



HAILSHAM COMMUNITY COLLEGE  
ACADEMY TRUST

*'Be the very best you can be'*

# Teaching Assistant 3

## APPLICANT INFORMATION PACK



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## **Teaching Assistant 3**

**Please find enclosed:**

- **Letter from the Executive Principal**
- **Job Description**
- **Person Specification**





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Dear Applicant

Thank you very much for your enquiry for the post of Teaching Assistant 3 at our College. We hope that you will decide to apply for the opportunity to play a key role in the development of education in Hailsham and we hope that the information below will be helpful to you.

Hailsham is an historic market town close to the large and vibrant towns of Eastbourne and Brighton, with some of the most spectacular scenery in England on its doorstep.

Hailsham Community College has been on an incredible journey over the past few years. We made an application in early 2012 to the Department for Education to become a converter Academy and as a result of our successful application, we became Hailsham Community College (Academy Trust) with effect from 1 August 2012. We are now entering a new phase of development, with the college predicted to grow substantially over the coming years.

In the early part of 2018, we were very fortunate to have been approached by the Local Authority to provide a new Primary and Pre-school provision within the town. In September 2019 we opened a brand-new school approximately a mile from the Secondary site, thus extending the designation of the Trust to a 2-19 all-through school.

The college motto, 'Be the very best you can be!' is very simple but encapsulates everything we believe in for the entire college community, learners and staff alike.

You will find our values and principles put into practice in a busy, cheerful community based on friendly relationships; the atmosphere is positive and full of purpose and endeavour. Our focus is on learning; we take pride in nurturing and supporting the personal, social and academic development of each individual.

The college underwent inspection by Ofsted on 1 March 2017 and was judged to be 'good' throughout. Since then, our mission has been to progress from 'good' to 'outstanding'.

We hope that you will decide to apply. We have always actively encouraged candidates to visit the College prior to completing an application form. If you would like any further information or would like to arrange a visit, please telephone us to arrange an informal visit.

If you do apply and wish to know if your application has been unsuccessful, we regret it will be necessary to enclose a stamped addressed envelope.

I hope to have the pleasure of meeting you soon.

Yours faithfully

Phil Matthews  
Executive Principal



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## Job Description

<b>Job Title:</b>	Teaching Assistant 3 – Maths Intervention
<b>Grade</b>	Single Status Grade 4
<b>Contract</b>	35 hours - Term Time
<b>Line Managed by:</b>	Director of Learning for Maths
<b>Date:</b>	September 2022

### Job Purpose

To work with the Director of Learning for the Basics area and be responsible for raising attainment in KS3 Maths for students below national average

### Main Duties

- To lead individuals, small groups of students or whole classes
- To establish relationships with other professionals in the school or other agencies to support work of students
- To attend staff meetings and contribute to the development of the department
- To assisting teachers and offer guidance to other support staff
- To prepare and develop innovative and engaging resources for learning activities
- To assess and report on the progress made by students
- To have proper and professional regard for the ethos, policies and practices of the academy
- To use effective behaviour management strategies consistently in line with the academy's policy and procedures.
- To safeguard students' well-being by following relevant statutory guidance along with academy's policies and practice.

This job description sets out the duties of the post at the time it was prepared. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a regrading of the post.



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## Person Specification

<b>Job Title:</b>	Teaching Assistant 3 – Maths Intervention
<b>Line Managed by:</b>	Director of Learning for Maths
<b>Date:</b>	September 2022

### Qualifications and Knowledge

- Qualifications evidencing strength in English and Maths
- Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- Knowledge of SEN Code of Practice
- Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the students
- HLTA status is very desirable

### Experience

- Experience of supporting children in a classroom environment
- Experience of using Information Technology to support students in the classroom

### Skills and Abilities

- Ability to use language and other communication skills that students can understand and relate to
- Expertise and skills in understanding the needs of all students including knowing how to adapt and deliver support to meet individual needs
- A positive attitude, strong values and behaviours to develop and sustain effective relationships with the school community.
- Values consistent with those required from teachers and respect for individual differences and cultural diversity.
- Ability to consistently and effectively implement agreed behaviour management strategies
- Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs, encouraging the student to stay on task
- Ability to monitor the students' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
- Ability to carry out and report on systematic observations of students' knowledge, understanding and skills

- Ability to assist in the recording of lessons and assessment as required by the teacher
- Ability to offer constructive feedback to students to reinforce self-esteem
- Ability to work effectively and supportively as a member of the college team
- Ability to work within and apply all college policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc

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**Personal Qualities**

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- Willingness to participate in further training and development opportunities offered by the college and county, to further knowledge
- A commitment to acquire the appropriate skills, qualifications, and/or experience required for the HLTA status, with support from the academy
- A commitment to improving their own practice through self-evaluation and awareness
- Willingness to maintain confidentiality on all college matters
- Ability to work as part of a team
- Passion for the progress of students at the college.