

Recruitment Pack

Educational Teaching Assistant – SEND

Closing Date –

9:00am Thursday 30th November 2023

Educational Teaching Assistant - SEND

Job Ref : (SEN01)

Start Date: 9th January 2024 – Fixed to 31 August 2024

Interviews: Tuesday 5th December 2023

Salary: Scale 5-6 (£15,968 to £16,236 annual salary)

Monday to Friday – 8.40am to 3.25pm

Term Time only

We are looking to recruit an enthusiastic and hardworking person as an Educational Teaching Assistant who will provide one-to-one support for a child with an EHC Plan in a mainstream classroom. You will be working alongside the class teacher, SENDCo and outside agencies. The position is offered on a fixed term basis, subject to the future budgetary and operational needs of the school.

We pride ourselves in providing a safe, happy and caring environment, where all pupils are nurtured and valued within a distinctive and inclusive ethos.

The successful candidate will:

- Have a passion for child development and truly want to 'make a difference'.
- Have a proven track record of nurturing and engaging positively with children with special educational needs, on a regular basis, in both outdoor and indoor environments.
- Have experience of working with children in Early Years and Key Stage One.
- Support a child to develop their language and appropriate social communication skills.
- Be flexible and be able to work well as part of a team.
- Be willing to take on training as required.

We can offer you:

- A warm, welcoming, inclusive school with a friendly, enthusiastic and dedicated team of teachers and support staff.
- Excellent opportunities to develop professionally and grow in your role.
- A genuine opportunity to make a difference.

To find out more about the Academy please visit our website: www.overthorpecofe.co.uk

We only accept applications made on the Enhance Academy Trust Application Form. Hard copy application forms can be found on our website (above) but are also available from the school office. Alternatively, request an application form via email office@overthorpecofe.co.uk

The completed forms should be returned to: Mr J Mitchell, Head Teacher, at Overthorpe C of E Academy, Edge Top Road, Dewsbury, WF12 0BH or office@overthorpecofe.co.uk

Please ensure you quote the job reference on your application form.



Enhance Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments made are subject to an Enhanced check by the Disclosure and Barring Service.

Job Description

Job Title: Teaching Assistant (Inclusive of SEND)

SCP 5-6

REPORTING TO: Supervision activities relating to teaching and learning – Classroom Teacher.
Line Management – Head Teacher / Higher Level teaching Assistant.

OVERALL PURPOSE OF THE POST

Under the direction and supervision of a teacher or line manager (e.g. Higher Level Teaching Assistant), to support pupils' learning, to attend to pupils personal needs and to provide general support in managing pupils and the classroom.

KEY OUTCOMES / ACTIVITIES

- To assist with the personal needs of pupils including social, health, physical, hygiene, first aid and welfare matters.
- To assist with the supervision of pupils, ensuring their safety and access to learning.
- To prepare the classroom as directed for lessons and to clear afterwards.
- To assist with the display of work.
- To report to the teacher or line manager any pupil problems or behavioural difficulties in accordance with school policy.
- To report to the teacher or line manager on pupil progress and achievements in accordance with school policy.
- To assist the teacher or line manager by contributing, as directed, to a pupils' individual behaviour / education plan.
- To provide or gather routine information to or from parents/carers under the direction of the teacher or line manager.
- To provide general support with learning activities (e.g. literacy, numeracy, KS3, early years) to enable pupils to understand instructions and to ensure they remain on task.
- To assist with the maintenance of equipment and resources.
- To assist pupils in using resources, e.g. ICT.
- To assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the postholder's contractual hours.
- To participate in school visits, assisting with activities as required.
- To undertake routine clerical duties including bulk photocopying and collecting dinner money.

Other duties commensurate with the grade of the post as directed by the Head Teacher.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

RESPONSIBILITY OF RESOURCES

Employees (Supervision): None

Financial: None



Job Description cont.

Physical: Effective use of learning materials and resources.

Customers and Clients: The post involves some direct impact on the well-being of pupils through undertaking tasks or duties related to the post.

WORKING CONDITIONS

The post holder may be subject to exposure to disagreeable or unpleasant people related behaviour.

The post involves contact with people which, through their circumstances or behaviour, occasionally places emotional demands on the post holder.

The nature of the post may involve period requirements for considerable effort, e.g. lifting or carrying of children.

CHARACTERISTICS OF THE POST

The ability to occasionally attend meetings as required by the Head Teacher / Line Manager.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of school have a responsibility for promoting and safeguarding the welfare of children and young people.

The employment checks are required:

- Evidence of entitlement to work in the UK
- Childcare Disqualification Declaration (where applicable)
- Evidence of essential qualifications – see page 1 of the Job Specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

- Evidence of a satisfactory safeguarding check e.g. Enhanced DBS Disclosure



Job Description cont.

