eg photocopying and collating materials.

- **Supporting the curriculum**
- Supporting the delivery of the literacy and mathematics strategy along with other aspects of the curriculum offered by the school.

- **Supporting the school, eg**
- Assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids, eg computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc.

- **Midday Supervisory duties**
- Undertake the duties of a midday supervisory assistant as required.

- **Safeguarding Children**
- To maintain confidentiality and integrity at all times.
- To be responsible for promoting and safeguarding the welfare of students at the school.
- Hold an enhanced DBS certificate.

Other Duties

The postholder may be required to perform duties other than those given in the job description. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are common occurrences and would not of themselves justify the regrading of the post.

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Maths Faculty Teaching Assistant
Person Specification

	Essential	Desirable	Assessed by
Qualifications	• GCSE x 4 at grade C or above including English and Maths (or equivalent)	• Educated to A level • SEN qualifications • A level English	Application Form
Experience	• Previous work with young people	• Some understanding or experience of working with students who have Special Educational Needs • Experience of using Word and Excel • Work within an educational setting	Application form, interview and references
Skills	• Well organised • Ability to relate to and communicate well with students and staff • Ability to engage effectively with students to support learning • Ability to work constructively as part of a team • Ability to work alone under instruction • Clear and effective communicator in both writing and speaking • Ability to form and maintain appropriate relationships and personal boundaries with young people • Ability to converse at ease in accurate spoken English		Application form, references and interview

Person Specification cont.

	Essential	Desirable	Assessed by
Professional and Personal Qualities	• A positive role model for students • Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels • Confident with a positive attitude • Self-motivated • Flexible • A genuine interest in young people • Committed to safeguarding and promoting the welfare of children • Work within school policy guidelines • Commitment to anti-discriminatory practice • Follow confidentiality protocol • Hold enhanced DBS certificate		Interview and references

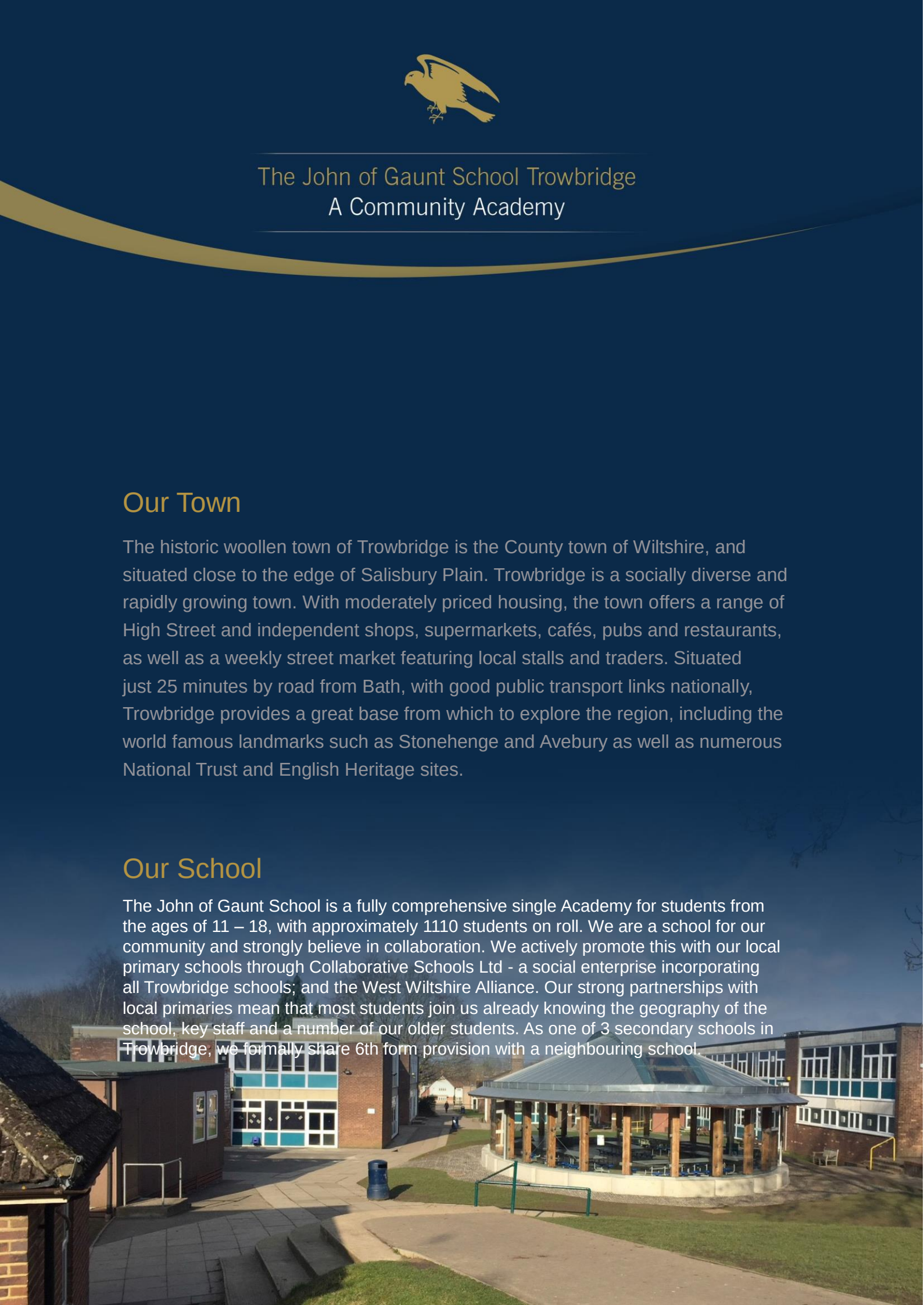
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Our Town

