

JACK HUNT SCHOOL

Hard work Integrity Kindness



Bradwell Road, Peterborough, PE3 9PY email: info@jhs.pkat.co.uk web: www.jackhunt.net tel: 01733 263526

TEACHING ASSISTANT

We require an enthusiastic Teaching Assistant to join our strong, diverse Inclusion team. The successful applicant will work with students with a variety of learning difficulties including those who are part of the school's Specialist Hub Provision for learners with Physical Disability.

Experience preferred although not essential, as full training will be given.
Teamwork and flexibility essential.

The appointment is open for full/part-time, although we would want the successful candidate to work a minimum of 3 days. Start and finish times can be discussed to accommodate childcare commitments.

Salary will be paid at NJC SCP Grade 6 Point 7 to 12
With a full-time equivalent salary of £24,294 – £26,421 per annum, starting at Point 7
(Pro-rata based on hours will apply).

This role would be ideal for graduates who are considering a career in teaching but who would like to gain experience in a school setting or students who have completed sixth form and are taking a break between A levels and University

Jack Hunt is an oversubscribed 11-18 vibrant, multi ethnic co-educational, comprehensive school with outstanding community cohesion.

The school provides an exceptional in-house CPD programme to enhance career development. If you want to truly make a difference to the lives and aspirations of our students, we look forward to hearing from you.

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Application form and further details available on the Trust website: www.PKAT.co.uk/vacancies

Closing date: Friday 1st March 2024 at 9.00 am



PETERBOROUGH KEYS
ACADEMIES TRUST

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Welcome Letter from the Headteacher

February 2024

Dear Applicant,

Application for post of Teaching Assistant

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Thank you for your interest in this exciting role. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care. At Jack Hunt School we have a strong ethos centered on the belief that every student has the right to a first-class education, and we consistently promote high expectations for all our students.

Jack Hunt School is a vibrant place of learning, underpinned by expert teaching of a challenging and broad curriculum. We provide high levels of pastoral care and support via our fantastic House system, as well as a comprehensive PSHE programme. We believe that for students to thrive, they need to be happy, safe and receive high levels of support.

We think that enrichment opportunities are important for all students, and our offer in this area is extensive. We believe in high standards of behavior and conduct, and our school is a happy and calm place to learn where positive relationships flourish. We are a diverse and inclusive school, and we are committed to comprehensive education.

Academic success is very important to us, and we have a strong track record. Our students achieve well and many progress into our successful and flourishing Sixth Form. Our students have strong destinations after leaving Jack Hunt School. However, academic success is only part of our purpose. We also provide excellence in music, drama, sport, and the arts and we value all practical and creative pursuits. We also develop the qualities that are important in any young person such as self-reliance, courtesy, respect, initiative, and determination.

We are an outward facing school. We are proud to belong to Peterborough Keys Academy Trust, and this gives us the opportunity to collaborate with other schools. We also work with an extensive network of education providers, businesses, and charities within Peterborough and beyond. These networks allow us to offer our students a rich blend of opportunities.

If you think that this post at Jack Hunt School could be for you, we would love to receive your application.

Yours sincerely

Jon Hebblethwaite,
Headteacher



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JOB DESCRIPTION

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post : Teaching Assistant
Grade: 6
Accountable to: Leader of Learning Support/SENCO
Date reviewed : February 2024

Purpose of Job:-

To work under the direction of the Leader of Learning Support/SENCO to enable access to learning for students and to assist teachers in the management of the students and the classroom.

Specific Duties:-

Supporting the Students

- Under the guidance of the teacher undertake working/care/support programmes to enable access to learning for students.
- Work with the teacher to develop, adapt and deliver learning activities with individuals or small groups who would benefit from a different learning approach as agreed.
- Encourage and promote the inclusion and acceptance of all students.
- Aid the learning of students by:
 - Clarifying and explaining instructions;
 - Ensuring that the child is able to use the equipment and materials provided;
 - Motivating and encouraging the child as required;
 - Developing appropriate resources to support the student/students;
 - Helping students to concentrate and to finish the work set;
 - Assist with development of support plans and targets and assist in the review process.
- Provide feedback to students in relation to progress and achievement under guidance.
- Liaise with specialist services on behalf of individual students, e.g. educational psychologists, speech therapists, by agreement with the Leader of Learning Support.
- To support physically disabled students with toileting in line with the school's Intimate Care Policy.
- Carry out physio programmes, follow advice of physiotherapists.
- Liaise with parents of students for whom you are a key worker.
- Attend annual reviews for key students.

Supporting the Teacher

- Work with the teacher in adjusting lesson plans as appropriate.
- Monitor and track progress and provide feedback to assist in developing support plans and targets for children with additional needs.
- Provide detailed and regular feedback to teachers on students' achievement, progress, problems, support plans and targets, monitoring sheets etc.
- Contribute to the management of student behaviour, including anticipating and taking action to prevent potential problems arising.
- Undertake support activities for the teacher as required.
- Under the guidance of the teacher, liaise with parents.

Supporting the Curriculum

- Undertake programmes linked to learning activities/teaching programmes - recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Provide targeted support to enhance learning and improve attainment.

Supporting the School

- Be aware of, and comply with, policies and procedures of the school.
- Accompany staff and students on visits, trips and out-of-school activities as required.
- Develop and maintain effective relationships with other staff, parents and carers.
- Attend and participate in regular meetings as required.
- Recognise own strengths and areas of expertise and use them to advise and support others.
- Other reasonable duties, as directed by the HLTAs or Leader of Learning Support/SENCO

This job description will be reviewed periodically.

