

**Teaching Assistant**

Highfield School

Application Pack

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Welcome Letter

Dear Applicant

Thank you for your interest in the position of Teaching Assistant at Highfield School.

Highfield School operates on 3 sites, Ossett, Thornes and Wakefield City Centre. We looking to appoint a number of Teaching Assistants at our Ossett site, but successful candidates may at times be required to work on any of our sites.

Ideally, you will have a good understanding of our pupils' special educational needs and/or prior experience of working in education.

The successful candidates should be:

• committed to safeguarding, child protection and the welfare of children and young people

• committed to providing the best opportunities and ensuring outstanding outcomes for learners;

• an ambitious team player with excellent interpersonal skills;

• an excellent classroom practitioner with high expectations of self, pupils and the community we serve;

• able to maintain a positive approach when faced with challenges;

• able to motivate, inspire and encourage learners to strive for excellence in all areas.

You will join a team of hardworking, friendly and committed staff, governing body and engaged parents. We offer a well-resourced environment and good opportunities for professional development.

I look forward to hearing from you and welcome you contacting me in advance of your application should you require any further information.

Yours faithfully,

Mrs Rebecca Thompson

Headteacher

The School

We are a local maintained school providing education for pupils with severe learning needs. Our pupils come from all over the Wakefield area and some from further afield, to benefit from our specialised teaching, excellent pastoral care and the wide range of specialist support services and interventions we provide through our curriculum offer.  
Our ambition is to ensure that every pupil is well prepared for the next stage of their education and for adult life, be that finding meaningful employment, continued education, supported or independent living.

At Highfield school we provide a student-centred curriculum, delivered in an inclusive environment. Students develop their communication, independence and social skills to make good or better personal progress towards their EHCP outcomes. We prepare them for the responsibilities and experiences of adult life, building resilience opportunities throughout the curriculum.

Our school vision statement ‘maximising potential for confident and independent futures,’ is embedded through our six-strand curriculum across four pathways in year 7 to 11. These are, semi-formal, formal and blended and SCERTS. The SCERTS curriculum pathway introduced in September 2022, which is a comprehensive intervention model for students with autism and their families. In Post 16 we have three pathways which are, Moving on, Futures and City Futures, which was introduced in September 2022.

Highfield is a school which caters for students with severe and complex learning difficulties and autistic spectrum conditions. A significant number of our learners have associated complex needs relating to visual, hearing and speech impairment, social and emotional difficulties, communication difficulties, a range of chromosomal difficulties and in some cases, physical difficulties.

The development of our fantastic green field site has seen the inclusion of a purpose built Post 16 facility, a sensory room, a library, a fitness suite and the refurbishment of the main entrance, administration office spaces and our Emotional Health and Well- being area. We also have a wide range of outdoor facilities including a wildlife area which supports our Forest School status, a poly tunnel for horticulture, Animal Unit and well maintained sports facilities that contribute to the positive learning experiences of our students. Visitors to our school comment very positively on the warm welcome they receive and the quality of the provision, as well as the outstanding attitudes and behaviour of our fantastic students, of whom we are very proud.

We have a large, well-qualified and committed staff group who work very effectively in teams. All staff members are well supported through supportive appraisal processes to improve their practice and are encouraged to develop professionally. There are clear progression pathways identifiable within the school.

The school has grown significantly during the past five years and has made substantial changes to its model of leadership and curriculum in order to better meet the needs of our pupils. Our most recent Ofsted, November 2023, found that the school was Good overall with outstanding personal development, behaviour and welfare.

Job Description : Teaching Assistant

Reporting to :

Supervision Activities Relating to Teaching and Learning - Classroom Teacher /Tutor

Line Management - Headteacher/Higher Level Teaching Assistant

Grade and Salary : Grade 5, £13.69-£14.59ph (actual salary range £19,416 - £20,694)

Hours: 31hours 15 minutes per week, term time plus 5 inset days

**Overall purpose of the post:**

Under the direction and supervision of a Teacher or Line Manager (e.g. Higher Level Teaching Assistant) to provide particular support for individual pupils or group of pupils with special educational needs ensuring their safety and access to learning activities and to support their integration into mainstream education as appropriate.

