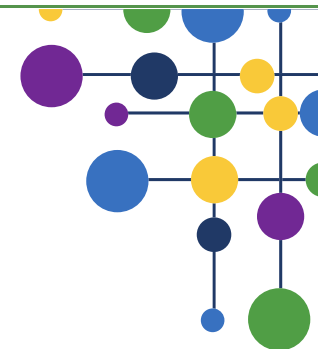
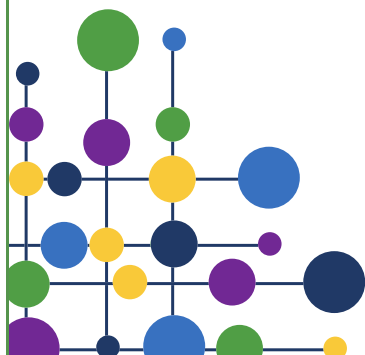
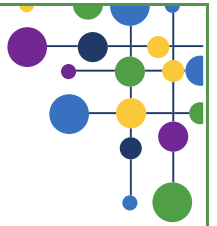




Royds Hall a SHARE Academy
Educational Teaching Assistant –
Band D – Specialist Provision
Application Pack





Welcome from the CEO

Academic Year 2020 /2021

Dear Applicant,



Thank you for taking an interest in the vacancy based at Royds Hall Academy. I hope the materials enclosed in this pack give you a good sense of what makes the Trust a special place to work and provides the information you need about the post.

Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff. In providing support alongside an extensive continued professional development package to achieve the highest standards across the board. Wellbeing for staff and students is key in everything we do and provides a supportive, happy and healthy environment to work and thrive in.

Please read the details of the role and the academy below. Please do not hesitate to contact us if you need additional advice or information.

Yours faithfully,

John McNally
CEO





SHARE Multi-Academy Trust is a charitable trust currently consisting of three secondary and five primary academies in West Yorkshire. Our academies are: Shelley College, Huddersfield; Royds Hall Academy, Huddersfield; Thornhill Community Academy, Dewsbury; Heaton Avenue Primary Academy, Cleckheaton; Millbridge Primary Academy, Liversedge; Woodside Green Primary Academy, Cowlersley; Lily Park Primary Academy, Huddersfield and Luck Lane Primary Academy, Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. As well as being part of the Trust, some of our schools are National Support Schools and National Teaching Schools and as such, we can offer our staff a wealth of career development opportunities and the support you need to enjoy your role.

More than six hundred people work hard across the Trust to ensure we provide the very best education and service across all our schools.

At SHARE MAT, we aim to:-

- Encourage all our students/pupils to go beyond what they think they can achieve, to enjoy learning, helping them to lead healthy and happy lives;
- Equip our staff to deliver their best every day, our belief is that by Valuing People, Supporting Personal Best is the key;
- Ensure our staff are happy at work, taking pride in students/pupils progress and development;
- Deliver training and guidance relevant to job role so expectations are understood and staff feel motivated;
- Offer great benefits making us the employer of choice, including outstanding CPD, supportive line management and networking opportunities across the MAT to aid personal development.

If you share our passion for challenging, improving and making our schools the best they can be, we'd love to hear from you.

Information about Royds Hall

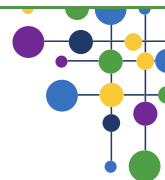
We are part of the SHARE Multi-academy trust and Green Light Teaching Alliance. This means we can offer the successful candidate access to a fantastic support network, CPD and opportunities to develop practice across the trust.

We are a school which has an innovative curriculum that allows staff the flexibility to create an inspiring, exciting learning journey for all our pupils/students enabling them to develop into active citizens of the future, empowered to make their best contribution to society.

The Curriculum is developed in a thematic and practical way that engages both our employees and children/young people. We seek ways to make our curriculum even more interesting every year. Lessons are expected to be fascinating, engaging, exhilarating, and demand that pupils/students think for themselves whilst ensuring pupils/students see a purpose to their work. A wide range of learning styles are used ensuring personalised learning is at the heart of what we do.

