



Level 2 Teaching Assistant SEND 1-to-1
Support

Application Pack

Woodthorne Primary School

Together We Succeed

Contents



Level 2 Teaching Assistant SEND
1-to-1 Support
Application Pack

- 1. About Perry Hall Multi-Academy Trust**
- 2. Trust Safeguarding Statement**
- 3. About Woodthorne Primary School**
- 4. Training and Development**
- 5. Job Description/Personal Specification**
- 6. Post Information**
- 7. Recruitment Privacy Notice**
- 8. Contact Details**

About Our Trust



With the intention to seek more autonomy and control over the school budget and services, Perry Hall Primary School converted to an academy on the 1st of July 2013.

At the same time, Perry Hall was delivering School to School support to Berrybrook Primary following a subsequent request from their local governing body, who later in April 2014 joined the trust, officially making it Perry multi-academy trust (MAT). Since then, a number of schools across multiple authorities have been welcomed into the Trust.

The management of the MAT is the responsibility of the trustees who are elected and co-opted under the terms of the Articles of Association.

Our Vision

Our Purpose:

We aim to improve the outcomes for all children across our Multi-Academy Trust regardless of their starting points

This is achieved for all our children by:

- A world class educational experience that will deliver better life chances;
- Ensuring that all children regardless of their starting points achieve above national expectations, and the proportion of pupils making better than expected progress is in line with national expectations;
- Ensuring that children in our schools have the added value and opportunities in curriculum design through partnership with commerce and business;
- Making sure the families surrounding our children have access to the best possible education opportunities for their children;
- Inspiration from excellent role models who are leaders in their academies;
- Celebrating success of all adults and children.

Trust Safeguarding Statement



Perry Hall Multi-Academy Trust schools first priority is the welfare of our children. We are committed to the highest standard in protecting and safeguarding the children entrusted to our care at all time.

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse and that all of the staff are well placed to identify such abuse and offer support to children in need.

In our Trust Schools, we aim to:

- Create an atmosphere where all our children can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse
- Respond quickly and effectively to cases of suspected abuse

We will support all children by:

- Encouraging self-esteem and self-assertiveness, whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within school.

Please refer to our Academy SEND policy to view our procedure on early identification and intervention of additional needs.

Everyone working with our children should be aware that:

- Their role is to listen and note carefully any observations that could indicate abuse
- They should not attempt to investigate once initial concern is raised

About Woodthorne Primary School



‘Inspiring a love of learning to last a lifetime’.

All of the children at Woodthorne Primary receive a well-rounded education that prepares them for their future lives, this is of upmost importance to all staff within Woodthorne Primary School.

Our children learn and explore through a wide variety of activities and challenges in an environment where they feel safe and happy. Our dedicated and hardworking team of staff continuously encourage pupils to try their absolute best in everything they do and to treat those around them with upmost respect.

Our Core Values

Woodthorne's Core Values communicate our school's story – its mission, standards and desired outcomes. They provide the foundation for building the type of atmosphere we want to foster. They are the terms of practice that clearly define how everyone will work together to achieve Woodthorne's vision and carry out its mission. Our core values underpin everything we do at Woodthorne Primary School. The values of Courage, Ambition, Respect and Excellence spell out the acronym 'Care'; we are a caring school and demonstrate this by showing compassion and understanding towards each other – within our community and beyond.

All members of Woodthorne Staff will embody our school values and ethos. Staff will model the expectations of behaviour, communication, excellence, kindness and respect that we expect from the children we nurture. Staff will look out for each other, communicate respectfully, demonstrate emotional intelligence in challenging situations and above all, work together as a team.

In the same way that we ensure each and every child at Woodthorne is valued, we too ensure that all staff feel this way. We regularly review staff workload, promote the importance of striking a work-life balance and create a positive working environment with a culture of collaboration and teamwork. Our open-door policy applies to staff, children and families alike. Leaders welcome feedback and ensure that all staff feel listened to and heard.



