



Teaching & Learning Support Assistant

Primary & Secondary Phases

Application pack

Caroline
Chisholm
School



Ambition Confidence Success

Everyone Every Lesson Every Opportunity





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Principal's Introduction

Thank you for your interest in our school and the post of Teaching & Learning Support Assistant at Caroline Chisholm School. Our school is a dynamic and heavily over-subscribed all-through academy, which covers an age range from 4 to 19. The school caters for over 2000 students across our Primary phase, Secondary phase and Sixth Form.

We are currently seeking a number of Teaching & Learning Support Assistants in both the primary and secondary phases of our all-through school. The successful candidates will be highly motivated individuals who have outstanding experience and/or potential. Our new team members will be expected to motivate and inspire students, staff and parents to develop and promote a culture that challenges students to achieve at the highest levels.

As a Teaching & Learning Support Assistant within our fully inclusive, all-through learning community, your role will be to nurture, support and challenge the academic and personal, social and emotional development of our children and young people, enabling them to become ambitious, confident, and successful young adults as they progress into the next stages of their lives.

It is a busy and exciting time at Caroline Chisholm. We are delighted that our long-awaited Ofsted review resulted in a 'Good' outcome with 'Outstanding' in our early years provision. We aim to continue to rapidly improve, to become one of the highest performing schools in the Northamptonshire area.

My vision for the school is that it becomes a centre of excellence in developing innovative teaching as well as being a school that focusses on developing success, confidence and ambition in all our students. It is therefore important that the successful candidate has a true passion and determination for developing teaching and learning, coupled with drive to deliver outstanding outcomes for our students.

If you feel that our school ethos fits your ambitions, we would very much like to hear from you. These positions are available immediately.

Regards,



David James
Principal

Our School

Caroline Chisholm is an oversubscribed, academically successful school that strives to develop young people into ambitious, highly successful, happy and resilient young adults. We make learning enjoyable from reception right up to the sixth form. We provide a challenging academic curriculum, coupled with a very supportive pastoral system that values the strengths and talents of the individual student.

Since our opening in 2004, we have progressed as a school to offer both incredible facilities and teaching. In January 2020, we welcomed a visit from Ofsted and were awarded a 'Good' status. They were keen to note that,

“Caroline Chisholm School is an improving school”

Ofsted, 2020



and we believe that thanks to both parental feedback and the comments highlighted by Ofsted we can rapidly improve, to become an outstanding provider in as short a time as possible.

Extra-curricular involvement is not considered an “add on” at our school. Engagement in sports, the arts, school trips and out of class activities enable us to build the qualities of empathy, mental agility, resilience and perseverance that we value as a school.

Our purpose-built, state of the art, all through (4-19) provision makes Caroline Chisholm School a school for the 21st Century.



Parents who choose Caroline Chisholm School for their child can be assured that we will work hard to look after them, unlock their potential and provide every opportunity to make their time with us enjoyable, engaging, rewarding and successful – so that they can be the best they can be.

Our Vision and Values

Caroline Chisholm School is a safe, secure and inspirational learning environment at the heart of our community, where everyone is equally valued and respected - a community built on:

Ambition

By developing the school culture, where everyone:

- strives to be the best they can become
- aspires to ambitious goals
- nurtures and supports

Confidence

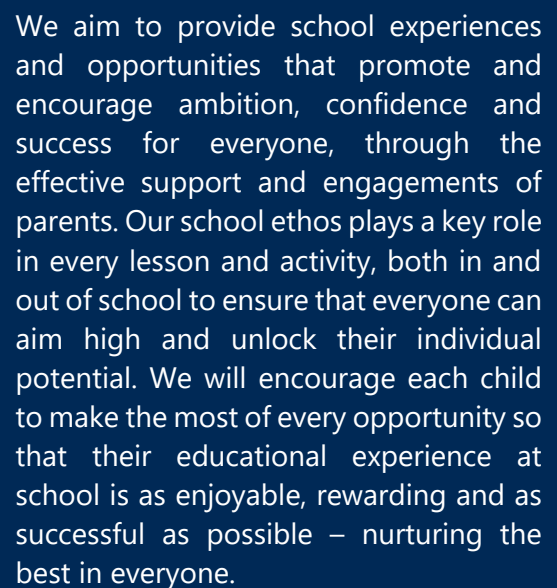
Where everyone develops self-belief by:

- overcoming challenges
- taking calculated risks
- upholding our shared values

Success

Where everyone is inspired to:

- become a high performing learner
- embrace a range of rich and diverse opportunities
- celebrate achievement in all its forms



We aim to provide school experiences and opportunities that promote and encourage ambition, confidence and success for everyone, through the effective support and engagements of parents. Our school ethos plays a key role in every lesson and activity, both in and out of school to ensure that everyone can aim high and unlock their individual potential. We will encourage each child to make the most of every opportunity so that their educational experience at school is as enjoyable, rewarding and as successful as possible – nurturing the best in everyone.

