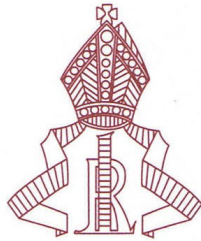


Bishop Luffa School

Teaching Assistant / Higher Level Teaching Assistant Information Booklet





Bishop Luffa Learning Partnership

The Bishop Luffa Learning Partnership Multi Academy Trust was established in October 2020 and consists of Bishop Luffa School, which has a thriving Sixth Form, Rumboldswyke Primary School, and Lavant Primary School.

We strive to give students an experience of school that reflects John 10:10 'I have come in order that you may have life – life in all its fullness'. We are focussed on giving students the opportunity to explore different subjects, different sports and different hobbies and forge an identity that is their own. Guiding all of this is a belief that a full life flows from a relationship with God.

Our expectation for staff and students' conduct in school is based on John 15:12 'Love each other as I have loved you'. This has been turned into our school motto: 'Always our best because everyone matters.'

The Partnership is looking to add to their Teaching Assistant and Higher Level Teaching Assistant team based at Bishop Luffa School. This is an extremely exciting time for staff to join a growing and ambitious Multi Academy Trust and successful candidates can expect to receive a warm welcome into a very supportive partnership.

I look forward to meeting interviewees in due course and if you would like to come and visit the school before applying please do not hesitate to contact me.

Mr Mark Nicholds
Chief Finance Officer
Bishop Luffa Learning Partnership
(nicholdsm@bishopluffa.org.uk)



Our Vision

Our aim is to show every child what 'life in all its fullness' means.

We are a school of hope, where students are invited to explore their God-given potential.

Staff at Bishop Luffa commit to:

- ◇ Inspire all students to be ambitious about their futures
- ◇ Encourage and develop leadership amongst students and staff
- ◇ Develop Partnerships within, and beyond, the school
- ◇ Foster engagement in personal and spiritual development
- ◇ Nurture a sense of belonging to a safe school and the wider world



About Us

Bishop Luffa School is a busy and thriving mixed comprehensive, with 1604 students including 378 Sixth Form students, serving a wide area around Chichester. The school was founded in 1963 to give Christian families a place where their children could be given a high quality education based on Christian values. In 2013 the school became an Academy.



Our school proudly encourages students to explore a wide range of subjects and extra-curricular activities. At the last count, there were 49 clubs running regularly. We celebrate learning outside of the classroom in a number of annual events, such as 'Fruition' which showcases the Arts and Technology and our fiercely contested House competitions in Sports, Dance and Drama. We award a House Cup every year for the House that gains the most House Points.

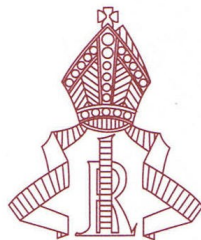


We want three things from our students: that they join-in, that they contribute to the school community and that they take their turn as leaders. Each House has a council led by its House Captains, and this feeds into our School Council, which is chaired by our School Captains. The School Captains regularly attend meetings with the school leadership team.

Each year group is served by a member of our clergy team, who are drawn from churches in our catchment area and reflect the diversity of the Christian faith. We also have a Worship Team of staff and students, who write and deliver the 'Connect' programme, which helps students to learn about their spiritual life.

Our ethos, and the tremendous support that we get from parents and carers, leads to our students achieving excellent results and following exciting careers. We are proud of our school and look forward to welcoming a new member of staff into the team.





Teaching Assistant

Grade 4 £23,500—£23,893 pro rata (Actual salary £16,270—£16,541)

Higher Level Teaching Assistant

Grade 6 £25,119—£26,421 pro rata (Actual salary £17,390—£18,291)

**30 hours per week, Term Time only + 5 INSET days
8.00am—2.30pm (30 minutes unpaid lunchbreak)**

Bishop Luffa School are looking to appoint enthusiastic and resourceful people in the role of Teaching Assistant or Higher Level Teaching Assistants. The successful candidates will work alongside and under the guidance of the SENCo and will be required to support individual students and small groups. This exciting and rewarding role requires someone who:

- has high standards and takes pride in the quality of their work
- is able to work effectively in a team
- enjoys making a real difference to students' learning
- is patient, flexible, adaptable and able to show initiative

The post requires excellent communication skills, a good general educational background and the ability to work in partnership with teachers. IT skills would be an advantage.

Many of our previous post holders have utilised the post to develop experience in the education sector before progressing to PGCE courses, educational psychology and working within educational charities.

This is an outstanding opportunity to work and develop within a supportive, committed and forward-looking school.

Closing date for applications : **Friday 23rd February 2024**

Interviews will be held in the week commencing Monday 26th February 2024

The school is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check.

Job Description

Teaching Assistant

Role: *To support teachers in the classroom to deliver the graduated approach with the aim of meeting the needs of all students in mainstream classes so that they make at least expected progress.*

Responsible to: Head of Support

Responsible for the following duties:

The Teaching Assistant may work with and receive instruction from a number of staff members, these may be identified here, i.e. Head of Support, Head of Faculty or Department, Classroom teacher.

