



Level 2 Teaching Assistant (SEND)

Application Pack

Dunstall Hill Primary School



Together We Succeed

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Level 2 Teaching Assistant Application Pack

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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, in May 2016, Dunstall Hill Primary School has made a welcomed addition.

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.

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About Dunstall Hill Primary School



Together Everyone Achieves More

At Dunstall Hill Primary School, our aim is to provide all of our children with a positive, safe and caring environment in which they can flourish and learn in order to prepare them for the journey of life ahead.

Every staff member shares a mutual desire for all pupils achieve, be happy and succeed in everything they do.

At Dunstall Hill, we deliver the curriculum through an imaginative range of activities, giving our children extensive experience, along with the confidence and independence to apply their skills in real life.



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Job Description

Main Purpose of the Job

- To work under the instruction of the class teacher, SENCo 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 pupil's 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.

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- 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 teacher
- SEN Support

Post Information

Salary: Grade 3, Points 4 - 6 (FTE £21,189 - £21,968 per annum)

Actual Salary £15,602 - £16,176

This role is Fixed Term initially, working 31.25 hours per week, Term Time Only

Closing Date: 30th January 2023 at midday

Start Date: As Soon As Possible

Visits to the school:

Applicants are encouraged to visit our academy before applying. To arrange a visit, please contact Kellie Percival at k.percival@perryhallmat.co.uk or on 01902 921166.

Applying:

Please complete our application form which can be found on the Wolverhampton Council website – www.wolverhampton.gov.uk/jobs and submit by email to k.percival@perryhallmat.co.uk

Contact Details

Address

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