

RECRUITMENT PACK

# IVANHOE SCHOOL

## Teaching Assistant (Permanent Contract)



A journey to excellence

IVANHOE  
SCHOOL

## Message from Headteacher

Thank you for expressing an interest in this post at Ivanhoe School.

At Ivanhoe School, our students come first. We recognise their different needs and work hard with them to develop their abilities and talents. We value the unique contribution of each student and want them to achieve their full potential.

On our journey we commit to:

- Providing a rich and creative teaching and learning community
- Providing a safe and caring environment
- Investing in ourselves to ensure everyone achieves success
- Respecting and valuing everyone and embracing diversity
- Building strong partnerships within our local community
- Continually preparing to meet future challenges



Our students are highly successful across a broad range of activities – personal and social development, sporting, artistic, musical and cultural. We work in close partnership with schools within LIFE Mat to build expertise across our teaching community.

We enjoy learning together – not only in lessons but also through the wide range of extra-curricular activities we have on offer, and we encourage all students to get involved. We are committed to working closely with parents and a high value is placed on student voice in all aspects of school life.



Highly qualified teachers and support staff provide an excellent, caring environment in which students can learn and flourish safely. Our aspirations, expectations and commitment are relentlessly high for all members of the school community.



Ivanhoe School became Members of the LiFE Multi Academy Trust in July 2021. Ivanhoe School works closely with local LIFE MAT schools: Ashby School and Ibstock Community College as part of the 'National Forest Hub.'

The LiFE MAT visions and values are as follows:

### **Vision**

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

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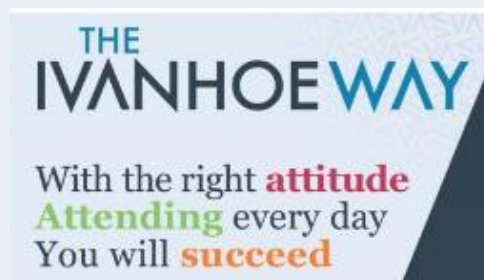
Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

## Values

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

We look forward to your application

Alison Allford  
Headteacher



## **Teaching Assistant**

**Permanent Contract**

**Term Time Only**

**31.25 hours per week- this includes ½ break which is paid**

**Grade 6, Points 9 – 10**

**FTE: £25,188.00 - £25,590.00**

**Actual Salary: £16,353.87- £16,614.88 per annum**

We are looking to recruit, as soon as possible, a highly motivated and enthusiastic Teaching Assistant to join our large and well-respected Learning Support department.

The successful candidate would be able to work with students in a small group within a mainstream classroom as directed by SENDCo or a member of the teaching staff.

If you have the drive and energy to make a real difference for our students, and if Ivanhoe School and this role sound like the ideal next step in your career, I hope you will feel encouraged to apply.

Closing date for applications is **12.00pm Friday 6<sup>th</sup> December 2024.**

*Please Note - We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible*

## **Application Process**

Application forms can be found at Careers at Ivanhoe School | E teach: [Careers at Ivanhoe School - Ashby-de-la-Zouch, United Kingdom, LE65 1HX | eteach](#)

## ***Safeguarding***

*LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search.*

*We are committed to the safety of our students and the protection of staff. Our recruitment process is in full accordance with recent guidance from the government for safer recruitment. Appointment to this post will be subject to satisfactory pre-employment checks.*

## ***Equal Opportunities***

*Ivanhoe is committed to equal opportunities in our recruitment and selection procedures. We welcome applications from all who meet the essential requirements within the person specification.*

## **Job Description**

<b>Grade:</b>	6, Points 9 – 10
<b>Salary range:</b>	FTE : £25,188.00 - £25,590.00
<b>Actual Salary:</b>	£16,353.87- £16,614.88
<b>Hours:</b>	9.05am – 3.05pm Monday to Friday Term Time Only- 38 weeks Lunch Time Cover for 40 minutes per day
<b>Perm/Temp:</b>	Permanent Contract
<b>Job Purpose:</b>	To provide agreed support to the teacher in the delivery of planned whole class learning activities and make recommendations in line with QFT to support learner access and engagement, adapting work if necessary

## **Key Responsibilities:**

- To provide agreed support to the teacher in the delivery of planned whole class learning activities.
- To help and prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.

## **Main Duties and Responsibilities**

- To work under the direct supervision of a teacher to carry out planned learning activities with small groups or individual pupils, providing feedback on their engagement in activities and their achievements of the desired learning objectives.
- To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
- To observe and feed back to the teacher on pupil performance and behaviour, taking action as appropriate in line with relevant school policies.
- In conjunction with the class teacher, support the physical, intellectual, emotional and social development of the child, including contributing ideas and suggestions to support planning and adaption of lessons, to meet their development needs.
- To interact with and respond positively to children, young people and adults.
- To develop positive relationships with colleagues, and other relevant agencies providing consistent and effective support and working constructively as a member of the school staff team.
- To support pupils to improve their numeracy, literacy and Oracy skills through focussed learning activities and more generally across the curriculum.
- To prepare and utilise ICT resources to support the child's learning, including preparation of required words/phrases to be included on communication device as appropriate, including an up to date knowledge and training in the effective use of iPads.

