The GALLERY TRUST

A community of special schools

Thank you for your interest in the post of Higher Level Teaching Assistant at Mabel Prichard School.

We are a community special school for children and young people with complex needs from the ages of 2 to 19.

At Mabel Prichard School, we believe in enabling every student to discover who they are and to realise their full potential. Our curriculum offers a broad range of opportunities to face challenge; develop independence; prepare for adulthood; discover the world around them; be safe and develop the skills and knowledge to lead a happy, positive and fulfilled life.

Through our strong caring ethos, we support students to respect their whole community, regardless of background, race, gender, faith and disability and to celebrate diversity, so they are able to develop skills of empathy and tolerance in their life ahead.

We believe education plays a pivotal role in developing as individuals, alongside the vital input from families and other professionals whom we enjoy working closely with. The purpose of the school is to create opportunities through education for each student to value themselves and each other; develop confidence; communicate their thoughts and ideas and to enjoy discovering their strengths to take forward in their life ahead.

Mabel Prichard School is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county. With six academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

Please visit our website to find out more about the school. If you would like to visit the school to find out more about this exceptional opportunity before you submit your application, you will be most welcome. Our staff and students will be delighted to meet you.

Thank you again for your interest and we look forward to hearing from you.

Lucy Wawrzyniak
Executive Headteacher

Higher Level Teaching Assistant
Grade 9
Actual Salary £19982.75 - £21934.85
(FTE £27,741-£30,451 per annum)
32 hours per week, 38 weeks per year, Term time only Permanent
To start October 2021

Are you an inspirational, committed, dynamic higher level teaching assistant or experienced teaching assistant, seeking to join an equally exciting team? If so, Mabel Prichard School have an opportunity for you. We are looking to appoint an experienced teaching assistant with the very highest aspirations for all students, to join our team as a higher level teaching assistant. The role will support the secondary site initially but you would need to be willing to work across both sites if required.
Mabel Prichard is a special school for children from 2 to 19 years with profound and multiple learning difficulties and severe learning difficulties. Our classes vary from 9 to 11 students and we have a team of adults working in each. We offer training across a number of areas and support and encourage career development. If you are interested in this opportunity, please see the Gallery Trust vacancies site: https://thegallerytrust.co.uk/recruitment/current-vacancies/ or our vacancies site on https://mabelprichard.org/vacancies/
You will:

- Have English and Maths GCSE or equivalent
- Have experience planning, teaching and assessing students with complex needs
- Have a knowledge of the education, employment and training pathways open to students with special needs on leaving a special school
- Have high aspirations for all students

Mabel Prichard School is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosure and Barring Service Enhanced check".
All applications will be expected to demonstrate a commitment to British values.
For further information please contact Lucy Wawrzyniak, Headteacher on 01865 777878 or email recruitment@mabel-prichard.oxon.sch.uk

Application Process
To apply for this post, please email recruitment@mabelprichard.org. You can also download an application form and job pack from our website https://mabelprichard.org/ or from The Gallery Trust website www.thegallerytrust.co.uk

Please submit your application form by Friday 24th September at 12 noon to recruitment@mabelprichard.org or by post. Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.

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A community of special schools

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in 2022
- A Free Special School in South Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove@Longford Park, Banbury (satellite provision of Orion Academy)
- The Gallery@Longford Park, Banbury (resource base for mainstream students)

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.

At Mabel Prichard School students work in class groups where teachers differentiate learning for all students, ensuring lessons are inclusive for all.

The school has developed a comprehensive and broad skills-based curriculum, which can be found on the school's website. This curriculum, which is underpinned by detailed assessment processes, guides the learning for all students. The school has excellent links with community partners and its strong focus on pathways to adulthood supports students onto further education and into employment.

The committed team at Mabel Prichard School includes class teachers, teaching assistants, lunchtime supervisors, care assistants, school business manager and admin team, caretaker and cleaning team and safeguarding leads.

The school recognises its success is based on successful partnerships. Most importantly, the school works closely with parents and understands that they know their child best. The wider multi-professional team at Mabel Prichard includes a Special School Nurse, Speech and Language Therapist, Occupational Therapist and Physiotherapist. The school also hosts health clinics through the special school nurse provision.

Higher Level Teaching Assistant
Job Description

INTRODUCTION

To complement the professional work of teachers by taking responsibility for agreed learning activities under supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes, and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development.

JOB PURPOSE

To be responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training

SUPPORT FOR STUDENTS

- Assess the needs of pupils and use detailed knowledge and specialist skills to support students' learning
- Willingness to work in other phases of the school as required
- In association with the teacher, plan, deliver and support students with relevant interventions to improve specific skills.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support students, recognising and responding to their individual needs
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward independence
- Provide feedback to pupils in relation to progress and achievement

SUPPORT FOR TEACHERS

- Organise and manage the appropriate learning environment and resources for students
- Under supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities using evidence for Learning and the established learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters using Evidence for Learning as a base.
- Record progress and achievement in lessons/activities on Evidence for Learning and use this information to plan next steps in learning.
- Work within the Mabel Prichard School behaviour policy to anticipate and manage behaviour constructively, promoting self control and independence
- Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc.

SUPPORT FOR THE CURRICULUM

- Under supervision, deliver learning activities to students, adjusting activities according to pupil responses/needs.
- Use ICT effectively to support learning activities and develop students' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of students' interests, language and cultural backgrounds.

SUPPORT FOR THE SCHOOL

- Comply with and assist with the development of policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Deliver out of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE

- Manage other teaching assistants
- Liaise between leaders/teaching staff and teaching assistants
- Hold regular team meetings with any managed staff
- Represent teaching assistants at teaching staff/management/other appropriate meetings
- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants

SELECTION CRITERIA

Essential

- English and Maths GCSE or equivalent at grade C or above.
- Experience of working with children with complex needs, ASD and medical needs
- An understanding of the barriers to learning faced by students with complex needs.
- Meet Higher Level Teaching Assistant standards or equivalent qualification or experience
- Training in relevant learning strategies e.g. literacy, numeracy, communication approaches etc.
- Specialist skills/training in curriculum or learning area e.g. sign language, PECs, ICT
- Can use ICT effectively to support learning
- Full working knowledge of relevant policies/codes of practice/legislation
- Good understanding of child development and learning processes
- Understanding of statutory frameworks relating to teaching
- Ability to organise, lead and motivate a team
- Constantly improve own practice/knowledge through self-evaluation and learning from others
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- A commitment to safeguarding and health and safety legislation

Desirable

- A Levels
- A degree
- A qualification in education
- Experience of arranging and monitoring progress in work experience placements
- Able to drive a mini bus or willingness to learn