We are seeking passionate and inspirational Teaching & Learning Support Assistants in both Primary and Secondary phases of our school.

Academic attainment across all phases is consistently above national averages.

Our school ethos 'Everyone, Every Lesson, Every Opportunity' carries across all phases of our school. If our ethos fits with your ambitions, we would very much like to hear from you. This position is available to start immediately.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to an Enhanced DBS Disclosure. All applicants should read the school's Child Protection and Safeguarding Policy (which is available on our website) and are required to declare any information, as requested, on the online application form.

How to Apply

To apply, please complete the online application form and attach a supporting statement to tell us about your experience and suitability for the post with reference to the attached job description and person specification. Applicants are asked to express their preference for working as a primary, secondary or all-through Teaching & Learning Support Assistant in their supporting statement.

If you have any immediate questions around this, please do not hesitate to email Sarah Stowey, Director of HR using the email address: stowey@ccs.northants.sch.uk

Please note that all applications must be submitted by: 12pm on 24/09/2021. If you have not heard from the school within 2 weeks of this deadline, please assume that your application has not been successful on this occasion.

References will always be requested before interview.

Interview date

- Interviews for the post are likely to be on Thursday September 30th or Friday October 1st 2021.
- The school reserves the right to interview strong candidates at an earlier date to ensure we secure the best person for the post.

Start date

- As soon as successful candidates are available.



Job Description:

Teaching & Learning Support Assistant

Responsible to: Assistant Principal

Hours per week: 32.5 hours per week, 39 weeks per year. These are permanent roles.

Scale Grade: D Range 3 – 4

FTE rate: £18,562 - £18,933 Pro-rata salary for 39 weeks per year £13,961.52 - £14,240.57

Main Duties and Responsibilities:

Support for the pupils

- Support the academic achievement of pupils.
- Support the personal, social and emotional development of pupils.
- Provide positive feedback to pupils in relation to progress and achievement.
- Support individual pupil learning and personal development both within/outside the classroom environment as required.
- Attend to pupils' personal needs/care, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters as required.

Support for the teacher

- Undertake structured learning activities and teaching programmes as directed.
- Create and maintain a purposeful, productive and inspiring learning environment.
- Prepare, provide and manage learning resources and equipment as required.
- Maintain records as requested.
- Administer routine tests and assessments as required.
- Ensure health and safety and good behaviour of pupils at all times.
- Communicate effectively with parents and teaching staff.

Support for the school

- Contribute to the overall ethos and aims of the school.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training, other learning activities and performance management as required.
- Provide supervision of pupils during lunchtime and out of lesson times such extra – curricular activities, including educational trip and visits.

Whilst we have made every effort to explain all the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



Person Specification:

Person Specification - Teaching & Learning Support Assistant (TLSA)				
Essential / Desirable	Requirements	Assessment Criteria		
		Interview	Application	Appointed
	Experience			
D	Experience in working with children/young people		√	
D	Experience in supporting colleagues in an educational setting		√	
D	Experience in carrying out administrative or resource production tasks		√	
D	Experience in working to an agreed performance level and taking part in performance reviews		√	
D	Experience in working with children and young people with developmental and/or social and emotional difficulties		√	
	Personal Qualities			
E	Able to demonstrate outstanding interpersonal skills	√	√	√
E	Able to be an effective team player	√	√	√
E	Able to work effectively with diverse groups of people	√	√	√
E	Positive and caring approach to pupils	√		
E	Able to organise time efficiently and work to deadlines	√	√	√
	Education, training and skills			
E	Good education with minimum of grade 4/C pass in GCSE English and Maths or O Levels at Grade C or above.	√	√	
E	Competence in the use of ICT to a level appropriate to the post applied for	√	√	√
E	Able to communicate effectively using both the spoken and the written word	√	√	
E	Ability to prioritise own workload and make decisions for the best outcome for the role.	√	√	√
	Applicable to all staff			
E	Undertake training as required to fulfil the requirements of the role	√	√	
E	Genuine interest in the education of young people and ability to contribute more widely to the life and community of the school	√	√	
E	Play an active role in terms of safeguarding all students and adults	√	√	√



“Pupils are well supported for their next steps in education and training. Opportunities for extra-curricular activity are highly regarded. These include a wide range of sports, dance, drama and visual arts.”

- Ofsted, 2020

