

Supply Teaching Assistant L1



Casual contract, ad hoc, flexible hours
SCP E5 - SCP E6 – Hourly rate £11.18 to £11.38
Closing Date: 9.00am, Friday 6th October 2023
Required ASAP

Evergreen School is a community special school with two purpose-built sites in Warwick. We have 282 wonderful children and young adults enrolled who are 4 to 19 years old. This is an exciting time to join our school as we continue to develop and expand, with a new curriculum and fantastic facilities including a swimming pool, hydrotherapy pool, sensory studios, Café and soft-play room.

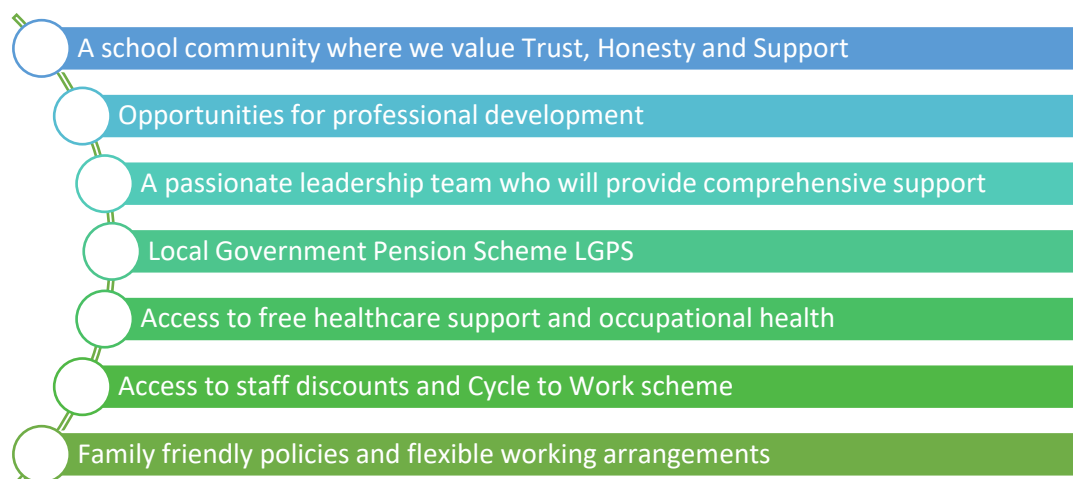
We are seeking Teaching Assistants who share our vision of putting our children, young people and families at the heart of everything we do. Evergreen is a happy school, with committed, enthusiastic and experienced staff, who provide a wonderful supportive working environment for all.

As a Supply Teaching Assistant, you will be offered work when this is available (to cover vacancies or absences, for example). This will be on a temporary, ad hoc basis.

As a **Teaching Assistant L1**, some of your responsibilities will be to:

- Support pupils to reach their full potential
- Work as part of a team with other professionals
- Support pupils in accessing a range of provision such as Rebound therapy and hydrotherapy
- Support pupils during lunchtime
- Support and direct activities with individuals or groups to ensure their safety and facilitate their physical, emotional and cognitive development

We will offer the successful candidate:



If you feel that you have the personal qualities, experience, commitment and resilience to achieve our visions and aims, please email your **completed application and equality form** to:

recruitment7028@welearn365.com

**please note, CV's are not accepted, see attached Recruitment Pack for further information*

Job Description

Role Profile

Job Title:	Teaching Assistant Level 1		
Salary Grade:	Scale E	JEID	C0060
School:	Evergreen School		
Primary Location:	Evergreen School		
Responsible to:	Assistant Headteacher		
Responsible for:	<p>Responsibility for others: The post has considerable direct impact on the well-being of individuals or groups through providing appropriate care or welfare for those who are personally dependant on the post for basic needs.</p> <p>Responsibility for staff: The post has limited (or no) direct responsibility for supervising other staff. It may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.</p> <p>Responsibility for budget: The post has limited (or no) direct responsibility for financial resources. May be involved in occasional handling small amounts of cash, processing cheques, invoices etc.</p> <p>Responsibility for physical resources: The post has limited (or no) direct responsibility for physical resources, other than the handling and careful use of equipment (eg computer / PC/teaching materials/resources).</p>		
Purpose of Role	<p>Assists teaching staff in the development and education process of pupils with special needs and with pupil care, support and supervision.</p> <p>The post receives direction from and is accountable to a teacher/assistant headteacher.</p>		
Responsibilities	<p>A duty to comply with the School's Code of Conduct, Child Protection and Safeguarding policies and practices.</p> <p>Curriculum Support – Support pupils' learning as directed, in context of fostering independence and self-esteem (e.g. modelling use of language appropriate to the task, facilitating discussions and interactions, encouraging pupils to reflect on their work)</p> <p>Support the provision of pupils', including Rebound therapy, swimming and hydrotherapy</p> <p>Pupil Support – Carry out appropriate activities as planned, either with small groups or individuals e.g. promoting increased attention and staying on task, helping with physical difficulties whilst encouraging independence</p> <p>Support pupils in accessing the curriculum (and with your pupils, extend play based learning)</p> <p>Provide for physical care of pupils, including lifting, interactive communication, supervision</p> <p>Assistant and support pupils with personal care – e.g. changing, toileting, showering, washing, dressing, undressing, care of clothes, personal hygiene</p> <p>Assist with pupil supervision – e.g. arrival/leaving the class, at breaktime and lunchtime</p> <p>Accompany pupils as directed, e.g. out of the classroom, on visits, trips and out of school activities</p> <p>Deal with minor accidents, upsets</p> <p>Teacher Support – Assist in the day to day management of the learning environment, e.g. preparing/cleaning equipment and resources, preparation of classrooms/art areas etc and outside areas</p> <p>Assistant with equipment hygiene (wash and detox)</p> <p>Display and present children's work</p> <p>Sort and tidy cupboards</p>		

Cleaning up
 Assist in management of pupil behaviour
 Liaise with parents, answering queries
 Participate in record keeping e.e. providing information to contribute to recording pupil achievement, taking photos of pupils work
 Provide feedback about learning activities, responses to them and support provided
 Undertake routine admin and clerical support (copying, filing, collecting money etc)

Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job. Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By;

Successful applicant will be subject to a criminal record enhancement check with Disclosure and Barring Service (DBS) before the appointment can be confirmed	A, I & D
Display a commitment to the protection and safeguarding of children and young adults	A, I
Value and respect the views and needs of children	A, I, T
Be aware of and understand health and hygiene guidelines and other regulations e.g. HASAW, Child Protection etc	A, I
Have attended manual handling training, or willingness to be trained	A, D
Have good communication and listening skills	A, I, T

Desirable Criteria

Assessed By;

Be able to use ICT effectively to support learning and use other technology equipment	A, I
Have experience of working with children or young adults	A, I
Have good communication and listening skills including able to use Makaton	A, I
Can understand and support the curriculum	A, I
Understands special education needs	A, I
Understands and able to work with care/support plans	A, I
Knowledge of school rules, procedures and policies	A, I