

Belvidere School

Candidate Information



Teaching Assistant Level 2



Crowmere Road
Shrewsbury
SY2 5LA
Tel: 01743 235073

www.belvidere.shropshire.sch.uk



Dear Applicant

Thank you for your interest in our vacancy for the post of Teaching Assistant

In this pack you will find the following information:

- Advertisement
- Information about the school
- Job Description for Teaching Assistant
- Person Specification
- Information on how to apply

I hope that you will find this information useful in compiling your application, but should you wish to discuss the position further, please don't hesitate to contact Richard Hunter School Business Manager or myself, Headteacher at the school. Visits to the school can also be arranged by contacting Richard.

Belvidere is a fantastic school at which to work. Our results are good but we are not complacent and continue to work hard to ensure we provide the best education for all of our students. We believe that a significant contributory factor to the success of the school is staff collaboration, knowledge of our community and the care we show to every child.

"I'm very happy with my son's progress, he enjoys school and loves to learn. I'm very happy with the school and the education he receives. We are so proud of our daughter, her resilience has improved tremendously since being at Belvidere, as has her self-confidence so a HUGE thank you to all staff for helping her achieve this."

Parent 2020

More information about the school and additional documentation can be accessed via our school website at www.belvidere.shropshire.sch.uk

Once again, thank you for your interest, and I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'E. Stevenson'.

Emma Stevenson
Headteacher

Advertisement

Teaching Assistant Level 2

Grade 5 points 5 – 6 £10.01 to £10.21 per hour
Post between 16 and 26.67 hours per week, Term Time only
3 to 5 days a week (to be agreed with successful applicant)
Required 1st November 2021 (or earlier if possible) to July 2022

We wish to appoint a Level 2 Teaching Assistant to join our Learning Support Department.

The successful candidate will join a successful and positive Learning Support Department which links and works collaboratively with the Pastoral Team to provide the highest level of support for each student.

Belvidere School is a successful, oversubscribed 11-16 comprehensive school in the county town of Shrewsbury. The successful candidate will join a strong and successful Pastoral Team managed by the Assistant Headteacher (Pastoral). The team is committed to ensuring high standards of conduct throughout the school, and to working with students to improve any behaviours that are a barrier to learning.

For further information and an application pack, please contact reception, or visit our website at www.belvidere.shropshire.sch.uk. Unfortunately we are unable to accept CV's.

Closing Date: Friday 24th September 2021 at 12:00 noon.

Belvidere School 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 is subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

“Thank you to you and all your amazing staff. You are treasures and your efforts are overwhelming.” Parent 2020

“Thank you all again...Belvidere is an excellent School and we're so pleased that our boys made the choice to spend their Secondary School days with you.”

Parent 2020



Belvidere School serves the local community on the East side of Shrewsbury, County Town of Shropshire. We have a truly comprehensive intake, and almost all of our students walk to school. There are approximately 830 students on roll.

Belvidere School is situated in the historic town of Shrewsbury, in the beautiful county of Shropshire, a short distance from the Welsh border, but with excellent motorway and rail links to the West Midlands and beyond.

We are very much a school of choice with local parents, and the school has been oversubscribed for many years.

“ Sincere thanks for all that the school and individual people have done to make both my daughters' school lives mostly joyful, eternally memorable and shaping both their minds and futures in ways we can all only begin to guess at, especially this year with respect for all that you have done for them. Thank you, thank you, thank you.” Parent 2020

Behaviour and attitudes to learning are two things of which we are very proud. Visitors to Belvidere School always comment on the warm, positive, friendly welcome, and the calm purposeful working atmosphere in the school. We believe this is essential in ensuring our students make the excellent progress that they achieve.

We have a clear commitment to the continuing professional development of all

staff. Throughout the year, teaching staff are invited to select from a variety of CPD sessions, closely linked with our Appraisal procedures, and the requests of individuals. This enables colleagues from different subject areas to work closely together on areas of identified need. We recognise that we have a range of experience and expertise within the staff and therefore the sessions are delivered by a variety of different people, sharing good practice throughout the school.

We are very proud of our school, and hope you will feel inspired to want to join our success story. We also have the exciting prospect of a completely new school building in the near future .

“Thank you for your support as a school. I know my children are in a good place in Belvidere and both doing well and that you are working hard as a school to meet all the year groups provision academically and pastorally. Well done to your staff for their hard work and dedication. “

Parent 2020

Learning Support

Belvidere's Learning Support department is led by the SENDCo, Mrs Wrenshall-Jones.

