TEACHING ASSISTANT

RECRUITMENT INFORMATION PACK

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"The Short Stay School for Norfolk is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment."

Introduction

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The Short Stay School (SSSfN) is an extraordinary and diverse school which caters for young people throughout the county of Norfolk. We are an all through environment whose students and pupils range from the age of 5 to 16. Like many traditional schools we have a number of sites, only ours are spread across the county in order to ensure good local services for the schools and communities we serve.

The Short Stay School primary function is to provide education and support for young people who have been permanently excluded from school. The needs and profile of these young people vary tremendously but in the majority of cases our role will be to prepare them for return to a new school and support them in a successful reintegration to

mainstream school. We also assess pupils to see if a specialist school setting is require as many pupil that arrive to our schools have underlying SEN.

The SSSfN is also an educational base for children who are missing education. We provide educational packages for any child in Norfolk who is without a permanent school place until such time as their school place can be finalised. In this role we cater for a diverse population which includes those who are new to the county or the country as well as those with learning needs and SEMH needs who are awaiting more specialist provision.

JOB DESCRIPTION

Job Title	Teaching Assistant
Location	The Unity Education Trust Short Stay School- Various
Grade	Grade D
Responsible to	Various
Responsible for	Provide direct learning support to pupils in the Short Stay School with behavioural, emotional and social difficulties.
Effective Date	July 2017

Role and Context	
Job Purpose	Under the instruction/guidance of teaching or other senior staff and within the overall ethos of the school, undertake care and learning programmes and activities to support individuals or groups of pupils, including more specialised support for those with special education needs, enable access to learning for pupils and assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or in other areas.
Context	The Short Stay School establishment is responsible for provision and support for pupils temporarily out of school or at risk of exclusion. The establishment underpins the behaviour support continuum (working closely with Children In Need teams, Corporate Parenting teams and specialist LA wide CS teams) and ensures education provision which can be sited in a variety of venues, as well as outreach work to support pupils both in schools as part of behaviour support and other settings as part of curriculum delivery and reintegration. The Norfolk Short Stay School has 4 locations at Locksley, Douglas Bader, Rosebery and Brooklands each working with a cluster of schools and local alternative provision providers.
Other Job Information	The postholder is required to work with vulnerable pupils in a range of settings including the Short Stay School, schools and other provision venues.

Principal Accountabilities (in order of importance)
1. Provide direct learning support for vulnerable pupils supported by the short stay school using strategies, in liaison with the teacher, to support pupils to achieve learning goals. Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.

2. Plan and deliver structured and agreed learning activities, adjusting activities according to pupil responses, including undertaking literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher, pupils and parents/carers in relation to progress, achievement and behaviour in both 1:1 and group environments.

3. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour.

4. Assist with the supervision of pupils out of lesson times and accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

5. To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience.

6. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work promoting inclusion and acceptance of pupils while encouraging constructive relationships within the classroom and with parents/carers.

7. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use, including supporting the use of ICT in learning activities and developing pupils' competence in its use. Administering routine tests and invigilate exams and undertake routine marking of pupils' work and provide clerical/admin support, e.g. photocopying, typing, filing, money and administer coursework.

8. Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.

9. Under agreed school procedures and in line with statutory guidance on supporting pupils at school with medical conditions, to give first aid/medicine and accompany sick pupils home, or to a health centre or hospital as necessary, or assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy, under the direction of the appropriate specialist.

10. To undertake all duties with an over-riding regard for the Safeguarding of children and young people and in accordance with all current guidance and best practice in this area.

PERSON SPECIFICATION

Person Specification This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.	
Qualifications	▪ Good numeracy/literacy skills ▪ Completion of DfES Teacher Assistant Induction Programme - Desirable ▪ NVQ 2 or equivalent in teaching assistance or experience – Desirable ▪ First Aid training/training in specific medical procedures - Desirable
Experience	▪ Experience of working with children of relevant age ▪ Experience of working with pupils with additional needs including with behavioural challenges ▪ Experience of working under guidance of a teacher to plan, deliver and assess learning of individual pupils or groups of pupils ▪ Able to demonstrate reflective practice ▪ Able to use a range of ICT equipment to support learning including e learning programmes for pupils ▪ Experience of working in mainstream or special school or other educational setting classroom support
Skills/Knowledge	▪ Basic understanding of principles of child development and learning processes and in particular barriers to learning ▪ Working knowledge of relevant policies/codes of practice/legislation ▪ Working knowledge of National Curriculum and other relevant learning programmes ▪ Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these ▪ Ability to relate well to children and adults ▪ Range of ICT skills including use of PC for recording and monitoring data ▪ Effective use of ICT to support learning - Desirable ▪ Working knowledge of child protection procedures, health and safety

