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| Salary: Grade E (SCP11-16)  Contract type: Fixed Term (SEN Funded), Term Time Only  Contractual Hours: 32.5 hours per week  Start Date: 1st January 2024 or as soon as possible  Closing Date: Friday 24th November 2023 |
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| St John Fisher RC Primary School |



Recruitment Pack

Teaching Assistant Level 3 (TA3)

# Message from the Headteacher

Dear Candidate

Thank you for your interest in the post of Level 3 Teaching Assistant at St John Fisher RC Primary School.

St John Fisher RC Primary School is situated in the Haughton Green area of Denton in Tameside. We are a Catholic school in the Diocese of Salford and our Mission and Core Values are at the heart of everything we do. Love, Faith, Courage and Passion are known by all the children and lived each and every day.

The successful candidate will be a valued member of our support staff team. We are looking for a forward-thinking, dynamic innovator who is excited by challenge and committed to improving the life chances of our young people.

We are very fortunate to have an ASD Base at our school. The staff and children of the ASD Base contribute to the school family in a very unique way and share in a number of joint celebrations with the main school each week. This exemplifies the commitment we make to support children with SEND and foster an inclusive environment for all.

As a team we create memories that our children will have for a lifetime but that will also equip them with the skills, confidence and resilience to become change-makers of the future. We are ambitious and we want our children to reach for the stars.

We welcome visits to the school so that you can see for yourself why St John Fisher RC Primary School and ASD Resource Base is such a special place to be.

We want the best people to join our school community and we are committed to a diverse and inclusive pupil and staff body. If you are passionate about making a different and feel that you have the right experience and expertise, I encourage you to apply to join us on our journey.

Applicants should complete a CES application form and provide a letter of application outlining:

* What you can bring to our dedicated, driven and determined team
* What makes you unique as a teaching assistant
* Relevant experience
* How your experience will support all of our learners in attaining their potential

If you are interested in learning more about the position, please do get in touch with us.

I look forward to hearing from you

**Mandy Harris**

**Headteacher**

## Mission Statement and Core Values

As a Catholic School in the Diocese of Salford our Mission and Core Values are at the heart of everything we do.

**Mission Statement**

‘Come follow me and I will make you fishers of men’

As we walk in the footsteps of Jesus we let our faith shine through our prayers, thoughts, words and actions.

We welcome you as we would welcome our friends and family with love, respect and compassion.

We seek to be the best in all that we learn and do, showing creativity, self-belief and passion for learning and life.

We will have courage to change the world for the good of others and be proactive in protecting all of God’s creation.

Our Core Values are known by all the children and lived each and every day.

**FAITH LOVE COURAGE PASSION**



## School Information

St John Fisher RC Primary School is a Catholic School in Denton, in the Diocese of Salford. We are a one-form entry school and have over 240 pupils in Nursery to Year 6. The school has grown in popularity and numbers since our recent Ofsted judgement of ‘Good’ in March 2022.

We are a highly sought-after school with an excellent reputation, we are oversubscribed for Nursery & Reception places with waiting lists for most year groups. Parents are positive and supportive of the school ethos and appreciate the friendly and approachable staff team we have.

Ofsted acknowledge in our Section 5 inspection in March 2022 that teachers have high expectations of pupils academically, including pupils with special educational needs and/or disabilities (SEND). In return, pupils concentrate on their learning and achieve well. Equally, pupils know that teachers expect them to behave appropriately. Pupils try hard to follow the three school rules. They can articulate what it means to be safe, to be ready and to be respectful. The pupils enjoy attending St John Fisher RC Primary School. They told inspectors that they feel happy and safe when they are in school and that their teachers look after them.

Our curriculum is broad and ambitious for all our pupils. We continue to develop and refine the curriculum so that it closely aligns with the needs of the pupils at the school. We use Read Write Inc. to teach phonics, we use Pathways to Write and Pathways to Spell in English and we use White Rose Maths Schemes of Work to support planning and assessment in Maths, to support further the children we use Times Tables Rockstars, MyMaths and Dynamo Maths to ensure the core skills are taught to a high standard and then we also have a range of strategies to encourage creative writing and cross curricular work.

