

# Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Eckington School



SILVERDALE  
SIXTH FORM



Outstanding Achievement for All

## Job Advert



Silverdale School is an extremely popular and high achieving 11-18 comprehensive in the south west of Sheffield and is the founding school of Chorus Education Trust. The school has an excellent record of student achievement at both KS4 and KS5. At its heart is one of the country's largest Teaching Schools, the Sheffield

Teacher Training Alliance. The school sits within a new building with a full complement of facilities.

In 2020 it was named the Sunday Times Top State Secondary School in the North of the Decade, in recognition of its sustained success.

As part of our values, we are committed to supporting inclusion and diversity at Chorus. We actively celebrate colleagues' different abilities, sexual orientation, ethnicity, faith, and gender. Everyone is welcome and supported in their development at all stages in their journey with us.

You can view the school website at: [www.silverdale-chorustrust.org](http://www.silverdale-chorustrust.org)

### Silverdale Engagement Hub Level 2 Teaching Assistant

**Salary: Grade 3 SCP5-6 £23,500 - £23,893 (£18,026 - £18,328)**

**33 hours per week/39 weeks per year**

**To start: September 2024**

### About this vacancy

We are looking for a passionate and inspiring Teaching Assistant to provide support inside and outside of the classroom within the Silverdale Engagement Hub.

Silverdale School is seeking a highly skilled and experienced colleague committed to equality of education and the removing of barriers to learning for all students.

We are investing in our students who find education within the classroom the most challenging. We are committed to removing **all** barriers to learning for **all** children. We know all students wish to achieve, be successful and happy and safe in school. Silverdale is establishing a provision where students have the opportunity to engage with the curriculum and culture of our school within a positive and nurturing environment, with high expectations and clear structures.

The school is creating an innovative centre within school where students follow a bespoke engagement curriculum to help them navigate their way successfully back into the mainstream classroom.

The post-holder will be working with a small group of students from Key Stage 3 in 12-week blocks, providing provision with an experienced and skilful Hub Co-ordinator. Students will be within the

provision for a variety of reasons including low attendance and school refusal, literacy and numeracy, social and emotional needs and negative expressions of behaviour.

In order to identify and address the barriers for learning and engagement, the curriculum will not follow the school day. Instead, a reduced timetable will incorporate pre-learning, over-learning, collaborative projects, bespoke interventions and community time in a nurturing environment. Ongoing monitoring, work with parents and mentoring of students following their 12-week experience will continue to address the complex reasons why a child is struggling to learn in the classroom and thrive.

The successful candidate will play a key role in ensuring all students in our community are ready to learn, respectful and safe.

In addition to excellent numeracy and literacy skills the essential requirements are excellent communication, inter-personal skills, the ability to deliver literacy or numeracy interventions and a desire to work with young people helping them to realise their potential.

Experience of working with young people in a school setting is essential.

Benefits include:

- CPD support from one of the largest Teaching Schools, the **Sheffield Teaching School Alliance**, throughout your career.
- Opportunities to develop skills and experience as part of a growing, local Trust.

**There will be no need to go elsewhere – your career will flourish with us.**

**Chorus Education Trust is proud to support flexible working arrangements.**

## To apply

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to Blake Foster (Business Support Services Manager) at: [recruitment@silverdale.chorustrust.org](mailto:recruitment@silverdale.chorustrust.org)

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted. Applicants are welcome to discuss any aspect of the role with David Dalrymple, SENCO.