	procedures, Disability Equalities Scheme/Act, confidentiality and data protection policy and procedures.
Key Competencies	
Customer Service	▪ Meets immediate needs of customers and colleagues promptly ▪ Behaves with courtesy and helpfulness at all times ▪ Keeps promises made to customers and colleagues ▪ Keeps up to date with products or services so as to be able to give accurate details to customers and colleagues ▪ Treats all people as individuals and respect their diverse needs
Achieving Results	▪ Follows procedures which are designed to meet agreed standards including health and safety procedures and instructions ▪ Sticks to tasks, and does not give up at the first sign of difficulty ▪ Concentrates time and effort on agreed priorities ▪ Doesn't get distracted by people and activities around them
Team Working	▪ Speaks positively about the contribution in the team and shares information to achieve consistency ▪ Understands the health and safety responsibilities of themselves and others ▪ Participates willingly offering to help when resources or deadlines are tight ▪ Treats everyone with dignity and respect at all times ▪ Looks at situations from the others point of view and considers the impact of their actions on others ▪ Ensures that own behaviours, words and actions support the Trust's commitment to diversity and equality of opportunity.

Communicating, influencing and relationship building	▪ Writes accurately, concisely and in plain English ▪ Raises difficult issues with colleagues to improve relationships ▪ Picks up nonverbal clues from others and adapts own behaviour appropriately ▪ Consistently uses communication styles that are appropriate to different people and situations
Improving for Excellence	▪ Tries out or suggests improvements to own work processes ▪ Takes on new or different tasks willingly ▪ Works to new timetables or priorities without complaint ▪ Understands common causes of work related accidents and ill health and reports safety hazards and incidents appropriately

General Information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job

- All work performed/duties undertaken must be carried out in accordance with relevant Trust policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.

- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Terms of Appointment and Conditions of Service (for Non Teaching Staff)

Joining Us

Location
The post will be located at one of The Short Stay School for Norfolk's bases as specified in the advert. The Short Stay School for Norfolk reserves the right to transfer staff to alternative posts appropriate to the grade and/or alternative work places as is considered reasonable.

Probationary Period
New employees of The Short Stay School for Norfolk will be required to serve a probationary period of six months.

Benefits

Salary
The current salary for the post is within the range:

Salary: £14,241 to £14,525 actual per annum

This post is Scale **D**. Point 5 – Point 6. Subject to satisfactory service, salaries will rise within the scale by annual increments up to the maximum of the scale. Salary is paid in 12 equal instalments on or just before the 19th of each month. Payment is by credit transfer.

Leave (Working Term Time)
Annual Leave should be taken during periods of school closure.

Childcare Facilities
Childcare information is provided by the Norfolk Family Information Service, which includes all Ofsted registered Childcare provision for Norfolk. Please visit www.norfolk.gov.uk/fis for more information. To find details of local childcare you can visit the Childcare Finder online at www.Direct.Gov.uk, or call 0344 800 8001, email information@norfolk.gov.uk.

Facilities
The Short Stay School for Norfolk operates a 'No Smoking policy.'

Conditions of Service
The terms and conditions of employment will be in accordance with collective agreements negotiated from time to time by the National Joint Council for Local Government Services, as adopted by The Short Stay School for Norfolk and supplemented by local agreement.

Requirements For The Post

Hours of Work
The normal working week is one of **32 hours**, Term Time + 1 week. Fixed Term Contract.

Job Share
Job sharing means that the post is occupied by two people on a part-time basis. The situation must be approached with the maximum amount of flexibility by the job sharers. Secondly, there must be an effective means of communication between the job sharers.

Finally, it is essential that each job sharer is aware of the responsibilities that they have to each other.

There is no time limit on this job sharing arrangement. If one of the job sharers leaves, the intention is that the other part of the job would then be offered to the remaining job sharer. If that person did not wish to take on the full appointment, another job sharer would be appointed on the same basis.

Medical Examination
The successful applicant will have to satisfactorily complete the medical procedure on appointment and may be required to have a medical before the appointment can be formally offered.

Equal Opportunities
The SSSFN has a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The gender, marital status, ethnic origin, age, religion or sexual orientation of an applicant or employee does not affect the employment opportunities made available except as permitted by legislation. The SSSFN also requires full and fair consideration to be given to people with disabilities in the recruitment process. Applicants declaring a disability who meet the minimum (essential) criteria for the vacancy will be invited for interview.

Notice (Permanent Posts)
The appointment is subject to four week's notice in writing.

