

 **Now Recruiting:**

 **Teaching Assistant**

**Closing date for applications: 9:00am Mon 27 February 2023**

**(We reserve the right to close early should the right candidate be found)**

**Only applications submitted on the College application form will be considered (available on our website** [**www.castertoncollege.com**](http://www.castertoncollege.com)**) along with a letter of application (no more than 2 sides of A4) and emailed to:**

**Stephanie Shelton** **bells@castertoncollege.com**

**Principal: Mr Carl Smith**

Casterton College Rutland, Ryhall Road, Great Casterton, Stamford, Lincs PE9 4DP

Email: enquiries@castertoncollege.com

Telephone: 01780762168

**Welcome to Casterton College Rutland**

Thank you for your interest in joining Casterton College Rutland.

Casterton puts the well-being of its staff at the heart of everything but not in a superficial, corporate, or tokenistic way. For example, we don’t observe lessons (except for ECTs (Early Career Teachers)) and we do not grade them either.

We don’t have mock Ofsted's or subject focus weeks and we prefer a feedback policy to a marking policy. In other words, staff are trusted rather than micro-managed. Perhaps that is why we recruit so well and retain our staff-because they are treated as professionals and respected.

We are a single academy trust so there is no CEO or distant trust board and no corporate policy to adhere to. Instead, we are a local school serving the local community of Stamford and Rutland. People are often surprised to find our intake is in line with the national average on KS2 prior attainment or EHCPs (education, health, and care plans) because our progress 8 scores are so good, but that’s down to our ethos and approach. We are proud to be comprehensive and our ethos is ‘ability is not fixed,’ because we believe that in the right circumstances every child can do remarkable things. The challenge for us is to create the right circumstances.

You may notice this is not your usual glossy, branded, corporate, application pack. That is because we aren’t any of those things. We just do the ordinary things very well, and by trusting our staff, as well as our students, they do wonderful things in return.

Unsurprisingly, although we occupy old buildings that are not exactly state-of-the-art, we have grown by 40% in the last six years and won a host of awards, including being in the top three for Secondary School of the Year 2021. That is not to say, Covid was easy for us because it most certainly was not, and we currently have our fair share of young people with trauma and mental health problems. However, we create a culture of Care, Kindness and Communication that works for most of them and, together, as colleagues, we support one other.

Casterton is a school with a heart and a soul, and I think that counts for a lot.

Carl Smith

**Principal**

**Job Description for Teaching Assistant**

**Contract:** 32.5hours / week – 38 weeks /year + 1 x INSET day at the start of the academic year to be claimed for separately

**Responsible to:** SEND Manager

**Salary:** £13,059 Scale point 1 to scale point 3 Responsible to

All staff work for Casterton College Rutland which is an 11-16 school.

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

We are committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers are required to share this commitment. All staff are representatives of the college and are required to recognise that their personal and online behaviour reflects their responsibility as role models in the community.

All staff are subject to an annual appraisal and mid-year appraisal review and the normal terms of conditions for teachers in England.  Appointment is subject to references and enhanced clearance by the Disclosure and Barring Service.

**TEACHING ASSISTANT**

Entry level: Successful applications will need GCSE English and Maths grade C or above. Formal qualifications and experience of working with students with learning and/or social, emotional and behavioural difficulties would be an advantage.

**Reporting to: SEND Manager**

**Job Description:**

* To support staff in all areas of the school as directed by the SEND Manager.
* To work as a member of the Learner Support Team within the classroom environment.
* To work under the direction of the teacher and support the learning/behaviour of each student according to their individual needs.
* To monitor the progress in class
* To report student progress and problems to the Learner Support team and teachers.
* To keep department records on individual students and report back to key student tutors and the Learner Support team.
* To work with the support and guidance of the Director of Pupil Well Being when working with pupils who have social, emotional and/or behavioural difficulties.
* To assist the teacher in the planning of classroom activities and resources if advice is requested.
* To take part in supervision of routine testing and exams.
* To take part in supervision of the Learner Support base at breaks and lunchtimes. (there is additional pay for this)
* To complete two school lunch duties a week (there is additional pay for this)
* To assist with lunchtime clubs, run by the Learner Support team for specific, selected students. (there is additional pay for this)
* To take part in supervision of students on school trips.
* To carry out clerical tasks as directed e.g. photocopying, filing.
* To take a full and active part in the discipline of children in accordance with the College ‘Behaviour Policy’.
* To attend a 15-minute briefing at 3.00pm each Friday afternoon, at the start of in-house training for teaching staff
* To attend Improvement Group meetings, as directed by the Team Leader.
* To undertake training, where appropriate.
* Any other duty that the school considers reasonable.

**Student Welfare**

* Follow behaviour protocols as set out by the school
* Report all incidents of bullying and other forms of harassment and follow school procedures in all cases
* Read, understand and apply the procedures in the school’s Child Protection policy and report all concerns immediately to the named officer for child protection
* Ensure that the health and safety of students, both in and around school and on trips and visits is always paramount and that during visits school protocols are followed in full
* Undertake the duties of a Tutor and at least one lunchtime duty

**Professional**

* The capacity to work effectively and efficiently with our SEND department is crucial, supporting them with information requests throughout the year. The successful candidate will share the college’s vision and belief that all ability is not fixed. Other necessary qualities include professionalism, discretion, efficacy, the ability to work on your own initiative as well as part of a team, and a willingness to contribute to the wider life of Casterton College, Rutland.
* Maintain the highest standards of professional appearance, integrity and honesty
* Dress at work in accordance with the staff dress code
* Act as a role model to young people and other staff, including online
* Behave professionally and respectfully towards other members of staff and contribute towards a focused, respectful and professional working culture
* Ensure that all work carried out in preparation for an exam or on behalf of an examination board is done so in accordance with the rules for that exam
* Attend meetings and training as required
* Undertake any other duties or responsibilities as required by the Principal

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