



## APPLICATION PACK

Classroom Support Assistant 1:1 (Curriculum Area Learning Supervisor)

37 hours/week Term Time Only (can be flexible)

Actual Salary - £17,328 (Pro-rata)

Hednesford Valley High School

Stanley Road

Hednesford

Cannock

Staffordshire. WS12 4JS

Tel: 01543 423714 / Email: [l.fox@hvh.staffs.sch.uk](mailto:l.fox@hvh.staffs.sch.uk)

## Information about the school

Hednesford Valley High is a good generic secondary special school with a split site provision. There are currently 184 students on roll.

Students in Year 7-11 are based at the Hednesford Valley High, Stanley Road Site, and students in Years 12-14 are based in E block at Cannock Chase High.

The school caters for a wide range of students, many with more than one area of SEN.

All staff are totally committed to providing excellent teaching and learning to empower students to become independent citizens of the world.

**"This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment".**

All the positions are subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

The latest Ofsted Inspection dated 6<sup>th</sup> March 2019 - the school was judged to be Good.

*"The curriculum for key stage 4 pupils has been designed to provide a broad curriculum experience with a combination of vocational and academic subjects which effectively prepare pupils for their next steps in education. This continues into the sixth form, where the curriculum is centred around work experience, work-based activities and careers advice."*



| School  |                                                                                 |         |          |
|---------|---------------------------------------------------------------------------------|---------|----------|
| Job No. | Post Title                                                                      | Grade   | Date     |
| L1689   | Classroom Support Assistant<br>(Curriculum Area Learning Supervisor)<br>Level 3 | Grade 5 | Jan 2020 |

### Statement of Purpose

To support the teachers and students within a designated curriculum area. To work as a cover supervisor in the absence of a teacher.

### Support to Students

- Provide structured support, including tutorial support, in accordance with Schemes for Learning designed and supervised by individual teachers.
- Use specialist knowledge/experience to provide appropriate support to students in relation to their individual needs e.g. behaviour management strategies.
- To contribute to raising standards by ensuring expectations are set for students.
- To support with personal care of students.

### Support to Teacher

- Supervise students for a particular curriculum activity/area of the school under the supervision and guidance of a qualified teacher.
- Undertake marking of planned work.
- In conjunction with teacher, record students' progress, provide feedback to appropriate education professionals, e.g. LEA Officers, Ofsted Inspectors.
- To support the teacher to develop appropriate learning plans to raise achievement.
- Co-ordinate and organise students attending extra-curricular activities/work experience or other out of school activities under the guidance of a teacher.
- Provide general admin support, e.g. produce worksheets for agreed activities etc.

### Support for the Headteacher

- To act as a Cover Supervisor during teacher absence, taking responsibility for a class of students who are carrying out work set by the teacher. The post-holder can be required to work as a Cover Supervisor in any subject and therefore is not expected to have specialist knowledge of all subjects.

### Support for the Curriculum

- Contribute to curriculum planning, evaluation and implementation.
- Contribute to development of school policies and procedures by participation in working groups.
- Development, prepare and disseminate appropriate materials.
- Determine the need for, prepare and use specialist equipment, plans and resources to support students.
- Produce displays, in liaison with curriculum area members, to promote Environment for Learning.
- Although linked to one curriculum area/area of the school, the post holder can be moved to another curriculum area/area of the school based on the needs of the curriculum/school.
- Provide support to teachers within the curriculum area.

**NB:** Where necessary this may be overridden to ensure the smooth running of the school in the absence of a qualified teacher.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the school day.
- Assist with the supervision of students out of lessons times including before and after school and lunchtimes.
- Support the schools personalised learning agenda.
- Recognise own strengths and areas of expertise and use these to advise and support others.

## **Safeguarding**

School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible for or comes into contact with.

## **Health & Safety**

The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health & Safety policies.

## **Policies & Procedures**

The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

## **Other Conditions**

## **Equal Opportunities**

School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

## **Variations to Job Descriptions**

Due to the changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.

