



# Richard Lander School

## Truro



# Application Pack

## ARB Teaching Assistant

Cornwall Council Grade 1 Step 1 (£23,151FTE)

Permanent, following the completion of a 6-month probationary period

Start Date: September 2024

37 Hours per week term time plus 5 days inset



May 2024

Dear Candidate,

### **Re – Teaching Assistant – Permanent**

Please find enclosed an application form and details for the above post at this school.

#### **The Role:**

To take a pro-active role in the support of the educational, social and physical needs of pupils; to support the curriculum and the school through the provision of a high level of assistance in the practical organisation of support activities, undertaking group work and ensuring the welfare and development of pupils.

If you would like to discuss the post further or arrange a visit to the school please contact Mrs Harrison, Personnel Officer, on email [vharrison@richardlander.cornwall.sch.uk](mailto:vharrison@richardlander.cornwall.sch.uk).

Our school is welcoming and supportive, with a strong value placed on 'being the best you can be' and staff and students on a mission to achieve great outcomes for all our students.

This position is full time and permanent.

Please see our job description and person specification for more details of this exciting post.

#### **The School:**

At Richard Lander School everybody works hard and is committed to providing the best opportunities for the children in our school. We were inspected by OFSTED in 2017 and were graded as a Good school.

We hope after reading our details and person specification that you will want to join our team.

**Completed forms should be submitted to [vharrison@richardlander.cornwall.sch.uk](mailto:vharrison@richardlander.cornwall.sch.uk) by midday on Monday 3<sup>rd</sup> June 2024, although the advert may close early if the right candidate is found.**

Can I take this opportunity of thanking you for your interest in the position at Richard Lander School. If you do not hear anything from us within 28 days you can assume your application was unsuccessful.

With best wishes for the future.

Yours sincerely,

Mr Steve Mulcahy  
Headteacher



## Background for Prospective Candidates

Come and work for a great school in a great location.

### Where are we?

Cornwall has far more than just beaches, surfing and world heritage countryside, we also have some of the best schools in the country with the space, facilities and drive to give the best possible education to the students we serve.

Truro is Cornwall's county town, it's only city and the most southern city in mainland Great Britain. Truro has a booming population thanks to its location in the heart of the county and is a centre for art, culture and entertainment.

The school is situated to the West of the city centre and serves the beautiful coastal communities of St. Agnes and Porthtowan as well as communities closer at hand.

### The School

Richard Lander School is Truro's largest secondary school. Richard Lander is highly regarded in the area and oversubscribed in several year groups. We have 1495 students on roll. Mr Steve Mulcahy, has been our Headteacher since 2008. We were inspected by OFSTED in 2023 and were graded as a Good school.

We have an ARB for up to 15 students on site which is very much part of our school.

### Our Ethos

At the heart of our work is a desire to see all our young people and staff develop their gifts and talents to their full potential. Some people call this ambition, we call it 'being the best you can be'. Our standards are high and our aim is for all children to achieve their full potential, both academically and socially.

### The Application

Please see the job description for more details of this exciting post.

Prospective candidates are very welcome to arrange to visit the school by calling the school on 01872 273750 and asking for Mrs Harrison. Closing date for applications is **midday on Monday 3<sup>rd</sup> June, although the advert may close early if the right candidate is found.**

Please send your completed forms to the school for the attention of Victoria Harrison, Personnel Officer, [vharrison@richardlander.cornwall.sch.uk](mailto:vharrison@richardlander.cornwall.sch.uk). If the on-line application through TES is used, candidates need to download a Safeguarding Self-Declaration form from the vacancies page on the school website and e-mail it separately to Victoria Harrison. Applications should address the items included on the person specification and only candidates who meet the essential criterion will be shortlisted.

### The Interview Process

Candidates who are shortlisted for the position will be contacted by a telephone call and this will be followed up with an e-mail.

- In line with Keeping Children Safe in Education 2023, as part of the shortlisting process, the school may carry out an online search on shortlisted candidates
- All interviews will be face to face and will explore the candidate's suitability for the position.
- Applications will be scrutinised and discrepancies or anomalies in work related history, experience and qualifications will be discussed at the interview stage.
- Successful candidates will be required to achieve a full enhanced DBS disclosure and 2 satisfactory references.

### Prepared by

- Mr Steve Mulcahy, Headteacher
- Mrs Jenny Griffiths, Deputy Headteacher
- Mrs Victoria Harrison, Personnel Officer

#### Safeguarding

Richard Lander School is committed to safeguarding and promoting the welfare of all children.  
We expect all our team members to share this commitment.



## Richard Lander School

### Teaching Assistant Job Description

<b>Closing Date:</b>	Midday Monday 3 <sup>rd</sup> June, although the advert may close early if the right candidate is found.
<b>Job start:</b>	September 2024
<b>Interviews:</b>	<b>Will be held on a rolling basis</b>
<b>Salary:</b>	Cornwall Council Grade 1 Step 1 £23,151 FTE
<b>Contract type:</b>	37 Hours per week Term Time plus 5 INSET Days
<b>Contract term:</b>	Permanent

#### **Main purpose of the job**

To take a pro-active role in the support of the educational, social and physical needs of pupils; to support the curriculum and the school through the provision of a high level of assistance in the practical organisation of support activities, undertaking group work and ensuring the welfare and development of pupils.

*This may involve supporting students within both mainstream and ARB settings.*

#### **Duties and responsibilities:**

1. When based in the ARB to take a lead role in the planning and delivery of an effective programme of learning support for students.