Training and Development

We believe that what ultimately leads to the best possible education for our pupils is continual, life-long learning through the provision of support and training to both new and more experienced leaders and teaching staff.

It is vital that staff development is ongoing, collaborative and experimental which is why our Trust deliver a range of bespoke training courses and support programmes which are tailored to the needs of those we are delivering them to. We understand fully that 'one size doesn't fit all' and that every school has its own individual needs and challenges.

Perry Hall teaching school serves schools both within Wolverhampton and further afield and is made up of a number of specialist leaders of education and expert practitioners who provide a high standard of support and training. Our team has a shared goal – to improve the learning experience of all pupils in the Trust and provides a great number of CPD opportunities for staff across our Trust.



Job Description

Name: Level 2 Teaching Assistant SEND 1-to-1 support

Main Purpose of the Job:

- To work under the instruction of the class teacher and provide general basic help and support
- To support access to learning by undertaking a range of practical duties within the classroom including physical care of the children as appropriate.
- To work with groups and classes
- To assist the teacher in management of pupils and the classroom.
- To carry out, under reasonable direction of the Head of School, the appropriate duties of a Teaching Assistant.

Support for Pupils:

- 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 Individual Education/Behaviour Plans and Personal Care programmes
- Provide feedback to pupils in relation to progress and achievement under guidance of teacher
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Help with the care and support of pupils, both individual and groups.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Assist pupils with dressing/changing for activities
- Encourage the children to act independently as appropriate
- Encourage children to interact with others and engaged in activities
- Ensure children to understand instructions
- Support children in using basic ICT as directed
- Routine support for pupils with literacy and numeracy skills

Support For Teacher/Curriculum

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plan
- Display and present children's work as directed
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- 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 teacher on pupils achievement, progress problems etc.
- Prepare and organise teaching resources including the checking and maintaining of teaching and learning equipment and materials including control of stock within the classroom
- Report behaviour difficulties appropriately and support the teacher in basic management of pupil behaviour.
- Undertake duties on a rota basis during mid morning and mid afternoon breaks
- Accompany staff and children on visits and trips as required and take responsibility for a group under the supervision of a teacher.
- Gather information from parents/carers as directed.
- Provide general clerical support e.g. photocopying, collecting money
- Routine support for pupils to access the curriculum
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection reporting all concerns to the appropriate person.
- Contribute to the overall ethos /work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Undertake pupil record keeping
- Gather/ report information from and to parents as directed
- Attend and participate in relevant meetings as required.
- Any other duties commensurate with the duties/responsibilities/grade of the post.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

Support to the School

- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Contribute to the development and maintenance of the school policies.
- Participate in working groups on curriculum matters.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings and training.
- Participate in training and other learning activities as required.
- Undertake planned supervision of pupils.
- Provide cover supervision for a group, under the direction and control of the Head of School or other designated member of staff.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.

Other:

- To carried out any other duties as directed by the Head of School

Safeguarding

Everyone who works within the Trust schools has the responsibility for promoting the safeguarding and welfare of children.

Commitment to Safeguarding Children

- To ensure awareness of school policy and procedures re Child Protection.
- To become aware of the signs and symptoms of abuse by attending relevant courses required.
- To ensure that Level 1 safeguarding training is completed
- To report all causes for concern to the Child Protection Lead
- To ensure the safety of all children in the school learning environment both indoor and outdoor.
- To carry out appropriate risk assessments prior to activities.