PERSONAL SPECIFICATION

PERSONAL QUALITIES, QUALIFICATIONS AND EXPERIENCE		
	Essential	Desirable
Qualifications/Training		
Level 2 Numeracy / Literacy or willingness to work towards this	Y	
Support Work in Schools (S.W.I.S.) Level 2.		Y
Supporting pupils with S.E.N.D. Level 2 or 3 qualification		Y
Knowledge		
Good numeracy / literacy skills	Y	
Appropriate knowledge of First Aid		Y
Use of Technology e.g. ICT.		Y
Child Protection issues		Y
Health, Safety & Security issues		Y
Data Protection issues		Y
Experience		
Work or caring for children		Y
Competencies and Other Skills		
The ability to relate well with children and adults	Y	
The ability to work as a member of a team	Y	
Effective use of resources	Y	

Date completed:

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form.



Overthorpe C of E Academy

As a school, we aim to ignite a spark for learning in all young minds, that inspires and creates independence for life, within an environment that is safe, stable and caring for all. Our staff, governors, parents and pupils are determined to provide the very best for our children so that they learn in school and for life.

We have a fantastic group of young people and amazing staff. The staff ensure that the children always have the very best experiences in school, provide a wonderful, enriching curriculum that enables ALL of our children to enjoy themselves and achieve great things!

We ensure that our 'Curriculum fit for Overthorpe', stimulates and excites our children to have a real purpose for learning, whilst ensuring all children fulfill their potential through a broad and balanced curriculum.

Our school vision reflects what we want for our Overthorpe family:

'Overthorpe is more than a school-
We are the heart of our community,
In our family, we nurture the courage,
And skills to fly higher than the flock,
Whilst always providing a nest,
To come home to.'

Our school's Christian values are Trust, Friendship, Endurance, Hope and Forgiveness; we aim to instill these in everything that we do in school and believe that these represent our fantastic pupils, Christian beliefs and the local community. We believe in all our children and we are committed to ensuring that our children are always ready for the next step of their development.

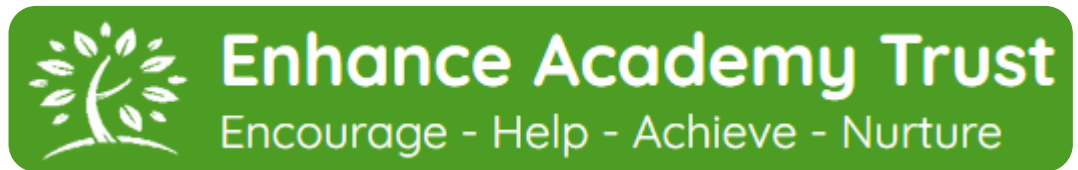
An Employee Assistance Programme is available to all staff, which offers you access to information, advice and support, on issues such as legal, medical, counselling etc. We have a comfortable and friendly staff room, which currently offers free tea and coffee at break times.



Enhance Academy Trust

Enhance Academy Trust is a Church of England Multi-Academy Trust, comprising of ten primary schools located across Wakefield and Kirklees and a post-16 performing arts free school. The Trust was established in 2012, as a sponsor of Church of England and Community Schools that needed support. Eight of its ten primary academies have been sponsored or transferred into the Trust. The Trust works very closely with its academies and encourages them to help each other, whilst at the same time allowing them a reasonable amount of autonomy. It has kept to this model whilst expanding and wants to continue to follow similar principles in the future. Our vision is to deliver improved educational outcomes and learning skills, to enable our young people to live well in the world around them. We also aim to allow our academy leaders and staff to develop the individual character of our academies, so they can best serve their local communities.

For further information, visit www.enhanceacad.org.uk



Privacy Statement — Job Applicant

PRIVACY NOTICE FOR JOB APPLICANTS

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

Overthorpe CofE Academy are the 'data controller' for the purposes of data protection law.

Please see below for details of our Data Protection Officer.

Successful candidates should refer to our privacy notice for the school workforce. for information about how their personal data is collected, stored and used.

Please contact the school should you wish to receive a copy of our employee privacy notice.

HOW WE USE EMPLOYEE INFORMATION

We collect and use data relating to those applying to work at our school. under the principle of the General Data Protection Regulations (GDPR) which states that data is used for "specified, explicit and legitimate purposes". Personal data that we may collect, use, store and share (when appropriate) about you, includes, but is not restricted to:

- Contact details
- Application form
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships
- Results of social media checks

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

WHY WE COLLECT AND USE THIS INFORMATION

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

We lawfully process this information to:

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):



Privacy Statement – Job Applicant cont.

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

We lawfully process this information to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

COLLECTING THIS INFORMATION

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

STORING THIS INFORMATION

We keep personal information about you during the application process. We may also keep it beyond this if this is necessary. Our data retention policy sets out how long we keep information. (Our data retention policy is available on request from the academy).

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

USE OF YOUR PERSONAL DATA IN AUTOMATED DECISION MAKING AND PROFILING

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

WHO WE SHARE THIS INFORMATION WITH

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a Head Teacher position



Privacy Statement – Job Applicant cont.

- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please submit a request in writing, either by letter or email to the Data Protection Officer (contact details below).

Including:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

FURTHER INFORMATION

If you would like to discuss anything in this privacy notice, please contact:

Mr N Stott DPO – dpo@wntai.co.uk

