

Teaching Assistant (Qualified/Unqualified)

Start date: As soon as possible

Salary: Dependent on experience and qualification

Part time, Term Time and Inset Days, Permanent

We require a committed and enthusiastic Teaching Assistant to work within our SEN department and provide curriculum support to students with special educational needs.

Within the existing SEN Team there is a range of expertise and experience. The Faculty has an 'open door' policy so staff, students, or parents and carers may request support in lessons, with homework, organisation or social support.

The posts would suit an applicant who may be considering a career in teaching, have experience of working with young people in other settings outside of education or looking to work within a school setting. The deployment of the successful applicant will be informed by their specific areas of interest/expertise.

Hours

28 hours and 45 minutes per week at the following times:

9.00am – 3.10pm, Monday – Friday

The above hours include a 20-minute paid break (if working more than 4 hours per day) and a 25-minute unpaid lunch break, to be taken at times agreed with the Line Manager.

Salary Scale

Unqualified:

Grade D point 3 – 6 £24,027 – £25,183 pro rata
Actual salary per annum is £16,022 - £16,793

Qualified:

Grade F point 6 – 12 £23,893 – £26,421 pro rata
Actual salary per annum is £16,793 - £18,479

Holidays

The post is term time only, plus INSET days (44.75 weeks per year). This includes 25.5 paid days holiday rising to 30.5 after 5 years continuous service plus statutory holidays. All holidays must be taken in the school holidays.



CIRENCESTER
KINGSHILL
SCHOOL

Kingshill Lane
Cirencester
Gloucestershire
GL7 1HS

01285 651511

Safeguarding

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced Disclosure and Barring Service check.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

How to Apply

- Please complete the Application Form for Support Staff (available via the school vacancies section on the school website).
- Include the names, addresses, contact numbers and email addresses of your two referees.
- Include your C.V.

Please note that applications without the above being completed/included will not be accepted.

- It would also be helpful if you could include a letter of application which explains how your experiences and skills will best fit the role of Teaching Assistant. If you are looking at a variation of hours/days please state your requirements.

Please email completed application forms and relevant documentation to jobs@cirencesterkingshill.gloucs.sch.uk or post to Cirencester Kingshill School, Kingshill Lane, Cirencester, Gloucestershire, GL7 1HS

Closing date for receipt of applications:

9.00am – Tuesday 16th November 2024

We urge candidates to apply early, as we reserve the right to close applications early due to the urgency of the post.

Interview Date: TBC

We look forward to hearing from you. If you require any further information please do not hesitate to contact the Personnel Manager on 01285 651511 ext. 226, or email: jobs@cirencesterkingshill.gloucs.sch.uk

CIRENCESTER KINGSHILL SCHOOL

JOB TITLE: Teaching Assistant (Qualified/Unqualified)

LOCATION: Cirencester Kingshill School – 11 – 16 Secondary School

HOURS: 28 hours and 45 minutes per week at the following times:

9.00am – 3.10pm, Monday – Friday

These hours include a 20-minute paid break (if working more than 4 hours per day) and a 25-minute unpaid lunch break at times agreed with the Line Manager.

GRADE: D (Unqualified) / F (Qualified)

RESPONSIBLE TO: The Head of Special Educational Needs and through the Head of Special Educational Needs, to the Head and Governors.

LINE MANAGER: Deputy SENCO/Teaching Assistant Co-ordinator & Assistant to Deputy SENCO

RESPONSIBLE FOR: None

JOB PURPOSE

To support teaching staff and Inclusion staff with their responsibility for the development and education processes by providing care and supervision skills to children, including those with special needs.

1. KEY TASKS

Under the direction of, and within an educational plan provided by the classroom teacher.

- Support the learning of SEND students through adaptive support
- Facilitate the social and emotional development of SEND students
- Support the teachers in managing class behaviour
- Help with organising resources in the classroom
- Feedback to teaching staff re progress or concerns
- Communicate effectively with parents/carers
- Personal care
- Assist pupils in being organised and ready to learn
- Work with small groups of students under teacher direction (for Qualified TA positions)

2. QUALIFICATIONS/EXPERIENCE REQUIRED

No specific qualification required for Unqualified TA positions.

NVQ, Supporting teaching and Learning (Level 3) or equivalent for Qualified TA positions

3. SUPERVISORY RESPONSIBILITY

None

4. SUPERVISION RECEIVED

Classroom Teacher/Classroom Assistant/Designated Supervisor.

Level of supervision received will be dependent on qualified or unqualified positions.

5. PRINCIPAL CONTACTS

Students, Classroom Teacher/Supervisor, Classroom Assistant, Other Professional Groups, General Assistants, Parents.

Principal contacts will be dependent on qualified or unqualified positions.

The 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.

Job descriptions are to be reviewed annually.

Your job description is not your contract. The document is flexible and can be changed according to the needs of the organisation in agreement with the Line Manager or the Headteacher.

Other Conditions

Holiday Entitlement

The post is part time, term time, including In Service Training Days which totals 44.75 weeks of the year. This includes 25.5 days holiday rising to 30.5 days after 5 years continuous service plus statutory holidays.

Holidays must be taken during the school holidays.

Claims/Time off in Lieu

If a member of Support Staff in their job description is required to work after their contractual hours or occasionally work outside their contractual hours, which has been agreed in advance with their Line Manager, they can either be paid for the agreed time on a claims basis or take time off in lieu in line with the school policy.

Resignation

A resignation period of 1 month is required.

Disclosure & Barring Service

All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

This job description may be amended at any time after discussion with you, but in any case will be reviewed before 1.4.25.

Post Holder Sign: Date:

Please print your name:

Line Manager Sign: Date:

Please print your name:

September 2024

Cirencester Kingshill School

Person Specification – Teaching Assistant

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of general education • A high level of literacy and numeracy • Willingness to undertake further training when needed • NVQ, Supporting teaching and Learning (Level 3) or equivalent for Qualified TA positions 	<ul style="list-style-type: none"> • Safeguarding Training
Experience, Understanding and Knowledge	<ul style="list-style-type: none"> • Experience of working with young people • Experience of record keeping and monitoring • Effective oral and written communication skills • Good organisational skills and time management • Effective problem-solving skills • The ability to remain calm under pressure • The ability to be proactive in seeking solutions • The ability to work with students in a professional manner 	<ul style="list-style-type: none"> • Experience of working in an education setting • Experience of working on a one-to-one basis or with small groups • Experience of working with young people with additional needs • Knowledge of SEND provision • Knowledge of child protection and safeguarding
Personal Qualities	<ul style="list-style-type: none"> • Able to work independently, but also as part of a team • Punctual and professional • Able to maintain successful working relationships with students and colleagues • Reliable and able to be flexible in approach to work • Positive 'can do' attitude • Patience • Able to plan and take control of situations • Empathetic to those who face barriers to their learning 	<ul style="list-style-type: none"> • Willingness to take part in the wider life of the School

Cirencester Kingshill School

Employee Benefits

Cirencester Kingshill School is proud to offer a wide range of benefits for our employees, which includes:

- Attractive salary and pension schemes – Teachers Pension Scheme (Teaching Staff) or the Local Government Pension Scheme (Professional Support Staff)
- Family friendly policies
- A range of statutory benefits including sick pay, maternity, paternity, shared parental and adoption leave
- Access to an employee assistance programme for all staff that offers services, including wellbeing, self-referral counselling, information on stress, weight management, smoking cessation
- Access to Occupational Health services
- New staff induction and support programmes
- Continuous service in other state funded schools will be honoured in relation to sick pay, holiday entitlement, pension rights
- Cycle to Work scheme
- Long service awards
- Access to or provision of IT equipment (role specific)
- Access to CLPD and INSET, personalised for individuals through the schools' Appraisal procedures, including access to role specific academic study and professional qualifications
- Onsite parking facilities and cycle storage
- Staff social, sporting and wellbeing activities throughout the year
- The dining room is open for staff to use at break and lunch times
- Staff room with facilities, including tea and coffee
- There is an optional staff social fund