Help identified students in a specified Faculty who are vulnerable to under-achievement to make progress at least in line with expectations by:

Developing an understanding of the special educational needs of the students in the Faculty:

- take into account the students' needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials
- build and maintain successful relationships with students, treat them consistently with respect and consideration

Working under the guidance of the teacher:

- have formal and informal meetings with teachers to contribute to planning lessons/activities
- support teachers in the planning and delivery of lessons appropriate to identified students' needs, which are then documented in Schemes of Work
- work with identified groups on differentiated activities
- support the teacher in implementing specific teaching programmes
- support the teacher in carrying out structured classroom assessment/observation and feedback (eg green penning)
- supervise practical tasks
- be involved in keeping records and evaluating identified students' progress

In the classroom:

- prepare students beforehand for a task
- help promote and develop independent learning, study and organizational skills
- reinforce learning, keeping pupils on task and building motivation
- help students record work in an appropriate way
- help build students' confidence and enhance their self-esteem
- assist students with physical needs
- model good practice in all these areas

Working with the Head of specified Faculty

- identify the students in need of extra support and agree allocation of time
- contribute to the development of the differentiated materials in the Schemes of Work

Working with the Support Faculty

- clarify with the Head of Support the precise requirements of the TA in the specified Faculty
- discuss strategies with Support Faculty Coach for meeting students' particular needs and supporting their progress during the course of the year
- deliver specific interventions to identified students under the guidance of the Head of Support

Other responsibilities

- work as part of the team in relation to individual students, liaising, advising and consulting where appropriate
- support implementation of school policies & procedures, including those relating to confidentiality and behaviour
- identify personal training needs and to attend appropriate internal and external in-service training
- Any other tasks as directed by the Head teacher which fall within the purview of the post.

Supervision arrangements:

- Termly formal review of performance with line manager
- Regular meetings/training for team of Teaching Assistants (once every 2 weeks)
- Observation of classroom support work by Head of Support/Support Faculty Coach initially twice yearly.

Person Specification

Teaching Assistant

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
QUALIFICATIONS, TRAINING and EXPERIENCE			
A good general education. Minimum of GCSEs Grade C or above, or the equivalent, in Maths and English	✓		Application form and interview
Education to A Level or its equivalent and beyond		✓	Application form and interview
Competent in Microsoft Word, Excel and Arbor		✓	Application form and interview
Evidence of having worked with children in some capacity; this could be as a parent/carer	✓		
Knowledge of/or previous experience of working in a school environment.		✓	Application form and interview
Experience of working with children with SEN, preferably at secondary age		✓	Application form and interview
A commitment to safeguarding the welfare of children	✓		
KNOWLEDGE, SKILLS, PERSONAL QUALITIES & ATTRIBUTES			
Good communication skills.	✓		Application form and interview, professional references
The ability to maintain confidentiality	✓		Application form and interview, professional references
Friendly and patient manner.	✓		Application form and interview, professional references
Commitment to supporting the distinctive nature of a Church of England School	✓		Application form and interview, professional references

Bishop Luffa School is committed to safeguarding and promoting the welfare of our children and young people, and expects all staff to share this commitment.

Job Description

Higher Level Teaching Assistant (HLTA)

Role

Working under the direction of the Head of Support, the HLTA will work with students, teachers, parents and carers to help ensure that students make the best possible progress in their learning

Responsible to:

Head of Support

Responsible for:

Supporting the student:

Take responsibility for helping students make progress in a range of classroom settings including working with individuals, small groups and whole classes where the assigned teacher is not present, by:

- Undertaking activities with individuals, groups or a class of students in order to facilitate their physical, emotional and educational development within a safe environment
- Carrying out pre-determined educational activities and work programmes ensuring that specific guidelines are followed whilst promoting independent learning to support the understanding of the student(s)
- Encouraging acceptance and inclusion of the student with special needs to support achievement and development
- Promoting and reinforcing the student's self-esteem and encourage the student to maximise their achievement and development
- Attending planning meetings and under the overall direction and guidance of the teacher, contributing to the short-, medium- and long-term planning and preparation of lessons
- Preparing and delivering lessons, under the direction of the teacher, and delivery of specific interventions to students
- Monitoring, evaluating and providing teachers with feedback on students' participation and progress
- Liaise with the class teacher to devise complementary learning activities.

Supporting the teacher by:

- Monitoring, assessing and recording students' work as directed by the teacher.

Supporting the school by:

- Being aware of confidential issues linked to home/student/teacher/school work and to keep confidences as appropriate
- Carrying out the duties of Higher Level Teaching Assistants as required or directed
- Contributing to behaviour management of students in accordance with the school policy and guidance
- Working within the framework of the school's agreed policies and procedures.

Supporting the curriculum by:

- Carrying out any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post, subject to the proviso that any significant, substantial or permanent changes shall be incorporated into the job description in specific terms

General Key Tasks

- Attend staff meetings and school INSET days as required by the Head Teacher
- Provide general care and welfare for students

Qualifications

- Level 4 Certificate for Higher Level Teaching Assistants, or equivalent

Person Specification

Higher Level Teaching Assistant

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
QUALIFICATIONS, TRAINING and EXPERIENCE			
A good general education. Minimum of GCSEs Grade C or above, or the equivalent, in Maths and English	✓		Application form and interview
Education to A Level or its equivalent and beyond		✓	Application form and interview
Level 4 Certificate for Higher Level Teaching Assistant (or equivalent)	✓		Application form and interview
Competent in Microsoft Word, Excel and Arbor		✓	Application form and interview
Evidence of having worked with children in some capacity; this could be as a parent/carer	✓		
Knowledge of/or previous experience of working in a school environment.		✓	Application form and interview
Experience of working with children with SEN, preferably at secondary age		✓	Application form and interview
A commitment to safeguarding the welfare of children	✓		
KNOWLEDGE, SKILLS, PERSONAL QUALITIES & ATTRIBUTES			
Good communication skills.	✓		Application form and interview, professional references
The ability to maintain confidentiality	✓		Application form and interview, professional references
Friendly and patient manner.	✓		Application form and interview, professional references
Commitment to supporting the distinctive nature of a Church of England School	✓		Application form and interview, professional references

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