Our well-designed curriculum supports pupils to know and remember more important subject content and prepares them for when they leave us so that they have the skills and knowledge that they need to access the next stages of their education.

We have a small, friendly, dedicated and professional team which includes a Headteacher who is currently our SENDCO, Deputy Headteacher, School Business Manager, Two Middle Leaders, 11 teachers, 10 HLTA/TA’s, Pastoral Lead, SEN Support Assistant, Admin Assistant, 3 Site staff and 5 Midday Assistants. They are supported by a highly skilled Speech and Language Therapist and Educational Psychologist who attend school on a regular basis.

All staff at St John Fisher school believe that we are in a privileged position in helping to form the lives of the young people in our care. Our core values of: faith, love, passion, and courage underpin our mission statement and vision. They also determine the ethos and culture in our school. We are a welcoming school with a culture of inclusion.

We believe that all children have potential and if they are taught and challenged in the right way can achieve great things. We are committed to providing the children with a quality education that stimulates learning, experiences that are lifelong and for all of our children to experience success and know they have a mission in the wider world. Ultimately, we want to help each child discover their God given talents and use them to change the world for the good of others.

## About the Role

Due to an increase in the number of pupils needing additional support in and out of the classroom the Governors are seeking an outstanding Level 3 Teaching Assistant to join a supportive and friendly team committed to working with teachers and support staff to enable pupils to meet their academic and social capabilities at St John Fisher RC Primary School.

We require a teaching assistant who is prepared to ‘go the extra mile’ for our pupils. You should be enthusiastic about the development of your skills to work effectively with pupils, particularly those with special educational needs and a desire to better your knowledge and understanding in this area.

The role involves working with pupils with our SEND pupils which include SEMH, Speech Language and Communication needs, Medical needs and a small number requiring intimate care. We are looking for someone with experience of working with pupils with SEND and someone who can support the class teacher in providing adaptations to lessons and resources for our SEND learners.

St John Fisher RC Primary School is on a journey to outstanding and needs people who bring something magical to our team. We are part of a thriving Catholic Community and have happy, enthusiastic children, a dedicated staff and supportive Governors.

If you are passionate about providing young people with a safe, supportive environment in which to ensure their success, we want to hear from you.

**Applicants should be able to demonstrate how they meet the following essential criteria:**

* Why you are interested in supporting primary age children with SEND needs to achieve their potential
* How you will ensure that all our pupils are included and supported to develop whatever their special educational needs or behaviour challenges
* What experience you have in working with pupils with SEMH/SEN in a school or alternative provision
* What experience you have of working with children with challenging behavior and your de-escalation skills
* How you establish warm, caring and supportive relationships with pupils
* How you work as part of a team to provide an appropriate learning environment for our pupils
* How you participate in your own professional development
* The skills and expertise you hold to lead groups of pupils
* How you will support the Catholic ethos of the school

You will join a dedicated team at St John Fisher RC Primary School who ensure that every pupil is given the opportunity to achieve their full potential. Our teachers strive to pass on their enthusiasm for teaching and learning and engage pupils in fun and relevant activities.

You will work under the guidance of senior staff to undertake and provide support programmes, to enable access to learning for all pupils.

We know that being a teaching assistant is rewarding but highly challenging so to achieve great things, we need great people. That’s why we will help you to be the very best that you can be. We provide excellent tailored training and CPD is available at every stage in your career.

**This is an exciting opportunity to develop your career whilst you help develop our school environment, to achieve this you will:**

* Establish warm, caring and supportive relationships with pupils in order to support them feeling safe and enabling them to enjoy and learn during their time at school
* Promote and encourage independence and personal development in pupils and maintain high expectations of behavior at all times
* Continue to providing high quality, challenging and differentiated educational activities and experiences through supporting the teaching of broad and balanced curriculum aiming at pupils achieving their full potential in all areas of learning
* Support the Class Teacher in all areas of the day to day running of the class
* To respond to the varying and changing needs of the school and adapt to any task presented to achieve the smooth running of the school
* To promote pupils’ cognitive, social, emotional, behavioural, physical development and spiritual wellbeing
* Work with individuals or small groups of pupils in the classroom under the direction of the class teacher. You will also provide support for pupils, including those with special educational needs or medical needs, ensuring their safety and equal access to learning.
* Support the teachers in creating and maintaining a purposeful, orderly and supportive environment in accordance with lesson plans, monitor pupils’ responses to learning activities, accurately record achievement and progress, support with photocopying, filing and the display and presentation of pupil’s work.