Notice (Maternity Leave Cover)
Should you wish to terminate your employment before the post holder returns from maternity leave you will be required to give one weeks notice in writing. You will be given one weeks notice of the return of the post holder.

Other Occupations
The successful candidate will be required to devote the whole of their time to the duties of the post, and will have to seek approval if wishing to engage directly or indirectly in any other gainful occupation.

Disclosure and Barring Service Check
This post is subject to a Disclosure and Barring Service Check.

Disclosure and Barring Service and Disclosure of Convictions

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) Amendments Order 1986 provides exemption from the general provision of Section 4(2) of the Substantive Act for those employed in or seeking employment connected with the provision of Children's Services and/or Adult Social Services.

Applicants for posts which enable the successful post holder to have access to any of the following class of person in the course of their duties will be subject to the disclosure procedure:

* persons over the age of 65

* persons suffering from serious illness or mental disorder of any description
* persons addicted to alcohol or drugs
* persons who are blind, deaf or deaf without speech
* other persons who are substantially and permanently disabled by illness, injury or congenital deformity
* any office or employment concerned with the provision to persons aged under 18 of accommodation, care, leisure and recreational facilities, schooling, social services, supervision or training, being an office or employment of such a kind as to enable the holder to have access in the course of their normal duties to such persons, and any other office or employment the normal duties of which are carried out wholly or partly on the premises where such a provision takes place. - Plus any work which is in a regulated position as defined by the Criminal Justice and Court Services Act 2000 or work in a further education institution where the normal duties of that work involve regular contact with persons under the age of 18 years.

You are therefore required to declare any existing or pending prosecutions, convictions, cautions, reprimands or final warnings you may have, even if they would otherwise be regarded as "spent" under the Act. The information you give will be treated in confidence and will be taken into account only in relation to an application where the exemption applies.
If you have information to declare you must state this in the appropriate section on your application form and attach a sealed envelope containing details of your convictions.

The Short Stay School for Norfolk is also entitled, under legislation introduced for the protection of children and vulnerable adults, to require the successful application for this position to apply for a "Disclosure" of the existence and content of any criminal record from Disclosure and Barring Service (DBS). The Short Stay School for Norfolk's policy for dealing with Disclosure information complies with the standards of the DBS Code of Practice in treating all information received from the DBS in the strictest confidence. All our policies are available on our website www.sssfn.co.uk .

The Short Stay School for Norfolk is an Equal Opportunities employer and as such the disclosure of a criminal record, or other information, will not necessarily exclude you from consideration for appointment. Any such information will be considered in relation to the tasks and responsibilities required of the post holder and the circumstances and environment in which the job would require you to work.

Failure to declare a conviction, caution, reprimand or final warning may, however disqualify you from appointment, or result in dismissal if the discrepancy comes to light. It should be noted that it is an offence for anyone excluded from working with children and/or vulnerable adults to apply for a regulated position. If you would like to discuss what effect any conviction might have on your application, please contact the Hr – HR@unityeducationtrust.uk

Please note the following:

Where the combined travel and interview and selection activities mean that you necessarily incur additional expenses, The Short Stay School for Norfolk will reimburse your actual expenditure, directly related to the interview, in line with the limits specified (maximum £100.00) and in accordance with the following restrictions:

- Claims will not be reimbursed for alcohol.

- Claims must be accompanied by a receipt and will not be accepted for payment without such documentary evidence. Petrol receipts dated prior to travel must be provided if a car is used before mileage can be claimed.
- If you travel by rail and have to take a meal in the restaurant car either the cost of a standard meal will be reimbursed of if the standard meal is unavailable reasonable reimbursement will be made in line with the limits overleaf.
- Candidates asked to attend an interview from outside the United Kingdom will only be paid expenses from port of entry.
- Existing employees will not be re-imbursed.

Please also note the following:

Claims must be made within one calendar month of the date of the interview, claims received after this time will only be paid under exceptional circumstances.

Payment will be made straight into your bank account and payment advice emailed, faxed or posted to you. If you do not complete your account details your claim cannot be processed.

If you withdraw from the selection process or refuse an offer of appointment for a reason considered by The Short Stay School to be inadequate, expenses will not be paid.

If you are successful the expenses will be paid in your first months pay, unsuccessful candidates will be paid within a month of receipt of the claim. Internal candidates will be reimbursed via the payroll system whether they are successful or unsuccessful.

Any interview expenses paid to successful candidates must be repaid in full should you leave the Short Stay School for Norfolk within two years.

NB We reserve the right to amend claim forms if the level of reimbursement claimed is deemed excessive.