The teams include teachers and support staff, all of whom work together to deliver the agreed curriculum to the children/young people. Together they assess pupils/student progress and achievement to ensure each learner's self-confidence and self-esteem rise quickly, developing their thirst for learning

We can offer a strong team spirit and very high staff morale, which has created an open and supportive environment where staff can be innovative in accelerating pupils/students learning.



ETA for Specialist Provision Role Profile

Role Title	Educational Teaching assistant	Reporting to	Teacher in charge of Specialist Provision
Section	Specialist Provision, Royds Hall Community School		
Contract type	Permanent	Grade / Salary	Band D

Part A – JOB DESCRIPTION

Overall purpose of role	To support students in the mainstream school and in the specialist provision at Royds Hall Community School with complex communication and interaction difficulties. To work under the guidance of teaching/senior, staff to implement and oversee agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.
Safeguarding Requirements	This post requires the post holder to work with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household.

Key Outputs	
1.	This post is based in the Specialist Provision within Royds Hall Community School, which provides support for children with complex communication and interaction needs, their families and designated local mainstream schools. This Specialist Provision is part of a range of provisions for children with complex communication and interaction difficulties including those with autistic spectrum conditions.
2.	This role is required to work as part of a specialist team including teachers, support staff and a range of other professionals to support the learning and welfare of all targeted children and where appropriate ensure smooth transition of children to their designated local school.

3. As a Teaching Assistant in the Specialist Provision, you will be required to provide skilled delivery and support which increases student independence under the direction of the teacher in charge and classroom teachers.
4. This role includes organising and providing learning and educational activities, developing skills, supporting integration and transition, securing children's physical and emotional well-being, whilst raising self-esteem and encouraging independence.
5. The role will involve delivering support for children with complex needs on a one to one and small group basis either in or out of the classroom or in the specialist provision base. The post also involves working in partnership with parents/carers and families in order to build confidence and trust.
6. Under the guidance of the Teacher in charge of SP provide one to one support to students or working with groups of students on pre-planned activities, to reinforce the teachers approach and to support the learning to maximise student progress and achievements.
7. To work alongside pastoral teams to provide support to achieve positive outcomes and meet the needs of children, their families and school.
8. To support schools and other external agencies, as appropriate, in the assessment of children's needs, in developing effective support strategies, and in the implementation of additional needs and other plans.
9. To implement appropriate communication and access arrangements and to enable access to learning.
10. To implement relevant and appropriate Autism Spectrum Condition support processes under the direction of the teacher, advanced or senior Teaching Assistant.
11. To use the latest materials, resources and approaches, under the direction of the teacher, advanced or senior TA, in order to best meet the needs of children with ASC.
12. To assist with the preparation and tidying of the classroom and upkeep of resources.
13. To participate in and assist in the supervision of educational visits in conjunction with the teacher/line manager.
14. To build strong working relationships with teachers and other departments.
15. Actively encourage the inclusion of all students to participate in the life and activities of the school and access the national curriculum to the best of their ability.
16. Liaise with curriculum departments, pastoral and Specialist Provision Team staff to help the teacher ensure the needs of all students are met fully.
17. Ensure key staff are informed of progress and developments through regular feedback and updates.
18. Maintain regular, positive contact with staff, students and parents involved in Specialist Provision.