### **Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post-holder and the relevant trade union before submitting for re-evaluation.***

## PERSON SPECIFICATION

|                           |                                                                                                                                                                                                                            |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post Title</b>         | <b>CLASSROOM SUPPORT ASSISTANT<br/>(CURRICULUM AREA LEARNING SUPERVISOR)</b>                                                                                                                                               |
| <b>Salary Grade/Range</b> | Grade 5 – Pt 6<br>Starting salary £17,328 Term-Time only<br><u><b>Term-Time salary calculation:</b></u><br><i>Full-Time salary = £20,043 / 52.14 paid weeks x 45.08 term time paid weeks<br/>(incl holidays) = £17,328</i> |
| <b>Hours/Weeks</b>        | <b>37 hours/week Term Time Only</b><br><b>Mon, Tues &amp; Thurs : 8.30-4.30 pm, Wed: 8.30-5.00 pm, Fri: 8.30-3.30pm</b>                                                                                                    |
| <b>Responsible to:</b>    | <b>Class Teacher</b>                                                                                                                                                                                                       |

| Essential Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Measured By |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Experience</b> <ul style="list-style-type: none"> <li>Experience of working to support children's learning gained in relevant environment.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | AF/I        |
| <b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>Good numeracy and literacy skills.</li> <li>NVQ 3 for Teaching Assistants or equivalent qualification or experience in a relevant discipline.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | AF          |
| <b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>Full working knowledge of relevant policies/codes of practice.</li> <li>An understanding of curriculum matters and to be able to contribute effectively to curriculum development, planning, evaluation and implementation.</li> <li>In depth understanding of areas of learning e.g. Maths, English, Humanities, Modern Foreign Languages.</li> <li>Understanding of principles of child development and learning processes.</li> <li>Ability to plan effective actions for students at risk of underachieving.</li> <li>Effective use of ICT to support learning.</li> <li>Use of other equipment technology – video, photocopier.</li> <li>Well-developed interpersonal skills to be able to relate well to a wide range of people.</li> <li>Work constructively as part of a team whilst being able to demonstrate initiative.</li> <li>Good communication skills.</li> <li>Good organising, planning and prioritising skills</li> <li>Methodical with a good attention to detail.</li> </ul> | AF/I        |

### Behavioural Attributes

- Customer focused.
- Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
- Open, honest and an active listener.
- Takes responsibility and accountability.
- Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
- Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
- Is committed to the provision and improvement of quality service provision.
- Is adaptable to change/embraces and welcomes change.
- Acts with pace and urgency being energetic, enthusiastic and decisive.
- Communicates effectively.
- Has the ability to learn from experiences and challenges.
- Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.

AF/I

AF - Application form  
I - Interview

#### **Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***

## KEY DATES AND INFORMATION

**Vacancy Closing Date:** 10:00 am on 17/05/2022

**Shortlisted candidates will be notified by email on:** 18/05/2022

If you do not hear from us by 20<sup>th</sup> May 2022 your application has been unsuccessful, and no further correspondence will be issued due to posting costs. Candidates who are shortlisted will be informed by telephone or email if possible.

Selected candidates must be available to attend interview on the date shown below. Further details of the interview process and arrangements will be provided to those shortlisted.

**Interviews:** Monday 23<sup>rd</sup> May 2022

**Start Date:** as soon as possible

Hednesford Valley High School,  
Stanley Road,  
Cannock  
Staffordshire  
WS12 4JS  
Tel: 01543 423714  
Email: [l.fox@hvh.staffs.sch.uk](mailto:l.fox@hvh.staffs.sch.uk)

## Application process

Application is by completion of the Application Form which is available on the school website: [www.hvh.staffs.sch.uk/vacancies](http://www.hvh.staffs.sch.uk/vacancies) please note that CVs are not accepted. Please ensure that any covering letter is not longer than 2 sides of A4 paper.

Application should be returned to school c/o Mrs Louise Fox, Support Services Manager, it can be returned to the address above or by emailing [l.fox@hvh.staffs.sch.uk](mailto:l.fox@hvh.staffs.sch.uk)

For shortlisted candidates, references will be sought ahead of the interview process. Please provide details of two people who can provide you with a professional reference, one must be from your current employer. Email addresses must be professional emails and not personal emails. If you work in a school the reference must be from your Headteacher. Please also advise them that you have given their name and that they may be approached to provide a timely reference.

The School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

The following policies are available on the school website <https://www.hvh.staffs.sch.uk/Policies/>

- Safeguarding Children & Adults Policy
- Safeguarding Policy
- Safer Recruitment Policy
- Link to [Privacy Notice for job applicants](#)

Thank you for your interest in this vacancy