Booker Park

Candidate Pack

SENIOR TEACHING ASSISTANT

Booker Park School

Stoke Leys Close, Aylesbury HP21 9ET

Telephone: 01296 427221

Email: recruitment@thevalefederation.com

Inspire • Enable • Achieve



Welcome

Dear Prospective Candidate,

Thank you for your interest in the position of **Senior Teaching Assistant** at Booker Park School.

Booker Park School is part of The Vale Federation, encompassing two Special Schools (one primary, one secondary-aged) in Aylesbury across 3 locations. We support children and young people who are amongst the most vulnerable in our society. All children within the school have severe or profound learning difficulties and come to us as our specialist provision is required to support their often wide ranging needs .

Staff working at our schools make a difference to the lives of every child who comes to our school. We work together closely as teams, devising learning programmes alongside highly trained professionals, including speech, occupational and physio therapists to ensure each individual pupil has the best possible chance of reaching his or her potential. Parents tell us the difference our staff make to the lives of their children is impossible to measure. We build strong relationships with children and their families to make the small steps of steady progress that result in big achievements for our youngsters .

Would you like to become part of our team, and be part of transforming a child's life? If you share a passion for making a difference and recognise the value in today's world of supporting the most vulnerable, then we'd like to hear from you. You do not need to have had extensive training prior to starting, just an enthusiasm to work with children and a willingness to learn. We offer comprehensive training from our many in house experts, a full induction programme, and numerous career paths as you progress.

We have high ambitions for all within our schools' communities. We expect the very best for the children and young people that come to us, and the same is true of our staff. We encourage and support all staff to develop and progress their own careers with us, and we have numerous examples of those that start with us as a Teaching Assistant, progress to become a Senior Teaching Assistant and then undertake Teacher training to lead a class. Others have developed expertise within one of the therapeutic fields and followed a career path in that direction.

We take care of our staff. There is a regular wellbeing forum where all staff are represented, we have spacious well-resourced staffrooms with kitchen and IT facilities, a weekly staff bulletin which highlights many of the corporate benefits of being a staff member within Buckinghamshire Council , free on-site parking, and an open-door policy to all on the Leadership Team.

We are a welcoming, forward-thinking, hard-working team and hope you'll take this opportunity to consider joining us. If you would like to find out more about the role or to arrange a tour of the school, please contact the HR Team at **recruitment@thevalefederation.com**. We hope to receive your application and meet you in the near future.

Yours faithfully,

Bradley Taylor
Co-Principal

Chris Stephenson
Co-Principal

Steve Parkinson
Business Director

Vision

Through a multi-professional approach, we will create a high quality, inclusive, happy and safe school environment where pupils with a range of learning difficulties are:

- Inspired to engage in learning
- Enabled to realise their greatest level of independence and emotional resilience
- Supported to recognise and celebrate their achievements now and in the future

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Values

Excellence:

We aim for our pupils to give their best in everything that they do. We recognise all their small steps of progress and their achievements. Whatever the child's starting point, we have high expectations of them. All children can make progress with their academic skills, their physical skills, their communication skills, and their personal development. Staff have high expectations of themselves and fulfil their role to a standard of excellence.

Trust:

We aim for our pupils to learn in a school environment that is safe and secure, and to develop trusting relationships with others. Over time, we want our pupils to develop a sense of responsibility. We aim for children to develop an awareness of who they can trust in the wider community. Staff always act in a trustworthy manner. They are honest and reliable at all times.

Courage:

We aim for our pupils to show courage in the challenges that they will face in life. It takes courage to have the confidence to have a go, to be willing to make mistakes, and to bounce back after a mistake. Staff model being courageous and support children's resilience.

Determination:

We aim for our pupils to always persevere, even when something may be difficult, to keep going and not give up, and to develop a positive "can do" attitude. Staff are unfailingly determined to support pupils in achieving their very best.

Kindness:

We aim for our pupils to show kindness to others. We value being polite, friendly and welcoming to others. Staff always act in a manner that demonstrates kindness towards children and towards each other. Staff are positive role models for children.

Friendship:

We aim for our pupils to develop communication and social interaction skills in order to develop positive friendships with others, and to take pleasure in shared experiences. Staff demonstrate friendship by being caring, supportive, having fun, and sharing ideas.

Respect:

We aim for our pupils to learn and develop in a school environment that promotes tolerance and respect for individual differences, abilities, needs and beliefs. We aim for our pupils to develop into individuals who respect themselves and respect others by treating them with consideration and care, and recognising that not everybody is the same. Staff are positive role models at all times and demonstrate their respect for others through their behaviour.

Equality:

We aim for our pupils to experience a school environment in which fairness is promoted. Equality is achieved by understanding that individuals need different levels and types of support to achieve their goals. Staff are committed to ensuring that each individual has their needs well met.

Job Description

School Name Booker Park School
Post Senior Teaching Assistant Range 3
Responsible to Class Teacher

Job Summary

To work under the guidance of teaching & senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff will be required to lead whole classes during the teacher's non-contact time and also during the short-term absence of the teacher.

