



# Castle Donington College

## Teaching Assistant

**Grade 6 (starting at £15 875)**

35 hrs/week, 39 weeks (Term time only+1 week)

**Commencing: Autumn Term 2021**

**or earliest opportunity**



**Applicant Information Pack**

# Teaching Assistant

---

Dear Applicant,

Thank you for your interest in the post of Teaching Assistant at Castle Donington College. I hope the enclosed pack will be of interest to you and I look forward to receiving your completed application. This is a support staff role based in the Learning Support Department. We welcome submissions from people currently working in the education sector, those interested in a career supporting young people or those considering a future in teaching.

Castle Donington College is a small 11-16 school. In September 2021 we started with 650 students on role across five year groups (Year 7 to 11). The College is situated on the North West edge of Leicestershire on the Leicestershire, Derbyshire, and Nottinghamshire border and within 30 minutes' drive of Nottingham, Derby, Leicester, Loughborough and Burton, being close to the M1 and A50.

We believe we have the makings of an outstanding school. In January 2019 we received an Ofsted rating of 'Good' and continue to strive for excellence in all things. You can be a part of our future.

We are very proud of our College community and the students we serve and so are looking for a Teaching Assistant who is an excellent role model with the highest professional standards to work in our busy College. The successful candidate will work closely with the SENCo and members of the Learning Support Team and will play a key part in the development of the Teaching Assistant Apprentice. Key responsibilities will include;

- To support the physical, intellectual, emotional and social development of pupils
- To provide agreed support to the teacher in the delivery of planned learning activities
- To work with small groups or individual pupils, supporting their academic progress and personal development

The post holder will be a key member of the Learning Support Team and play a key role in its strategic direction and development. Working with our most vulnerable pupils and those with special educational needs can present challenges and be demanding but is also very rewarding. As a small College, we are looking for someone who can be flexible, respond effectively to the unexpected, interact positively with students as well as carry out, develop and enhance our existing support practise and procedures.

All our staff have high expectations for themselves and the students. In all areas, they work closely to drive school improvement. We are committed to a happy, purposeful and secure environment that provides the opportunity for all to grow and develop. Our staff are highly valued, well regarded and fully supported.

I look forward to receiving your application.

Yours faithfully,

Julie Sheppard  
Principal

# Castle Donington College

## Ethos and Values

---

At Castle Donington College, we are concerned, first and foremost with people. The staff and Governors are committed to delivering the best possible experience for all of our students. We care passionately about the quality of education we provide.

We consider traditional attitudes and values to be important and so aim to provide individual care and attention for each child and to create a stimulating environment so that effective teaching and learning can take place. Castle Donington College has the highest expectations of its students both academically and socially.

What students can expect from us:

- A challenging inclusive curriculum
- A wide range of curriculum activities
- Good and outstanding teaching everyday
- Targeted and timely support and intervention
- Outstanding pastoral care
- The highest expectations without exception
- Values rooted in respect, kindness, trust and support
- A safe learning environment free from disruption
- To be well prepared for next stage in education, training or employment and for adult life
- A good understanding of individuals' strengths and weaknesses

What we expect from students:

- Excellent attitude to learning everyday
- A relentless desire to achieve in all areas
- Excellent attendance
- Impeccable conduct every day
- Curiosity and resilience
- To capitalise on advice and feedback in order to improve
- The highest aspirations for the futures

# Teaching Assistant – Personal Specification

<b>Qualifications and Knowledge</b>	
Teaching Assistant qualification/ status (or QTS)	D
Minimum of 5 GCSE's equivalent at Grade 4 (C) or above including Maths and English	D
GCSE grade 5 or above or equivalent in English and maths	E
NVQ 3 in Supporting Teaching and Learning, or equivalent or ability to meet the STL Level 3 National Occupational Standards relevant to this post	D
A levels or degree qualification	E
Right to work in the UK	E
<b>Experience</b>	
Experience of supporting planning and delivery of learning activities for pupils in an educational setting.	E
Experience of working with young people in a secondary school setting	D
<b>Knowledge</b>	
Knowledge of child protection and health and safety procedures	E
knowledge of a range of special educational needs and strategies to support these needs	E
Knowledge of child protection, safeguarding and their application in an educational setting.	E
Knowledge of health and safety procedures and their application in an educational setting.	E
Knowledge SEN of Code of Practice 0-25 years	E
Knowledge of TA standards and other relevant professional frameworks that support the education, development and well-being of children.	E
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.	E
<b>Skills</b>	
Be computer literate and have a working knowledge of applications including Teams, PPT Word and Excel	E
Ability to organise own workload and demonstrate autonomy, initiative and creativity	E
Ability to respond proactively to unexpected problems and situations	E
Ability to communicate effectively with children and adults	E
Ability to show sensitivity and objectivity in dealing with confidential issues	E
Effective organisational skills including the ability to meet deadlines	E
Ability to work independently and as part of a team	E
<b>Personal Attributes</b>	
Able to demonstrate positive relationships and effective outcomes with pupils	E
Able to demonstrate positive relationships and effective outcomes with staff	E
Able to demonstrate positive relationships and effective outcomes with parents	E
A high degree of emotional literacy	E
Ability to act as a positive role model for students	E
Demonstrate a positive outlook whilst maintaining a consistent, no-nonsense approach	E
Commitment to own professional development	E
Work in ways that promote equal opportunities	E
Self-awareness, empathy, ability to manage feelings, motivation and social skills	E
The ability to influence and motivate others	E
Belief in the potential of individuals	E
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.	E

