

CHEW VALLEY SCHOOL
Chew Magna, Nr Bristol, BS40 8QB



TEACHING ASSISTANT

Part-time (Up to 35 hours per week plus 2 INSET days) – Required as soon as possible
(Core hours Fridays 8.25am to 3.25pm)

Fixed Term Contract until 31 August 2024
(with the possibility to extend)

GRADE JG3 (SCP 5 – 6)

£23,500 to £23,893 (FTE) per annum, pro-rata
(Example - Actual salary for a 25 hours per week £13,764 to £13,994 per annum)

INTRODUCTION

This is a wonderful opportunity to join a strong and dynamic Learning Support team as a Teaching Assistant. Chew Valley School is a thriving and successful school and we are seeking the right person to assist us in achieving even greater success.

The school has been through change in recent years including joining the Lighthouse Schools Partnership (LSP) Multi Academy Trust alongside a number of our feeder schools and Gordano, Backwell and Churchill secondary schools. Through this we are developing much work of a mutually beneficial nature.

The school has a distinctive character and ethos which is unashamedly child-centred and emotionally intelligent in the way relationships are managed between staff, parents/carers, students and governors.

JOB PURPOSE

To undertake work and care and support programmes with students that have significant special educational needs, including speech and language difficulties, Down Syndrome and Autism. To enable access to learning for students and to work alongside the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area.

MAIN DUTIES AND RESPONSIBILITIES

Support for Students

1. Support students in their learning in class and in small groups.
2. Attend to the students' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, as appropriate.
3. Supervise and support students ensuring their safety and access to learning.
4. Assist with the development and implementation of Individual Education Plans and Personal Care programmes.
5. Establish constructive relationships with students, act as a role model, and interact with them according to individual needs.
6. Promote the inclusion and acceptance of all students.
7. Encourage students to interact with others and engage in activities led by the teacher.
8. Set challenging and demanding expectations and promote self-esteem and independence.
9. Provide feedback to students in relation to progress and achievement under guidance of the teacher.

Support for Teacher

10. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.

11. Be aware of student progress/achievements/concerns and report to the teacher as appropriate.
12. Assist with the planning of learning activities.
13. Monitor students' responses to learning activities and accurately record achievement/progress.
14. Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc.
15. 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.
16. In conjunction with the teacher, collate and report information to and from parents and carers.
17. Administer routine tests and invigilate exams and undertake appropriate marking of students' work.
18. Provide clerical/admin support for learning e.g. photocopying, word processing, filing, etc.

Support for the Curriculum

19. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.
20. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, recording achievement and progress and feeding back to the teacher.
21. Promote and support the use of ICT in learning activities and develop students' competence and independence in its use.
22. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.

Support for the School

23. Be fully familiar 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.
24. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
25. Contribute to the overall ethos/work/aims of the school.
26. Attend and participate in relevant meetings as required.
27. Participate in training and other learning activities and performance development as required.
28. Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes.

29. Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

30. To undertake other relevant duties allocated at the discretion of the classroom teacher, Headteacher or other designated supervisor.

QUALIFICATIONS AND EXPERIENCE

PERSON SPECIFICATION

Job Title:	I:I Teaching Assistant
Location:	Chew Valley School

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	• Candidate will have a qualification in Literacy and Numeracy equivalent to GCSE Grade A*-C or Level 2, on the national vocational framework. • 1-years' experience of working with children of with SEND, ideally in a school context. • Experience of speech and language, physical and/or therapeutic interventions.	• Working towards NVQ/VRQ Level 2 Teaching Assistant Qualification • Wider experience of working with SEND students • Manual Handling and Paediatric First Aid training
Skills and Abilities	• Basic ICT skills. • Excellent and effective communication skills. • Work independently and personalise learning environments when necessary. • Knowledge of: ○ ECM ○ Child Protection procedures ○ A.E.N code of practice	• Collaborative working with a range of colleagues and the schools' SENDCO, parents and outside agencies.
Work-related Personal Requirements	• Ability to work flexibly within a team and motivate students. • Demonstrate a positive attitude. • Reliability, motivation and resilience under pressure. • Attendance at directed times	• Occasional attendance at events beyond school hours, by agreement.

Physical Effort

The postholder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, displaying students work, assist students during lesson times,

engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.

Working Environment

During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

General

The postholder will be expected to undertake any appropriate training provided by the Authority and/or School to assist them in carrying out any of the above duties.

The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement.

KEY RESPONSIBILITIES

Contribute to the ethos and aims of the School

- To be aware of and understand the School's Equal Opportunities, Race Equality, Whistleblowing, ICT and Safeguarding Policies (available electronically) ensuring at all times that the duties of the post are carried out in accordance with School Policies.
- To read and have a thorough understanding of the Staff Handbook.
- To ensure compliance with all Health and Safety legislation, risk assessments and associated codes of practice and school policies.
- To review and develop working practice by developing and maintaining effectiveness as a member of the school staff through taking responsibility for own continuing professional development.
- To work effectively with both teaching and support staff, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.
- To undertake any duty or responsibility that the Headteacher, line manager and the Business Manager asks relevant to the school's needs as required and are commensurate with the grade.

Working relationships and contacts

- To develop and maintain working relationships with other professionals.

- To liaise with parents, students, LSP Officers, Bath and North East Somerset Council, external agencies and suppliers as well as members of the public to provide information and to answer queries.

FURTHER INFORMATION

Probation	This post is subject to a 6-month probation period.
Scale Point	All staff start at the first scale point within their salary grade and receive annual increments until the top of scale is reached.
Pension	As an employer of the Local Government pension scheme, the postholder will be automatically enrolled into the Avon Pension Scheme. The Trust pays a contribution of salary into the LGPS – this is an additional remuneration benefit.
Confidentiality	Some of the work undertaken within the Trust is of a highly confidential nature. The postholder must at all times maintain confidentiality and work within the Trust's data protection parameters.
Annual Appraisal	All staff undergo an annual appraisal as part of performance management at Chew Valley School.

Chew Valley School, through the Lighthouse Schools Partnership, offers an excellent benefits package including contributory pension scheme, a comprehensive employee assistance programme and benefits (offering discounts on shopping), cycle to work scheme and on-site parking.