19. Proactive liaison with, SP and teachers, to help the students make strong progress overtime.
20. Complete reports in relation to student progress and assist in the preparation of Pupil Profiles, Support Plan, IEP's, and EHC Plans as required.
21. Contribute towards relevant referrals to outside agencies to access support for students.
22. Seek feedback about own performance and the quality of support offered.
23. To provide cover for break and lunchtime as directed by the teacher in charge or senior members of staff, ensuring the post holder actively upholds and promotes the philosophies of the school.
24. Undertake professional development to ensure own knowledge is up to date and to develop professionally.
25. As part of your wider duties and responsibilities you are required to promote and actively support the school's responsibilities towards Safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.
26. Carry out your duties with due regard to current and future School policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, and on-going performance development and through College communications.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Specialist Provision at Royds Hall Community School has places for 20 students. We currently have 17.
- Range of Teachers and Support Staff approximately 150 across the whole school.
- Range of Students in the whole school is approximately 850. Number of SEND students varies with each new intake.

Work/Business contacts

Internal: All teachers and support staff to advise how effectively to support students to achieve their Personal Best.

External: External staff, Other Schools, Parents and families.

Expertise in Role Required (At selection - Level 1)

Essential or

	Desirable
• Mainstream and/or special school support experience in relevant key stage(s).	Essential
• Experience of working with children with complex needs, in particular Autistic Spectrum Condition	Desirable
• Experience of working closely with families.	
• Experience in developing effective classroom practice with other staff.	Desirable
• Educated to GCSE level 'C' or equivalent including English and Maths, or be able to demonstrate equivalent experience to that level.	Desirable
• Willingness to undertake further training and qualifications.	Essential
• Knowledge of safeguarding procedures.	
• Knowledge of special educational needs, inclusion and equality procedures, legislation and relevant guidance.	Essential
• Working knowledge or understanding of relevant policies and codes of practice (including EHCP'S, IEPs, Pupil Passports etc.)	Essential
• Specific skills/experience in a relevant strand e.g. TEACCH.	
• Sharing best practice with other members of the SP team and wider school staff.	Desirable
• Excellent communication skills.	
• Communicate effectively with a range of staff grades to encourage good working relationships internally and externally.	Desirable
• Managing your own workload effectively to achieve agreed levels of performance.	
• Ability to monitor and evaluate impact of interventions and strategies.	Desirable
• Ability to prepare differentiated materials and teaching aids suitable for learning activities.	Essential
• Excellent behaviour management skills.	Essential
	Essential
	Essential
	Essential
	Essential
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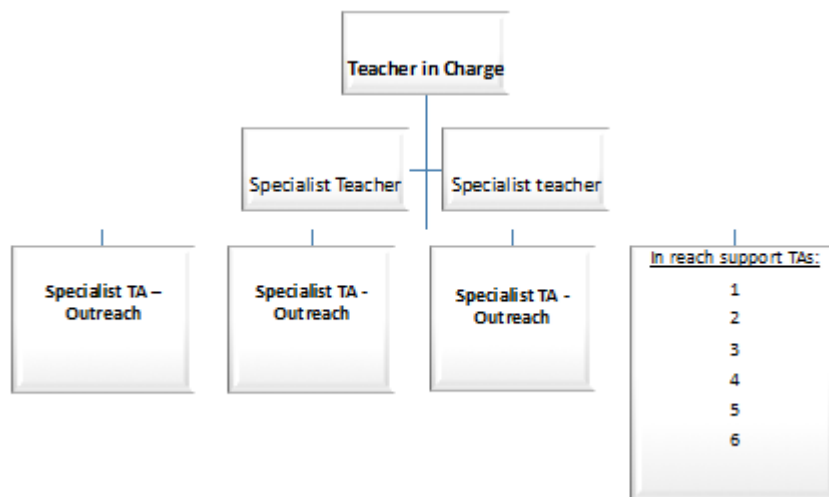
Other (Physical, mobility, local conditions)

- | | |
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| • Commitment to ongoing personal training and development. | Essential |
| • Ability to adapt and be flexible to the needs of the school. | Essential |
| • Willing to undertake training and development as required. | Essential |

Expertise in Role - After initial development - Level 2

- Specialist skills/training in curriculum or learning area.
- Specialist skills/training in Complex Communication and Interaction

Structure



Signatures

Approved by : CEO

Approved by : Post Holder/or Representative