- To prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.
- To develop the students' self-esteem and confidence within learning situations. To deal sympathetically with students' individual medical needs and/or personal care/hygiene needs.
- To participate, when necessary, in students' Annual Review of Special Educational Needs.
- To organise and supervise practical or sporting activities as required
- To provide education, care and encouragement to the child, supporting them to participate in activities and liaising, if required, with parents/carers/other professionals as appropriate. This may include attending relevant internal and external meetings.
- To escort and supervise the child on educational visits and out of school activities, ensuring their health, safety and well-being
- The post holder may be required to attend, from time to time, training courses, or other meetings as required by his/her own training needs and the needs of the school.
- To undertake at least one break duty per week
- To assist with the safe moving, handling and repositioning of children with medical needs using appropriate equipment if necessary, in conjunction with additional members of staff \*
- To assist with care needs as appropriate including feeding and toileting support to pupils as necessary \*
- \* These duties only to be carried out after appropriate risk assessment and training have been undertaken

## Job Specification

	<b>Essential</b>		<b>Desirable</b>	
<b>Qualifications:</b>	GCSE or equivalent in Maths/ numeracy and English/literacy Grade C/4 or above	A/Doc		
<b>Experience:</b>			<p>Experience of working in a child-focused environment, either as an employee or a volunteer</p> <p>Experience of supporting teaching and learning in a formal setting</p> <p>Experienced of supporting children and young people with learning difficulties and disabilities</p> <p>Experience of eye gaze or other AAC technology</p>	A/I/R
<b>Knowledge and skills:</b>	Knowledge of safeguarding/child protection and health and safety procedures	A/I/R		
<b>Skills/Attributes</b>	<p>Ability and willingness to undertake professional development</p> <p>Good interpersonal skills</p> <p>Empathy with children and young people</p> <p>Ability to work effectively as part of a team,</p>	<p>A/I</p> <p>I/R</p> <p>I/R</p> <p>I/R</p>		
<b>General Circumstances</b>	An understanding of and commitment to Equal Opportunities and the ability to apply this to strategic work and day-to-day situations	A/I		

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<p><b>Safeguarding</b></p>	<p>Responsibility and accountability for Safeguarding and promoting the welfare of children and young people</p> <p>Awareness of current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people</p> <p>Able to recognise indicators that may lead to concerns and to take immediate action</p> <p>Is committed to ensuring the safeguarding and well-being of children and young people and takes appropriate action where necessary</p>	<p>A/I</p> <p>A/I</p> <p>A/II</p> <p>A/I</p>		
<p><b>Factors not already covered</b></p>	<p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010</p>	<p>M</p>		

Evidence to be gleaned from:

- A Letter of application and application form
- I Interview process
- R Reference



## **Safer Recruitment Applicant Information**

The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend for interview.

### **SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Ivanhoe School has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to Ivanhoe School's safer recruitment process.

### **PRE- EMPLOYMENT VETTING**

As part of its safer recruitment and selection process, Ivanhoe School operates a strict preemployment vetting procedure. All applicants will be required to undergo the checks outlined below.

### **Declaration of Previous Convictions**

The amendments to the Rehabilitation of Offenders Act 1974, Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions is available on the Ministry of Justice website.

Should you be shortlisted for the position, you will be required to complete a criminal records self-declaration form in order to provide any information about any unspent and unprotected criminal records that you may have.

### **Disclosure and Barring Service (DBS)**

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced DBS Disclosure; this will include a check against the Barred List.

A Barred List check is the minimum check required for staff working in organisations. Successful applicants will be checked against the List prior to an offer of appointment being made.

We will also retain, with the permission of the applicant, the DBS Disclosure documents of any 'hold' candidates. These documents will be destroyed once a decision (offer and acceptance) has been reached.

Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than six months, a certificate of good conduct will be required from the previous country of residence.

### **Qualifications**

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

**Registration with a Professional Body** If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. Ivanhoe School will verify registration/membership with the relevant professional body.

## **References**

Applicants are required to provide a minimum of two referees, one of which must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people wherever possible.

If you have worked in a school, the referee must be the Headteacher/Business Manager of that school.

If you have undertaken voluntary work with children and/or young people, you should use the leadership of such voluntary provision as a referee.

In addition, Ivanhoe School will seek references from educational establishments for those applicants with no previous employment history.

**Under no circumstances will Open References (i.e. addressed “to whom it may concern”) be accepted.**

In all cases, Ivanhoe School will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

## **Eligibility to Work in the UK**

Ivanhoe School has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

## **Medical Assessment**

All offers of appointment will be subject to the satisfactory outcome of a medical assessment procedure.

## **IMPORTANT NOTICE TO ALL APPLICANTS**

As stated previously, all offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post