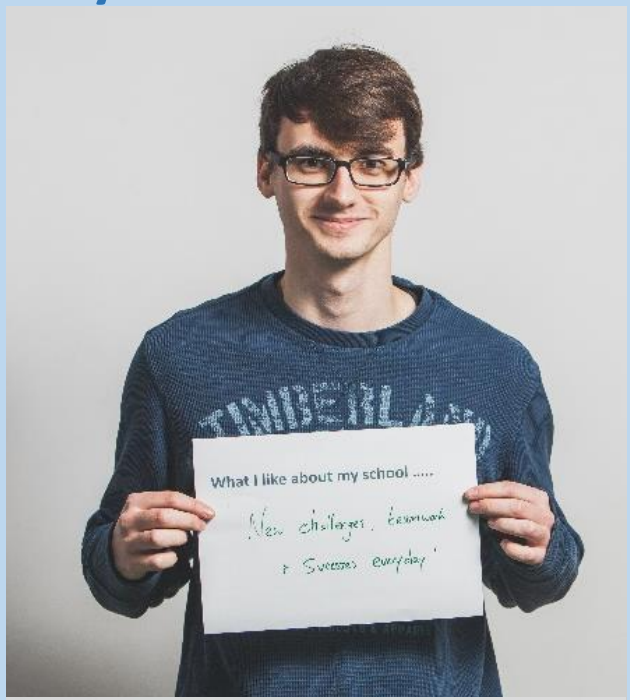


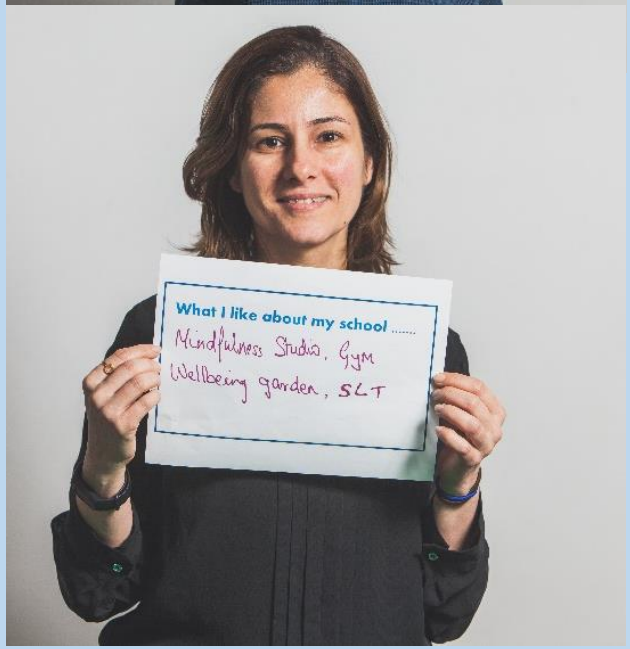
Information Pack

Teaching & Learning Assistant – Fixed Term to July 2019

Closing date: 25th February 2019, Interviews Friday 1st March 2019

Staff say…





Welcome to The Rise School - A Vibrant Learning Community.

Welcome to our school community. Our pupils are some of the most vulnerable children in society and we are passionate in our desire to see them blossom, experience success and develop confidence and strategies to overcome some of the challenges associated with their autism. We have two pillars that run throughout all our work: the academic and social progress of our pupils. These are of equal importance.

Vibrant
Our school is a vibrant place to work. We've got great facilities: a wellbeing garden, sensory room, soft-play room and a gym – which staff use too. Break and lunch times are opportunities to play and interact with our pupils, role-modelling our values. Learning also takes place outside the classroom via frequent trips, camping, externally-led workshops, community trips and after school clubs.

Learning
Learning is at the heart of everything that we do at The Rise – we make the effort to make sure 'learning is irresistible' for our pupils and is equally underpinned by the principle of being evidence-informed.

Learning is central for staff too - you are encouraged to take proactive ownership of your CPD. There are many ways to develop yourself which of course include conference attendance but goes beyond also: borrow a book from the staff library in the staffroom, read the L&T bulletin and platform, access an online learning course, talk and observe colleagues. Recommendations of books to add to our library, or courses you think look interesting, are always welcomed.

Community
Team work is central to all our achievements at The Rise. You will find yourself part of a staff body who is empowered to be proactive and take their own initiative; are flexible and are willing to go above and beyond to support one another.

The sense of community is developed through our Wellbeing initiatives such as 'Secret Buddy' and Friday's 3-4pm slot where you can cultivate your wellbeing through learning something new or relating to your colleagues: we've had knitting, fitness, running, dance, relaxation, art sessions. Our community is strengthened by giving and receiving feedback to one another – its how we all grow and develop. We support our families through half-termly 'Parent Meets' and socials.