The historic woollen town of Trowbridge is the County town of Wiltshire, and situated close to the edge of Salisbury Plain. Trowbridge is a socially diverse and rapidly growing town. With moderately priced housing, the town offers a range of High Street and independent shops, supermarkets, cafés, pubs and restaurants, as well as a weekly street market featuring local stalls and traders. Situated just 25 minutes by road from Bath, with good public transport links nationally, Trowbridge provides a great base from which to explore the region, including the world famous landmarks such as Stonehenge and Avebury as well as numerous National Trust and English Heritage sites.

Our School

The John of Gaunt School is a fully comprehensive single Academy for students from the ages of 11 – 18, with approximately 1110 students on roll. We are a school for our community and strongly believe in collaboration. We actively promote this with our local primary schools through Collaborative Schools Ltd - a social enterprise incorporating all Trowbridge schools; and the West Wiltshire Alliance. Our strong partnerships with local primaries mean that most students join us already knowing the geography of the school, key staff and a number of our older students. As one of 3 secondary schools in Trowbridge, we formally share 6th form provision with a neighbouring school.



Our current Leadership structure

Our Headteacher is supported by the Strategic Leadership Team which comprises:

- 2 Deputy Headteachers, with responsibility for School Improvement and Teaching and Learning / CPD;
- 5 Assistant Headteachers, who are responsible for Safeguarding; 6th Form studies; Raising Achievement; Behaviour / Careers; and Extended writing;
- Finance and Business Manager

Our students

We believe that every student deserves an engaging, inclusive and dynamic curriculum which prepares them for life in the 21st Century. Our curriculum is personalised and aims to meet the needs of all individuals, ensuring students are appropriately challenged.

We believe that high quality teaching is the core purpose of our school. Recruiting, developing and retaining the very best leaders and teachers is of the utmost importance to us. Our staff are hugely talented and dedicated to delivering high quality lessons, within a purposeful learning atmosphere.

We have high expectations and students expect to be challenged. We ensure that learning takes place in a calm and purposeful atmosphere. We know that learning is maximised when students play an active role in lessons and develop the independent skills required to become confident, lifelong learners. As a school we believe that effort leads to success and teachers seek to develop dedication and resilience in all students.

We believe that happy children who feel safe and well supported are more likely to succeed. We pride ourselves on how we know our students as unique individuals and how all are enabled to flourish.



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