**We offer you:**

* A vibrant school with a committed, supportive and friendly staff team;
* Automatic enrolment into the Local Government Pension Scheme for support staff
* A pleasant, well-resourced working environment;
* A firm commitment to your continued professional development;
* Enthusiastic and creative children;
* A school in which creativity is valued and nurtured;
* A strong, caring Catholic ethos where all are valued;
* A Governing Body supportive of the school’s desire to attain very high standards in all areas of development.

## Person Specification

Experience, Qualification and Training

* Experience of working with children in the primary age range is essential
* Hold GCSE Mathematics and English qualification Grades A-C or 9-4 or the equivalent is essential
* Hold or working towards or willing to work towards an NVQ Level 3, Btec Level 3 or equivalent in Teaching Assistant or Supporting Teaching and Learning in Schools is essential
* Evidence of continued professional development is essential
* Awareness and understanding of school curriculum is essential
* Experience of working with children with SEND is essential
* Experience of working with children with SEMH or medical needs is essential
* First Aid Qualification is desirable
* Experience of working within more than one key stage area is desirable

Skills, Knowledge and Understanding

* Ability to support the teacher in planning, delivering and evaluating learning activities to ensure effective teaching and learning is essential
* Ability to give feedback in a constructive manner is essential
* Ability to listen and observe children and share observational findings effectively is essential
* Ability to keep children safe during day-to-day work activities is essential
* Ability to assess the balance between safety and risk, challenge and protection, and adjust own behaviour accordingly is essential
* Ability to praise and encourage children according to their age, needs and abilities is essential
* Ability to deal sensitively with challenging behaviour (in line with school policy and procedures) is essential
* Act as a role model for positive behavior is essential
* Ability to interact and respond positively to children and adults is essential
* Ability to demonstrate verbal and non-verbal communication skills when dealing with children, colleagues, parents, carers, families and other practitioners is essential
* Ability to become an effective member of staff is essential
* Working effectively with colleagues and other practitioners is essential
* Ability to take an active role in developing own skills and expertise is essential
* Ability to help pupils, under the direction of the teacher, to participate in whole class, group and individual literacy and numeracy learning activities is essential
* Knowledge of the practical application of special educational needs strategies is essential
* Understands the classroom roles and responsibilities of a teaching assistant is essential
* Ability to operate ICT resources safely and effectively as a learning resource is essential
* Ability to access and use learning programmes and information is essential
* Ability to encourage and support pupils in using ICT during learning activities and feedback on their progress and response is essential
* Knowledge and understanding of literacy and numeracy strategies and resources is essential
* Awareness of safeguarding principles and safe working practices is essential
* Displays commitment to the protection and safeguarding of children and young people is essential
* Knowledge and understanding of procedures and policies around confidentiality, data protection and sharing of information is essential
* Knowledge and understanding of how to maintain the health, safety and well-being of pupils when outside the school setting is desirable

Personal Qualities (essential)

* Be Committed to maintaining an inclusive Catholic ethos in the School
* Passionate about learning and teaching within the primary age range
* A good communicator, who is able to quickly build positive relationships
* Organised and disciplined, good at planning and managing complex tasks, including when working with others
* A self- starter and proactive, keen to identify opportunities for improvement and able to drive them forward alone or in collaboration with others
* Open-minded and keen to further develop and learn
* A ‘can do’ person, who works proactively and collaboratively with others

## Job Description

Core Purpose:

The role of the Teaching Assistant is designed to work with Teachers to look after the social and educational development of pupils in terms of planning and supervising activities. Overall assisting the teaching staff and supporting pupils to succeed. Ensure equality of opportunity for pupils to be given the ability to learn and develop with the aim of achieving their full potential. Providing support to our pupils with SEND and medical needs (intimate care).