Other:

- To carried out any other duties as directed by the Head

Personal Specification

Person Specification: Level 2 Teaching Assistant

| | Essential | Desirable |
|--------------------------------------|---|--|
| Qualifications and experience | <p>Level 2 Diploma in Childcare in Education (formerly known as NNEB Diploma in Nursery Nursing)</p> <p>OR</p> <p>NVQ level 4, Childcare in Education, City and Guilds Advanced Certificate in Learning Support</p> <p>OR</p> <p>Two years minimum satisfactory experience as a TA, with evidence of INSET undertaken</p> | <p>Experience of working with children who have a wide variety of educational needs</p> <p>Experience of working with children with Special Educational Needs.</p> |
| Knowledge and understanding | <p>The Level 2 TA should have knowledge and understanding of:</p> <p>how children develop;</p> <p>how to support children in literacy and numeracy;</p> <p>supporting children with specific Special Educational Needs;</p> <p>how children learn and how to motivate them.</p> | |

| | | |
|---------------|---|--|
| Skills | <p>The Level 2 TA will be able to:</p> <ul style="list-style-type: none"> work with an individual or a group; reinforce teaching points during teacher input; clear up misunderstandings and sort out misconceptions; teach new concepts as agreed with the class teacher; model acceptable behaviour; provide strategies for spelling, reading, number skills; extend children's thinking skills; assess children's understanding of text and reading skills; assess children's understanding of maths concepts; discuss with children their understanding of learning objectives; suggest ways of developing learning; encourage good social skills; update assessments and Individual Education Programmes; liaise with the SENCO and outside agencies; take an active involvement in medium-term planning. | <p>In addition, the Level 2 TA might also be able to:</p> <ul style="list-style-type: none"> provide support to less experienced TAs. |
|---------------|---|--|

| | | |
|---------------------------------|---|--|
| Personal characteristics | Calmness Confidentiality Empathy Enthusiasm Flexibility Initiative | |
| Other work requirements | Patient and resilient Willing to attend evening meetings as required | |

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure that school policies are reflected in all aspects of his/her work, in particular those relating to;

- I. Equal Opportunities
- II. Health and Safety
- III. Data Protection Act (1984 & 1998)
- IV. Code of Conduct

Post Information

Salary: Grade 3, Points 4-6, FTE £20,258 - £20,812 per annum
Actual Salary £4,773 - £4,903 per annum

Hours of Work: 10 hours per week, Term Time Only

Closing Date: Friday 10th February 12.00pm

Start Date: As Soon As Possible

Employee Benefits:

Trust staff are entitled to the following:

- Termly well-being mornings or afternoons
- Access to an employee benefits portal which includes a number of discount vouchers for shopping, entertainment and dining
- Cycle to work scheme
- Free will-writing service
- Free telephone counselling and online access to our employee advice and assistance portal

Visits to the school:

Applicants are encouraged to visit our academy before applying. To arrange a visit, please contact Tania Newton at woodthorneprimaryschool@wolverhampton.gov or by calling 01902 921160.

Applying:

Please complete our application form which can be found on the WM Jobs website and forward to woodthorneprimaryschool@wolverhampton.gov

Recruitment Privacy Notice

Recruitment and Candidate Information

What is a Privacy Notice?

The Data Protection Act 2018 gives everyone the right to be informed about how their information is used by organisations. This Privacy Notice explains how schools in Perry Hall Multi Academy Trust use information about its employees, volunteers, individuals attending work or training placements and members of the governance boards/committees. If you can be identified from the information we hold, then this is known as “personal data”.

This Privacy Notice explains:

- why we use your personal data
- the reasons we need to do this
- what kinds of personal data we use
- where we collect your personal data from
- who we will share your personal data with
- how you can find out more.

About this Privacy Notice

This privacy notice explains how we collect, store and use personal data about individuals who apply for posts with our academies, as part of our central Trust team.

Personal data is any information that can be used to identify you. It may include information you provide as part of an application process, information we already hold about you if you are already an employee, or information we collect from other organisations, or during online searches as part of pre-employment checks. When we use your personal data, this is known as “processing”

Under data protection law, individuals have a right to be informed about how we collect, use and share personal in relation to these processes. We comply with this right by publishing a privacy notice and making this available to you before you take part in our recruitment process.

Perry Hall Multi-Academy Trust is registered as a ‘data controller’ with the Information Commissioner’s Office (ICO), meaning that we are responsible for determining how your personal data is used.