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

APPOINTMENT OF TEACHING ASSISTANT LEARNING SUPPORT TEAM

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Post

We require a Teaching Assistant to join our existing team who works across the school supporting students. The team contains a range of experience and there is a tradition of training and development.

Duties required of a Teaching Assistant are many and various. In brief, their role is to ensure that students with special educational needs who are assigned to them take a full part in the mainstream life of the school. This involves supporting children in classrooms, preparing materials with the guidance of teaching staff and working on individual programmes of work for students. All Teaching Assistants are also required to assist in meeting the personal care needs of specific students.

Person Specification

Applicants will be judged against the following criteria:-

Essential for Teaching Assistant:

- Has experience in working with secondary age students
- Has evidence of a broad and successful secondary education
- Works well as a member of a team
- Is committed, caring and reliable
- Has the initiative to deal with incidents as they occur
- Has the versatility to deal with all the facets of the job
- GCSE maths and English C or equivalent qualification
- Is willing to undertake further training
- Has an up-to-date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people.
- Displays commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people

Relevant qualifications will, of course, be an advantage although the combination of experience and personal qualities are also important.

You are invited to demonstrate how you fulfil these skills and qualities in your application

Pay and Conditions of Service

The appointment is term time only, 38 weeks, with a minimum of 19.5 hours per week.
(8.25 am – 3.15 pm with a 20-minute unpaid break)

Salary is paid at Grade 6, NJC SCP 7 - 12, equating to a full-time equivalent salary of £24,294 - £26,421 per annum, Starting at point 7 (Pro-rata based on hours will apply).

If appointed, you will automatically be enrolled to the Local Government Pension Scheme unless you chose to opt out.

Your conditions of service will be those agreed nationally for Local Government Employees. The Governors of the school fully recognise appropriate Trade Unions and a mechanism is in place for consultation with union representatives whenever necessary.

If you are appointed to the post, it will be on the understanding that you are prepared, to undergo an Enhanced DBS (Disclosing Barring Services) check and if necessary, a medical examination.

The school has an appraisal system for its employees.

Application Procedure

To apply you will need to go the Vacancies Page on our school website <https://www.pkat.co.uk/vacancies> and click on the relevant post and then click on apply now button. As part of the application, you are invited to demonstrate how you fulfil some of the criteria listed in the person specific information listed above.

The closing date for the post is **Friday 1st March 2024 at 9.00 am.**

Thank you in advance for your application. If you have had no response by Friday 8th March 2024, please assume that on this occasion your application has not been successful. **We are unable to reply to all candidates who apply for positions in the school to inform them that they have not been shortlisted.** However, we hope you will obtain a suitable appointment in the very near future.



THE LEARNING SUPPORT DEPARTMENT

The Learning Support department is run by a dedicated team of 2 teachers (SENCO and Deputy SENCO), 5 Higher Level Teaching Assistants (HLTAs) and 20 teaching assistants (TAs) and we strive to best support students with a range of special educational needs and/or disability (SEND). Our work is governed by the SEND Code of Practice (2015) which aims to ensure a consistent approach to identification and provision of students' needs. We aim to prepare our students for the world beyond school and adulthood, supporting their awareness and aspirations relating to the curriculum, work and well-being.

The Learning Support department also has a LA funded Hub for students with a physical disability (PD Hub) and is managed by the Hub Manager who is an experienced teacher. The PD Hub is also a centre of expertise for this designation of SEND and is available to other schools for advice and support. All the SEND leaders (SENCO, Deputy SENCO and Hub Manager) have completed the National SENCO Award.

The department has its own suite of rooms, its own office space and is well-resourced. This includes three classrooms, a physiotherapy room, a sensory room, a quiet room and offices for the SENCO and HLTAs. There are also four toilets with wheelchair access and two shower rooms and a kitchen where SEND students have Breakfast Club and learn life skills.

The department works collaboratively as a team and supports each other so we can get the best from ourselves and our students. We constantly seek opportunities to improve in order to enhance the progress our students can make, sharing ideas and promoting good practice.

Students with an Education, Health and Care Plan (EHCP) and Hub students are prioritised for TA support as their needs are generally the highest and they can expect provision in line with the outcomes on their EHCPs. TA support is offered across the whole curriculum and school day and so can include break times and lunchtimes and trips out. A smaller number of students at SEN Support level may also be identified for support if they meet the school's criteria, as outlined in our SEND Policy and SEN Information Report for parents.

We also offer our own teaching groups and structured interventions which are run by HLTAs. These include:

- Forest School
- Yr. 7 Nurture (part of the My World curriculum)
- Moving On (KS3 literacy)
- ASDAN (KS4 alternative curriculum)
- KS4 Maths and English functional skills

Transition is another key aspect of the department's work, establishing links with primary schools and ensuring our KS4 SEND students are supported in their transition to college.

The department works closely with mainstream colleagues, offering advice and guidance around teaching and learning strategies when requested. The SENCO also holds regular SENCO Surgeries when staff can book an appointment to discuss concerns around an individual student.

Links with external agencies form a large part of our work, liaising with relevant specialist organisations for students with a diagnosis or on a pathway for a specialist referral. Physiotherapists and Occupational Therapists are also regular visitors for our PD students. Training for staff and other schools in the LA is offered on a regular basis with topics covered such as ASD, ADHD, Cerebral Palsy and Wheelchair Skills and are usually well-attended.