**Main duties and responsibilities**:

* To provide particular support for individual pupils or groups of pupils with special educational needs assisting with their learning activities, providing supervision and care.
* Where appropriate to support the integration of pupils into mainstream education.
* To assist with the personal needs of pupils including social, health, physical, hygiene, first aid and welfare matters. This includes toilet training, feeding and positioning.
* To carry out medical procedures including administering medication, undertaking specialist feeding programmes and suctioning procedures. (These duties are to be undertaken following appropriate training).
* To prepare the classroom as directed for lessons and to clear afterwards.
* To assist with the display of work.
* To report to the teacher or line manager any pupil problems or behavioural difficulties in accordance with school policy.
* To report to the teacher or line manager on pupil progress and achievements in accordance with school policy.
* To assist the teacher or the line manager by contributing as directed to a pupils’ individual behaviour/education plan.
* To provide or gather routine information to or from parents/carers under the direction of the teacher or line manager.
* To provide general support with learning activities (e.g. literacy, numeracy, KS3, early years) to enable pupils to understand instructions and to ensure they remain on task.
* To assist with the maintenance of equipment and resources.
* To assist pupils in using resources e.g. ICT.
* To assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the postholder’s contractual hours.
* To participate in school visits, assisting with activities as required.
* To undertake routine clerical duties including bulk photocopying and collecting dinner monies.
* Other duties commensurate with the grade of the post as directed by the Headteacher/ Principal.

**Working Conditions:**

* The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.
* The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.
* The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children.

**Characteristics of the Post:**

* The ability to occasionally attend meetings as required by the Headteacher/Line Manager.
* Employees are encouraged to participate in training activities in order to enhance their own personal development.
* All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

**The employment checks are required:**

* Evidence of entitlement to work in the U.K.
* Childcare Disqualification Declaration (where applicable)
* Evidence of essential qualifications – see page 1 of this job specification
* Two satisfactory references
* Confirmation of medical fitness for employment
* Registration with appropriate bodies (where applicable)
* Enhanced DBS Disclosure

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the post holder of the post.

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| **Post Specification** | | |
|  | **Essential** | **Desirable** |
| **Qualifications/ Training** | Qualified Support Work in Schools (S.W.I.S.) Level 2 or willing to undertake  GCSE English & Maths Grade C or above, or equivalent (e.g. Level 2 Numeracy/ Literacy) | Qualifications specific to SEND (e.g. Makaton, PECs, ASC)  Supporting Teaching and Learning in SchoolsLevel 3 |
| **Knowledge** | Appropriate knowledge of working with students with SEND, specific strategies and learning support contribute towards reports, assessment, curriculum and safeguarding. | Use of Technology e.g. ICT.  Child Protection issues  Health, Safety & Security issues.  Data Protection issues |
| **Experience** | Experience of working with pupils with SEND. |  |
| **Physical Skills** | Effective use of resources |  |
| **Competencies and other skills required** | The ability to relate well with children with special educational needs  The ability to work with adults.  The ability to work as a member of a team. |  |

How To Apply

To apply please complete our application form, preferably completing it electronically.

Please ensure that you have addressed the requirements of the job description and person specification within the application form.  Please pay particular attention to the 'Information to support your application' section, using this to demonstrate how your experience, skills and abilities match our requirements for this post.  This statement should be no more than 2 sides of A4, font size 11.

Please note CVs will not be considered and should not be included. References will be requested for all short-listed candidates prior to the interview.

Applications should be forwarded to Ms P Sayle, Business & Operations Manager Manager by post or electronically to [psayle@highfield.wakefield.sch.uk](mailto:psayle@highfield.wakefield.sch.uk), to reach us no later than **12 noon Wednesday 1st October 2025**.

Applicants selected for an interview will be informed by email. The interviews are scheduled for **wc 6th October 2025**. Further details will be provided to successful applicants along with the interview notification.

In accordance with the Childcare (Disqualification) Regulations 2009, if you are shortlisted for this post you will be required to declare that you are not Disqualified (or Disqualified by Association) from working within this setting. The successful applicant will be required to complete a Disclosure Application Form and to provide criminal conviction information.