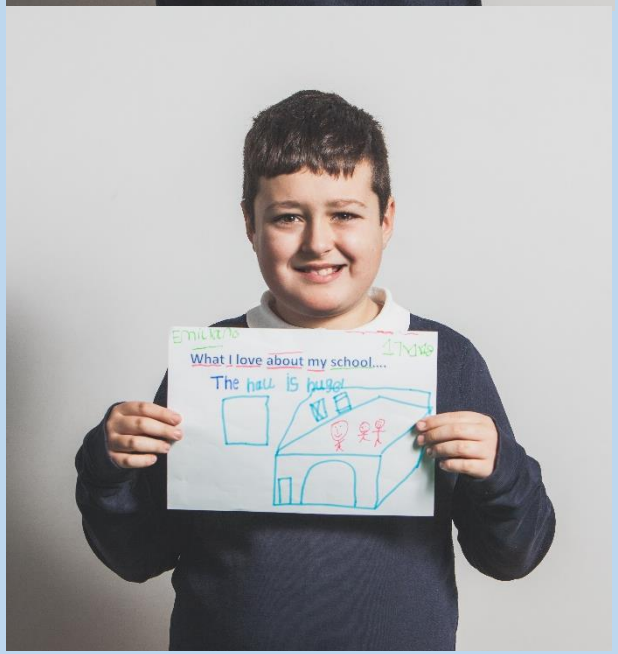
Values
Our school values are Be Kind, Be Resilient, Be Proud. They were generated collaboratively and underpin our community. We explicitly teach, embed and celebrate these values, for example our kindness trees are growing outside each classroom.
The Rise is a very special place for children and young people to learn, thrive and be happy, hand in hand with our families and carers. It's an equally special place to work.

We hope to welcome you to our team!

Helen Ralston – Head Teacher

Pupils say…





JOB DESCRIPTION

Job Title: **Teaching and Learning Assistant**

Team: **The Rise School**

Job Band: **Point 3 TLA pay scale £17,385 Actual**

Job Term: **Full Time – Fixed Term until July 2019**

The Purpose

To support the education of pupils who need specialist support to overcome specific barriers to learning.

Key Tasks & Responsibilities

Duties

Contribute and support to the overall vision and values of the school.
Use specialist knowledge and experience to support pupils' learning.
Work as part of a team and assist the class teacher to ensure quality education for the children.
Assist with the planning and delivery of individual support plans (or other pupil-specific plans).
Provide clerical/administrative support to the assigned teacher, eg. Photocopying, typing, filing and record-keeping.
Monitor and evaluate pupils' progress and maintain pupil records where appropriate.
Be aware of and support school policies and procedures.
Liaise with parents, carers and professional staff (such as OT/SALT) in order to promote the holistic learning objectives of each pupil.
Assist with the reception and departure of children at the beginning and end of school sessions.
Develop and implement actions that will promote the integration of the pupil with his/her peers.
Supervise whole classes during the occasional short-term absence of a teacher as times such as PPA and Golden time.
Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters.
Attend appropriate staff meetings and training days/events as requested.
Have the highest expectations of our pupils learning and behaviour.
Be aspirational for our pupils' future after school.

Equalities

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

Health & Safety

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

Training & Professional Development

The jobholder is required to contribute to and support the overall aims and ethos of the school.
All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.
The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

This job description is not exhaustive and reflects the type and range of tasks responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by the Head teacher.

How to apply

To apply please download and complete our application form and equality monitoring form from our website www.TheRiseSchool.com. Completed applications should be emailed to LindaBurn@TheRiseSchool.com.

The closing date for applications is 25th February 2019 interviews will take place on Friday 1st March 2019.
The school is committed to safeguarding and promoting the safety and welfare of children and young people. All staff and volunteers are expected to share this commitment and all appointments will be subject to appropriate vetting including references and an enhanced DBS.

PERSON SPECIFICATION

Qualifications

- Educated to at least GCSE Grade C standard or equivalent in English and Mathematics ***(Essential)***
- Further Education in a relevant area ***(Desirable)***

Experience

- Experience of working with children and young people with autism ***(Essential)***
- Experience of managing challenging behaviour***(Essential)***
- Commitment to the principles of positive behavior approaches***(Essential)***
- Ability to demonstrate an understanding and personal commitment to safeguarding and promoting the welfare of children and young people ***(Essential)***
- Experience of working in a UK based school setting ***(Desirable)***
- Knowledge of typically developing children ***(Desirable)***
- Experience of positive handling techniques ***(Desirable)***

Skills and Attributes

- Good communication both verbal and written ***(Essential)***
- Ability to communicate effectively with a range of stakeholders ***(Essential)***
- Ability to work effectively as a member of a multi-disciplinary team ***(Essential)***
- Good organisation, planning and prioritization skills ***(Essential)***
- Ability to work using own initiative ***(Essential)***
- Ability to solve problems quickly and decisively and able to stay calm in a crisis ***(Essential)***
- IT literate ***(Essential)***
- Physically and emotionally resilient in order to work with children ***(Essential)***

Our School



Sports Hall



Sensory Room





Soft Play



Science Lab



Gym



Yoga



Wellbeing Garden



Food Tech





"The School's work to promote pupils' personal development and welfare is outstanding". ***– Ofsted June 2017***





Safer recruitment process

The Rise School is committed to safeguarding and promoting the welfare of children and young people.

In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

Disclosure This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Of-fenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred. **Short listing** Short listing will occur after the 25th February 2019 with interviews taking place on Friday 1st March 2019. Interview Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process. **Reference checking** References from the previous and current employers will be taken up for shortlisted candidates, possibly before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided. **Probation** All new staff will be subject to a probation period (which may, in certain circumstances, be ex-tended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides The Rise School with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils. **Equal Opportunities** The Rise School is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.