Main duties and responsibilities include

- Support for pupils, teachers, curriculum and the school
- To carry out school policy as documented and/or as directed by the Headteacher
- To present the school in a positive way in the community
- To be aware of the sensitive nature of information learning during the course of duties and to maintain confidentiality at all times
- To follow the school policy on Equal Opportunities
- To be aware of, and have regard to, the Health and Safety policy of the school. To ensure that agreed procedures are followed in the event of an accident or incident
- To undertake additional duties as required, commensurate with the level of the job

Support for pupils

- Provide particular support for pupils with special needs, ensuring their safety and access to learning activities
- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of IEPs and personal care programmes (attending to personal hygiene needs and administering medicines)
- Carry out clinical procedures following training and competency, signed off by registered nurse, through mutual agreement
- To use hoisting equipment, where necessary, to enable changing of continence wear and attending to the pupil's personal hygiene requirements
- 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 pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

Job Description

Support for Teachers

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote 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
- Liaise 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
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.
- Provide ICT support

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all 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

Job Description

- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

Training

Employees are required to attend any relevant training for the job role

General

Responsibility for checking emails regularly and keeping up to date with all school and Federation communication.

Level of contact and responsibility for pupils

The Vale Federation of Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, workers and volunteers to share this commitment. The successful candidate will be required to provide two satisfactory references, undertake pre-employment checks including a health check and have a cleared Enhanced Disclosure & Barring check. An online search (including social media) will be carried out for all shortlisted candidates as part of our recruitment process.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. In addition, duties may vary from time to time. The job description may be changed at any time, after consultation with the employee.

Person Specification

School Name Booker Park Primary School

Post Senior Teaching Assistant, Range 3

Factors	Essential	Desirable	Assessment Method
Qualifications		NVQ 3 for Teaching Assistants or equivalent qualifications or experience Training in the relevant learning strategies e.g. literacy and/or particular curriculum or learning areas, e.g. bi-lingual, dyslexia, Maths, English, CACHE etc. An English and Maths GCSE grade C or above, or equivalent Completion of DfES Teacher Assistant Induction Programme SEN training Paediatric Manual Handling training First Aid training Managing Medicines training	Certificates at interview
Experience	Experience of working with children and young people	Experience of working within a school environment Experience of working with children and young people with special educational needs Experience of administering medication to children and young people	Application form References Interview

Person Specification

Skills and abilities	Good communication skills with adults, children and young adults The ability to liaise with other professionals in order to carry out recommendations required Good working knowledge of ICT and to be able to use ICT effectively to support learning Good literacy and numeracy skills Good written and spoken English	Knowledge of signing Use of other equipment technology – whiteboard, dvd player, photocopier, laminator Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation Working knowledge of national/foundation stage curriculum and other basic learning programmes/ strategies Understanding of principals of child development and learning processes	Application form Interview
People skills	Working constructively as part of a team, understanding classroom roles and responsibilities and your own position within these Ability to follow directions and take own initiative Flexible, adaptable and supportive		Application form References Interview
Other personal qualities	Common sense Calm, caring and patient approach A commitment to safeguarding and promoting the welfare of children and young people Willingness to learn	Ability to self-evaluate learning needs and actively seek learning opportunities	References Interview

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Staff Code of Conduct

Every member of staff has an important part to play and as role models, need to deliver and uphold certain values. Here is our Staff Code of Conduct Summary Statement, to support this being a great place to work:

Safeguarding pupils

All staff members have a responsibility to safeguard pupils and protect their welfare.

Appearance and dress

Dress in a manner that is appropriate to their role

Attendance

Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.

Professional behaviour and conduct

Staff members are expected to treat other colleagues, pupils, parents/carers, and external contacts with dignity and respect.

Responsibility

All employees must take responsibility for their own actions and be accountable for these.

Respect

Employees should recognise and respect the work demands of, and contributions made by, others within the workplace.

Honesty & Integrity

All employees must perform their duties with integrity and be open and honest in their dealings and communications with others

Health and safety

Comply with health and safety regulations and school policies, using any safety equipment and protective clothing which is supplied to them, ensuring we keep everyone as safe as possible at all times

E-Safety

Staff will ensure all e-safety policies are adhered to, protecting themselves, the pupils and school community

Photography and Videos

Staff will ensure that no personal devices are used in school at any time, protecting the rights of everyone

Data protection and confidentiality

Staff will respect and adhere to the protection of personal data and confidentiality of all information for all pupils, staff and the school community

About the role

Start Date:	As Soon As Possible
Weekly Hours:	37 hours per week
Annual Weeks:	39 Weeks (including INSET Days)
Salary:	Bucks Pay Range 3, point 16-20 Actual salary £19634-£21238 (FTE £23152-£25043)
Annual Leave (if applicable):	Not Applicable
Application Closing Date:	16th April 2023
Interview Date:	W/C 24th April 2023
Recruitment Process Summary:	Visits to the school are warmly welcome. To arrange a visit or to find out more about the role, please contact Lynne Worley at recruitment@thevalefederation.com. For further information on our recruitment process please visit our website.
Safeguarding Statement:	The Vale Federation of Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, workers and volunteers to share this commitment. The successful candidate will be required to provide two satisfactory references, undertake pre-employment checks including a health check and have a cleared Enhanced Disclosure & Barring check. An online search (including social media) will be carried out for all shortlisted candidates as part of our recruitment process.

Benefits

- Employer Contribution Pension Scheme, with Life Cover
- Employee Assistant Scheme PAM Assist
- Staff Wellbeing Forum
- Staff Room with Resourced Kitchen
- Free On Site Secure Parking
- Long Service Awards
- Staff discount at local gyms, restaurants, theatre & coffee shops
- Discounts on local bus and train travel
- Staff Weekly Information Briefings
- Training and Professional Development
- Career Development Opportunities
- Staff Update Bulletins & Newsletters
- Discounts On Hiring Our Facilities
- Staff Events
- Annual Flu Vaccination

Gallery



