This may involve supporting students with a variety of needs and conditions, which may include: students with an EHC Plan, students with a wider learning need, students with social, emotional and mental health needs, students who present a range of behavioural needs, students who are school refusers, students supported through the nurture provision, students with specific disabilities, as directed by the ARB HLTA, ARB Lead Teacher and SENDco.

2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils with profound, severe and complex learning needs, the workforce and towards parents, governors and local community.
3. When supporting in the classroom, to deliver effective support to students, in line with the direction of the class teacher and in line with learning passport and EHCP objectives.
4. To support in the LRSC context where directed.
5. To establish supportive relationships with the students concerned and to encourage acceptance and inclusion of all students.
6. To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem.
7. To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms and other learning support areas, after activities. To ensure that basic classroom materials are available for use.
8. Input into planning of lesson content led by teaching staff where relevant
9. Provide pastoral care to pupils where relevant
10. Ensure all teaching aids are readily available by monitoring stock levels of materials, checking for missing/damaged equipment, arranging for new supplies to be ordered where relevant



11. Work independently with groups of children on specific tasks, under the overall responsibility of the Lead Teacher
12. To assist with wider supervision duties including, on a daily basis a Lunch time and Bus Duty.
13. Assist with the safe physical and medical needs of pupils, including:
  - personal hygiene/self-care, for example toileting or changing
  - specialist care, for example one-to-one feeding where training has been undertaken
  - mobility needs, for example use of wheelchairs or hoists where training has been undertaken
  - complex medical procedures, for example changing tracheostomy tubes, where training has been undertaken
14. Support in the management of pupils with challenging emotional and behavioural difficulties so as to prevent harm and disruption to the pupil or others
15. To accompany children on educational visits and outings as supervised by the lead Teacher.
16. To assess, monitor and record children's progress in relation to Learning Passports / EHCP's and to feedback to the ARB Lead Teacher / SENDCo / class teacher with regard to student progress.
17. To assess, monitor and record children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of students to the Lead ARB teacher / SENDCo or class teacher, as appropriate.
18. To be aware of confidential issues linked to the student (including issues outside of school) and to ensure the confidentiality of such sensitive information.
19. As directed, to support with students' specific physical, medical and intimate care needs; both within and beyond the context of the ARB.
20. To undertake first aid training and administer first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with students who are sick as needed.
21. To carry out administrative tasks associated with all of the above duties as directed by the ARB Lead Teacher or SENDCo.
22. To remain aware and work within all relevant school working practices, policies and procedures.
23. To attend staff meetings and school-based INSET as required.
24. The post holder is responsible for his/her own self-development on a continuous basis.
25. To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns about any student, in line with school policy.
26. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
27. To undertake other duties appropriate to the grading of the post as required.
- 28.** To maintain confidentiality of information acquired in the course of undertaking duties for the department.



**PERSON SPECIFICATION**

**Job Title:** Teaching Assistant (Grade 1)

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b><u>Relevant Experience</u></b>	Good standard of practical knowledge, skills and experience of working with children in an SEND capacity.	Experience of working with children with SEND within a classroom environment or similar - either at different key stages or within different departments.	Application form.  Interview.
<b><u>Education &amp; Training</u></b>	Attainment of GCSE grade C or above in English and Maths (or able to demonstrate equivalent numeracy and literacy skills to a level 2 standard of education).  Computer literate with experience of Microsoft Office applications.  Communication – demonstrates a good level of spoken and written skills.	Educated to Level 3/A Level standard or equivalent.  Working towards attainment of a recognised teaching qualification.  Good understanding of child development and learning and SEND: especially students with complex learning and physical needs.  Good understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.	Application form.  Interview.
<b><u>Special Knowledge &amp; Skills</u></b>	To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.  Able to react and deal effectively with challenging or unpredictable behaviours  Ability to undertake advanced training to administer medical procedures where required  Self-motivated and able to work constructively, and with minimum supervision, as well as part of a team.  Ability to work to deadlines and organised approach to working under pressure.  Ability to use initiative and to contribute to the production of effective learning resources.	Knowledge of a range of issues relevant to education and to learning support in particular.  Previous experience working with SEN children or adults  Previous experience in administering medical procedures/delivering therapies	Interview.



	<p>Open to learning and flexible to changing circumstances.</p> <p>Has a positive outlook, sense of humour and a patient &amp; friendly approach.</p> <p>Is courteous and professional at all times.</p> <p>Has an excellent attendance record.</p>		
<b><u>Any Additional Factors</u></b>	<p>An interest in children and education.</p> <p>An awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>	<p>Extra-curricular talent or skill that candidate could bring to enhance the learning environment.</p> <p>Has an interest or awareness of various Special Educational needs and disabilities and their associated impact factors on Children and young people.</p>	Interview.

**Job Description and Person Specification Reviewed:** May 2020

**Special Conditions related to the post**

*The school is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.*

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check
- All new employees will be required to undertake mandatory training required by the school.

<b>How to apply:</b>	<p>Complete the relevant applications form, equal opportunities and self-declaration form. Please note that applications will not be accepted unless on the attached application form. CVs are not accepted.</p> <p>Expressions of interest should be sent via e-mail to Victoria Harrison, Personnel Officer, <a href="mailto:vharrison@richardlander.cornwall.sch.uk">vharrison@richardlander.cornwall.sch.uk</a></p>
<b>Contact details:</b>	<p>Address: Mrs Victoria Harrison, Personnel Officer Richard Lander School, Higher Besore Road, Truro, TR3 6LT Tel: 01872 273750</p>
<b>Closing date:</b>	<p><b>Midday on Monday 3<sup>rd</sup> June 2024, although the advert may close if the right candidate is found.</b></p> <p><b>Interviews will be held on a rolling basis.</b></p> <p>Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.</p>