# Teaching Assistant: Job Description

Job Title:	Teaching Assistant (TA)	Reporting to:	Special Education Needs Co-ordinator (SENCo)
Department	Learning Support Staff	Grade	6
Contract	Permanent 35 hours /week 39 weeks/year term time only + 1	Hours	08.00- 15.30

## Safer Recruitment Statement

Castle Donington College is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment. This post is designated as a *Regulated Activity* and the post holder will be subject to an enhanced DBS disclosure check.

## Responsibilities of all Support Staff

- To make the education, safety and happiness of the students in the College your primary purpose
- To ensure the need to safeguard students' well-being is understood and followed in accordance with statutory provisions and in line with College procedures
- To promote the College aims values and ethos and to abide by policies and procedures in all situations
- To maintain high standards of punctuality and attendance
- To act as a role model by demonstrating a professional level of dress, appearance and behaviour
- To treat all members of the College community (staff, students, parents, Governors and visitors) with respect and dignity and at all times observe proper boundaries
- To know and always act within the statutory frameworks which set out your professional duties and responsibilities
- To show a tolerance of and respect for the rights and beliefs of others. To ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law and do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- To participate and engage fully in relevant college-based meetings and training activities, within contracted hours, including the appraisal process
- To respond speedily and appropriately to parental concerns, as appropriate to the role

## Responsibilities of a Teaching Assistant (TA) at Castle Donington College

A TA will work under the direction and supervision of a teacher to assist with teaching, learning, and associated activities in accordance with school policies and procedures. This may include: assisting with planning, delivery and evaluation of learning activities; supporting in whole classes; and working with individuals and small groups of pupils.

The main responsibilities of a TA are;

- To assist with the planning, delivery and evaluation of whole class learning activities, including identifying how the pupils can best be supported.
- To work under the supervision of a teacher to plan, deliver and evaluate learning activities for small groups or individual pupils, providing feedback on pupil engagement and their achievement of the desired learning objectives.
- To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans
- To promote the development of pupil's self-reliance, self-esteem and emotional resilience.

- To promote, observe and report on pupil performance and development, using assessment strategies to improve learning
- To support the physical, intellectual, emotional and social development of pupils, facilitating children and young people's learning and development.
- To promote the development of positive relationships and acceptable behaviour in accordance with school policy.
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
- To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
- To prepare and utilise ICT resources to support pupils learning.
- To prepare and support the use of learning materials, monitor and maintain curriculum resources, and create visual displays in order to ensure a relevant physical learning environment
- To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
- To provide support for bilingual / multilingual pupils if required
- To invigilate or provide authorised SEN support for internal and external tests and examinations under formal conditions
- To assist with the maintenance of pupil record keeping systems, including recording agreed updates to individual records.
- To communicate as appropriate with parents and carers about the care and education of their children, as directed by the school.
- To assist volunteers based in your work area, as appropriate.
- To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required).
- To contribute to assessing and developing plans to meet the personal support needs of children and young people with additional requirements, and assist in the implementation and evaluation of the plans.
- To monitor attendance to identify any patterns of absence and lateness and work with colleagues and parents to seek ways of helping the pupil to attend school more regularly
- To lead an extra-curricular activity under the direction of the school but with limited direct supervision.
- To escort and supervise pupils on educational visits and out of school activities, ensuring their health, safety and well-being.
- To undertake midday/ break time supervision duties as requested.
- To support, as appropriate, in instances where pupils are unwell whilst at the school
- To undertake first aid training as required
- To participate in meetings and training where required
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot justify, in themselves, a reconsideration of the grading of the post.

Castle Donington College seeks to promote the recruitment of disabled people and will make any reasonable adjustment to the duties above, under the terms of the Equality Act 2010.

May 2021

# How to apply

---

<b>Appointment of</b>	Teaching Assistant
<b>Start date</b>	Autumn Term 2021 or Earliest opportunity
<b>Closing date</b>	09.00 Monday 11 <sup>th</sup> October 2021

To apply;

1. Complete the application form and attach a letter of application, no more than two sides of A4, which sets out your experience to date and what you feel you can contribute to the post. Ensure that your letter of application presents your current expertise and experience.
2. Email the application form and letter to: [ldeley@cdcollege.uk](mailto:ldeley@cdcollege.uk)

**Or**

Post in an envelope clearly marked 'TA Vacancy' to:

Lorraine Deley,  
Principal's PA

If you are shortlisted, you will be contacted by email or letter with further details prior to interview.

Castle Donington College is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment. This post is designated as a *Regulated Activity* and the post holder will be subject to an enhanced DBS disclosure check.

**Please be aware, as the applicant, you are responsible for ensuring your application reaches us before the deadline/closing date. Late applications will not be accepted.**