We have a Data Protection Officer (DPO) to help us comply with our data protection responsibilities. Our DPO is provided by Services4Schools Ltd and they can be contacted at DPO@perryhallmat.co.uk. You can contact them directly, if you need any further information about how we use your personal data.

What information do we collect?

Perry Hall Multi-Academy Trust only collects information about you that is necessary to support our recruitment and candidate management processes. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process;
- information required to conduct statutory safeguarding checks

- information relating to your performance and conduct from current and previous employers in the form of references
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

How do we collect your information?

When you apply for a job with us, Perry Hall Multi-Academy Trust collects your information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Perry Hall Multi-Academy Trust will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks via the Disclosure & Barring Service.

Where will your data be stored?

Data will be stored in a range of different places, including on your application record, in paper records, on our management systems, on our cloud-based IT infrastructure and on other internal IT systems (including email).

Why we process your personal data?

Perry Hall Multi-Academy Trust needs to process your personal data as part of the recruitment process. In some cases, we need to use your information to ensure we are complying with our legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

We also have statutory duties to undertake in relation to safeguarding. This includes using your personal data to conduct online checks for shortlisted candidates in line with the safer recruitment guidance in Keeping Children Safe in Education 2022.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment, and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Where we have relied on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by the rights and freedoms of applicant and potential employees and have concluded that this is not the case.

Perry Hall Multi-Academy Trust processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

As education providers, Perry Hall Multi-Academy Trust and our schools are obliged to seek information about criminal convictions and offences. Where we seek this information, it does so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to your data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment panel, interviewers involved in the recruitment process, managers in the area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Perry Hall Multi-Academy Trust will share your information with our Human Resources provider (Services 4 Schools Ltd), where they have been requested to support with the recruitment process.

Perry Hall Multi-Academy Trust will also share your data with third party providers such as the disclosure and barring service to obtain necessary criminal records checks.

We will share your personal data with the organisations you have nominated to provide references in line with safer recruitment practices.

We will share your personal data with the organisation appointed to undertake statutory background and right to work checks in line with the requirements of Keeping Children Safe in Education.

Perry Hall Multi-Academy Trust will share your data with our legal representatives if a legal process determines it necessary to do so, or we are required to do so by a UK court.

We will share your personal data with other official bodies (for the purposes of preventing and investigation of criminal activities, including fraud).

Perry Hall Multi-Academy Trust will not transfer your data outside the UK without obtaining your consent or before ensuring there are appropriate contractual and security provisions in place.

How does the Trust protect personal data?

Perry Hall Multi-Academy Trust takes the security of your data seriously. It has internal policies such as a Data Protection Policy and Records Management Policy in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. These policies can be viewed on our Trust website: <https://www.perryhallmat.co.uk/documents/>

How long do we keep recruitment data?

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. At this point it will be disposed of securely in line with our Records Management Policy.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

The periods for which your data will be held will be provided to you in a new privacy notice once you are employed by Perry Hall Multi-Academy Trust.

What if you do not provide your personal data?

You are under no statutory or contractual obligation to provide data to Perry Hall Multi-Academy Trust during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly, or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on legitimate interests as the legal ground for processing; and
- ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact our Data Protection Officer via email: DPO@perryhallmat.co.uk You can also make a subject access request by emailing this address.

If after contacting our DPO, you believe that we have complied with our data protection obligations, or upheld your rights appropriately, you can complain to the Information Commissioner at <https://ico.org.uk/make-a-complaint/>

Last Review

This Privacy Notice was last updated in September 2022

Contact Details

Address

Woodthorne Primary School
Woodthorne Road South
Wolverhampton
WV6 8XL

Call

01902 921160

Email

woodthorneprimaryschool@wolverhampton.gov

Visit

www.woodthorneprimary.org



Perry Hall Multi-Academy Trust
PO Box 7177
Greenacres Avenue
Wolverhampton
WV1 9DB

www.perryhallmat.co.uk

Together We Succeed