We believe that every individual student's needs are important and aim to make their time spent at Belvidere School both successful and enjoyable. We are a tight knit team and meet to discuss students' progress and needs within school. The SENDCo also maintains links with the pastoral team and this is the forum for discussion about more holistic support packages for individual students. Support is also allocated via referrals from classroom teachers and other school staff.

The department accommodation includes two classrooms, equipped with computers, as well as a Learning Support workroom and two offices. We offer lunchtime and break time support within the department where our students can come and have a break in a more structured and calm environment if they wish.

The school's reading intervention programme is co-ordinated by the SENDCo and HLTA and involves a significant number of students identified by reading age and/or their reading comprehension age as needing additional intervention.

We have a number of students with EHCPs at Belvidere, with a wide range of needs, and these students are fully integrated into the school's curriculum. We enjoy excellent, collaborative relationships with the parents of SEND students and we are looking to continue and build these relationships further over the coming years.

Mrs Wrenshall-Jones
September 2021



Job Description

Support for Students

- Attend to students' personal needs, and assist with the development and implementation of Individual Education / Behaviour / Support / Mentoring Plans and Personal Care Programmes.
- Supervise and support students, including those with special needs, ensuring their safety and access to learning.
- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact and work co-operatively with others, and engage in learning activities.
- Set challenging and demanding expectations for students, and promote self – esteem and independence.
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher.

Support for the Teacher

- Assist with the planning of learning activities.
- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of student's work.
- Ensure the timely and accurate design, preparation, and use of

specialist equipment / resources / materials.

- Monitor students' responses to learning activities and accurately record achievement / progress as directed.
- Establish constructive relationships with parents / carers.
- Provide detailed and regular feedback to teachers on students achievement, progress, problems etc.
- Maintain records as requested.
- Administer routine tests, invigilate exams, and undertake routine marking of students' work, accurately recording achievement / progress.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Provide general clerical / admin. support eg. administer coursework, produce worksheets for agreed activities, photocopying, typing, filing etc.

Support for the Curriculum

- Support students in understanding instructions.
- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to student responses.
- Undertake programmes linked to local and national learning strategies eg. literacy, numeracy,

KS3, early years etc. as directed by the teachers.

- Support students in using ICT, and develop students' competence and independence in its use.
- Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activities, and assist students in their use.
- Monitor and manage stock and supplies, cataloguing as required.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure that students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and students, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.

Person Specification

Teaching Assistant Level 2			Assessed by		
	Essential	Desirable	Application	References	Interview
Qualifications		5 G.C.S.E. or equivalent, including Maths and English	✓		
	Teaching Assistant Induction Training		✓		
	Teaching Assistant NVQ Level 2 or have completed training of a similar standard		✓		
		First Aid qualification	✓		
Experience		Willingness to assist a student with all aspects of intimate and personal care	✓		
	At least 2 years relevant experience working in an educational setting		✓		✓
		Some experience of classroom administration support	✓		
	Ability to plan and organise effectively		✓		✓
		Experience of supporting students with a visual and/or hearing impairment	✓		✓
Knowledge and understanding		A good knowledge of school based education including child development	✓		✓
	National learning strategies including Literacy and Numeracy		✓		✓
Skills & Abilities (relevant to post)	Good communication skills and ability to relate well to children, staff and parents				✓
	Evidence of working well as part of a team		✓		✓
	ICT and the willingness to update skills and undertake further training		✓		✓
		Specialist skills, training or experience e.g. Art, Music, ICT, display etc.	✓		✓
Personal Qualities	Ability to bring to the role, initiative, enthusiasm and commitment				✓
	Flexibility and reliability		✓		✓
	Willingness to develop skills with further training				✓

How to Apply

Applications should be made on the official application form which can be found by [clicking here](#).

You may wish to support your application with a letter of no more than two sides of A4, in place of the Further Details section on the form

Unfortunately we do not accept CV's.

Closing Date: Friday 24th September 2021 at 12:00 noon.

You can send your application via:

Email to: recruitment@belvidere.shropshire.sch.uk

Post to: Mr R Hunter, Belvidere School, Crowmere Road, Shrewsbury, Shropshire, SY2 5LA

Belvidere School 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 is subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS).



***"I'm so grateful for the wonderful teachers at Belvidere and all the time, care and hard work they have invested in my children."* Parent 2020**

"My son has had a wonderful school experience at Belvidere - be it theatre trips, excursions to France, visiting the World War 1 trenches, Berlin, Sports Days, the amazing school productions, music performances. The list is seemingly endless. We are very grateful for all of the experiences that Belvidere has offered to him, and we recognise that this is completely above and beyond the important work carried out in the classroom."

Parent 2020