Deadline for applications: **11.59pm on 2<sup>nd</sup> June 2024.**

Interviews to be held: **week beginning 10<sup>th</sup> June 2024..**

*The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.*

*At Chorus Trust we are committed to the Safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy <https://www.chorustrust.org/policies>*

## Job Description: summary

<b>Post Title</b>	Silverdale Engagement Hub Teaching Assistant Level 2
<b>Profile</b>	LD2.5
<b>Grade</b>	3
<b>Grade Spinal Point Range</b>	5-6
<b>Accountable SLT post</b>	Deputy Headteacher responsible for Inclusion in conjunction with the Business Support Services Manager
<b>Line Manager of Postholder (if different)</b>	Engagement Hub Co-ordinator
<b>Staff to be supervised or line managed by post holder</b>	N/a
<b>Post holder will work with</b>	Engagement Hub Co-ordinator SENCO Other teaching and support staff
<b>Holiday and sickness relief by/ for</b>	By and for other admin support staff
<b>Purpose of job</b>	To provide support to the students and thereby raise pupil standards and attainment in class.
<b>Version revised:</b>	March 2024

## Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School(s).

### **Specific duties and responsibilities:**

To be responsible for providing pupil support to the standards required by the academy and appropriate external bodies, including providing intimate care of students, including, but not exclusively, those with special educational needs. Duties will include, but not be limited to:

### **SUPPORT FOR PUPILS**

- Supervise and provide particular support for pupils within the Silverdale Engagement Hub.
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of curriculum and learning in the Silverdale Engagement Hub.
- Establish constructive relationships with pupils and parents/ carers and interact with them according to individual needs
- To act as a keyworker to individual or groups of students.
- Promote the inclusion and acceptance of all pupils
- Support pupils to engage and interact with others and in take part in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and develop independent learning
- Provide feedback to pupils in relation to progress and achievement under guidance of the Silverdale Engagement Hub Co-ordinator.

### **SUPPORT FOR THE TEACHER**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the Silverdale Engagement Hub Co-ordinator, to support pupils to achieve learning outcomes
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to Silverdale Engagement Hub Co-ordinator on pupils achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers

- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.

#### **SUPPORT FOR THE CURRICULUM**

- Undertake structured and agreed learning activities/teaching interventions adjusting activities according to pupil responses
- Undertake interventions linked to local and national learning strategies e.g. literacy, numeracy etc.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

#### **Support for Trust/School (included in all roles)**

- 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 and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Take an active part in all key school events such as open evenings etc
- From time to time, to meet the needs of the school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role
- Contribute to the overall ethos/work/aims of the Trust/school
- Participate in relevant training, other learning activities and performance management as required
- Ensure display boards and leaflet displays, etc are kept up to date and in good order as appropriate and required
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions
- Team responsibilities - All administrative support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

# Person Specification

**Job title: Silverdale Engagement Level 2 Teaching Assistant**

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Understanding of principles of child development and learning processes.	✓		A/I
Ability to build strong, productive working relationships with children and adults.	✓		A/I
Experience of planning, delivering and assessing interventions to raise attainment of vulnerable learners		✓	A / I
An awareness of Special Educational Needs and strategies to overcome barriers to learning in the classroom	✓		A
Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.		✓	A / I
Experience of supervising groups of students		✓	A/I
Relevant work experience in a similar background within a secondary setting (KS3 & 4)		✓	A
Ability to support/instruct other TA's and support staff.		✓	A/I
<b>Qualifications</b>			
Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C)	✓		A
Evidence of regular, relevant and recent personal development.	✓		A
<b>Other skills</b>			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		I

Work effectively as part of a team recognising own role as a team member.	✓		<b>A / I</b>
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		<b>A / I</b>
Demonstrate an enthusiastic and positive approach regarding challenges, putting the students at the heart of your work	✓		<b>A/I</b>
Ability to learn from experiences.	✓		<b>I</b>
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		<b>I</b>
Ability to work alongside young people	✓		<b>A / I</b>
<b>Interpersonal skills</b>			
Ability to maintain confidentiality	✓		<b>A</b>
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		<b>I</b>
Able to make a positive contribution to the team.	✓		<b>A</b>
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		<b>I</b>
Maintains standards set by the organisation.	✓		<b>I</b>
Takes responsibility for own actions.	✓		<b>I</b>
Ability to work alone unsupervised and manage own workload.	✓		<b>A / I</b>
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		<b>I</b>