Main Duties

The key objectives of this type of role are to plan and supervise activities and assist the teaching staff with the delivery of lessons/activities to meet the needs of SEND pupils. You will:

**Support Pupils by:**

* Working closely either 1:1 or in groups, supporting learning, development and wellbeing
* Providing explanations of key tasks as appropriate in order to help them access learning
* Establishing productive working relationships, acting as a role model and setting high expectations
* Promoting the inclusion and acceptance of all pupils within the classroom
* Recognising and responding to their individual needs
* Encouraging them to interact and work co-operatively with others and engage in activities
* Promoting independence and employing strategies to recognise and reward achievements of self-reliance
* Providing feedback in relation to their progress and achievement
* Assisting them with personal or medical needs, providing intimate care where needed
* Establishing clear expectations of behaviour, referring to our Behaviour Policy and demonstrating specific skills (such as Team Teach) to deal with challenging behaviour if necessary

**Support teachers by:**

* Establishing a purposeful learning environment
* Assisting with the development and implementation of IEPs and EHCPs
* Sharing ideas for planning and adaptations to planning to meet children’s needs
* Providing objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* Keeping and updating records as agreed with the teacher, contributing to reviews of IEPs and EHCPs where possible
* Marking work and accurately recording achievement/progress in order to provide feedback to class teachers
* Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
* Liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
* Administer and assess routine tests and invigilate exams/tests

**Support the School by:**

* Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Following the correct procedures in our Child Protection and Safeguarding Policy for reporting any allegations of abuse
* Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contributing to the overall ethos/work/aims of the school
* Establishing constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
* Attending and participating in regular meetings where necessary
* Participating in training and other learning activities as required
* Maintaining appropriate records and ensure GDPR legislation in strictly followed when recording sensitive information
* Recognising your own strengths and areas of expertise and use these to advise and support others
* Providing appropriate guidance and support to other members of staff regarding SEND needs
* Supervising pupils on visits, trips and out of school activities as required
* Supervising pupils during lunchtime
* Supporting and delivering, either solely or with others, lunch time and after school activities as agreed by the Headteacher
* Undertaking further duties in agreement with the Head teacher and the Senior Leadership team
* Providing cover for lessons where needed

**Professional Responsibilities**

* Proactively participate with arrangements made in accordance with the Appraisal Regulations

**Other**

* To have professional regard for the ethos, policies and practices of the school in which you support, and maintain high standards in your own attendance and punctuality
* Perform any reasonable duties as requested by the headteacher

## How to apply, the recruitment process and additional recruitment information

**Closing date**: Friday 24th November at 9am

**Shortlisting**: Applications will be considered upon submission

**Interview dates**: w/c 27th November 2023

**Start date**: January 2024 or sooner where possible

**Contract details**: Fixed Term (SEN Funded), 32.5 hours per week, Term Time Only

**Salary**: Grade E (SCP 11-16)

**Completing your application**

Candidates are asked to read the details carefully, especially the Job Description and Person Specification. Please ensure your application fulfils all the criteria in the Person Specification and you present evidence of this. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Please email your completed application and supporting statement addressed to Mrs Mandy Harris to sbm@st-johnfisher.tameside.sch.uk.

CV’s will not be accepted

**Recruitment Process:** Once you have submitted your application, it will be reviewed against the criteria in the person specification. On the basis of this review, you may then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

• Task/Activity

• Panel Interviews

We always involve our pupils and staff in the interview process.

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

**Visits**: We would encourage and welcome prospective candidates to visit us informally. Please contact the school office to arrange a visit.

**Special Requirements**: If you require reasonable adjustments prior to your interview, these can be arranged by emailing admin@st-johnfisher.tameside.sch.uk

**Equality and Diversity:** We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

**References:** We will obtain references from your referees if you are successful at interview. In order to prevent any delays, please ensure that the

reference section of the application form is accurate and completed in full. Candidates are

advised that references may be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

**Right to work in the UK:**

Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

**Safeguarding:** Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection. St John Fisher RC Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

**Data Protection:** Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

**Criminal Convictions:** All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence