



Teaching Assistant / Cover
November 2024





Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH
Telephone: (01482) 342229 Fax: (01482) 346817
Email: info@kelvinhall.net Twitter: @kelvinhal_hull www.kelvinhall.net
Executive Headteacher (Thrive Trust): Mr P Cavanagh
Head of School: Mr C Leng
Deputy Headteachers: Mrs C Grandidge, Mrs L Piercy and Mr J Shaw

Welcome letter from the Headteacher

Dear Applicant,

Thank you for enquiring about the position of Teaching Assistant/Cover at Kelvin Hall School. The successful candidate will be joining the school at a very exciting time in our development. We are looking for someone who can take us forward and build upon our sound foundations as we continue our period of growth.

Kelvin Hall is a mixed 11-16 school on the outskirts of the city of Hull. We are a much larger than average secondary school. We have approximately 1640 pupils on roll with a year 7 intake of 320 pupils. We stand on the same campus as Wyke Sixth Form College where many of our Year 11 students progress.

Our success and reputation is built on our cooperative values and highly inclusive approach to children and their education. We have a strong ethos of working in partnership with all stakeholders, ensuring we are very ambitious for all our children. We are committed to ensuring that we provide children with the right academic teaching and supportive pastoral care to ensure that all children have the greatest opportunity to succeed.

The successful candidate must share our collaborative approach and ethos, promoting a strong team and partnership ethos and must believe in a self-improving and sustainable system of school improvement that shares our moral purpose.

If you firmly believe that you share our commitment and desire to provide the best life opportunities for our children and you have the leadership strength and experience to lead in this area, then we would very much welcome an application from you.

If you would like to have an initial discussion regarding this role, then please email the school for the attention of the **Headteacher, Christopher Leng**; info@kelvinhall.net or contact the school on 01482 342229.

A handwritten signature in black ink, appearing to read 'Chris Leng', written over a horizontal line.

Christopher Leng
Headteacher





Welcome to Kelvin Hall School

We are a very successful 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

We are one of three secondary schools in a developing Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 10 schools.



Senior Leadership Team



**Trust School
Development
Lead (Secondary)**

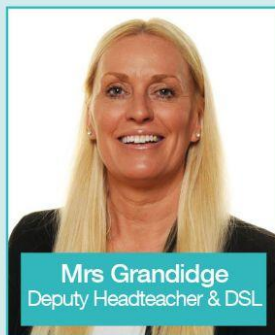
Mr Cavanagh

Headteacher



Mr Leng
Headteacher

Deputy Headteachers



Mrs Grandidge
Deputy Headteacher & DSL



Mrs Piercy
Deputy Headteacher



Mr Shaw
Deputy Headteacher

Assistant Headteachers



Mrs Andrews
Director of Maths
& Numeracy



Ms Dawes
Director of Performing,
Creating & Computing



Mrs Graham
Director of
Inclusion and SEN



Mr Suddaby
Director of Culture
& Behaviour



Mrs Keddy
Senior Director of
Teaching & Learning



Miss Mills
Director of English
& Literacy



Mrs Hilton
Director of Humanities
& MFL



Miss Sansam
Director of Science
& Technology



**Welcome from
Thrive Co-operative
Learning Trust Chief
Executive Officer
(CEO), Jonathan
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




Our Values



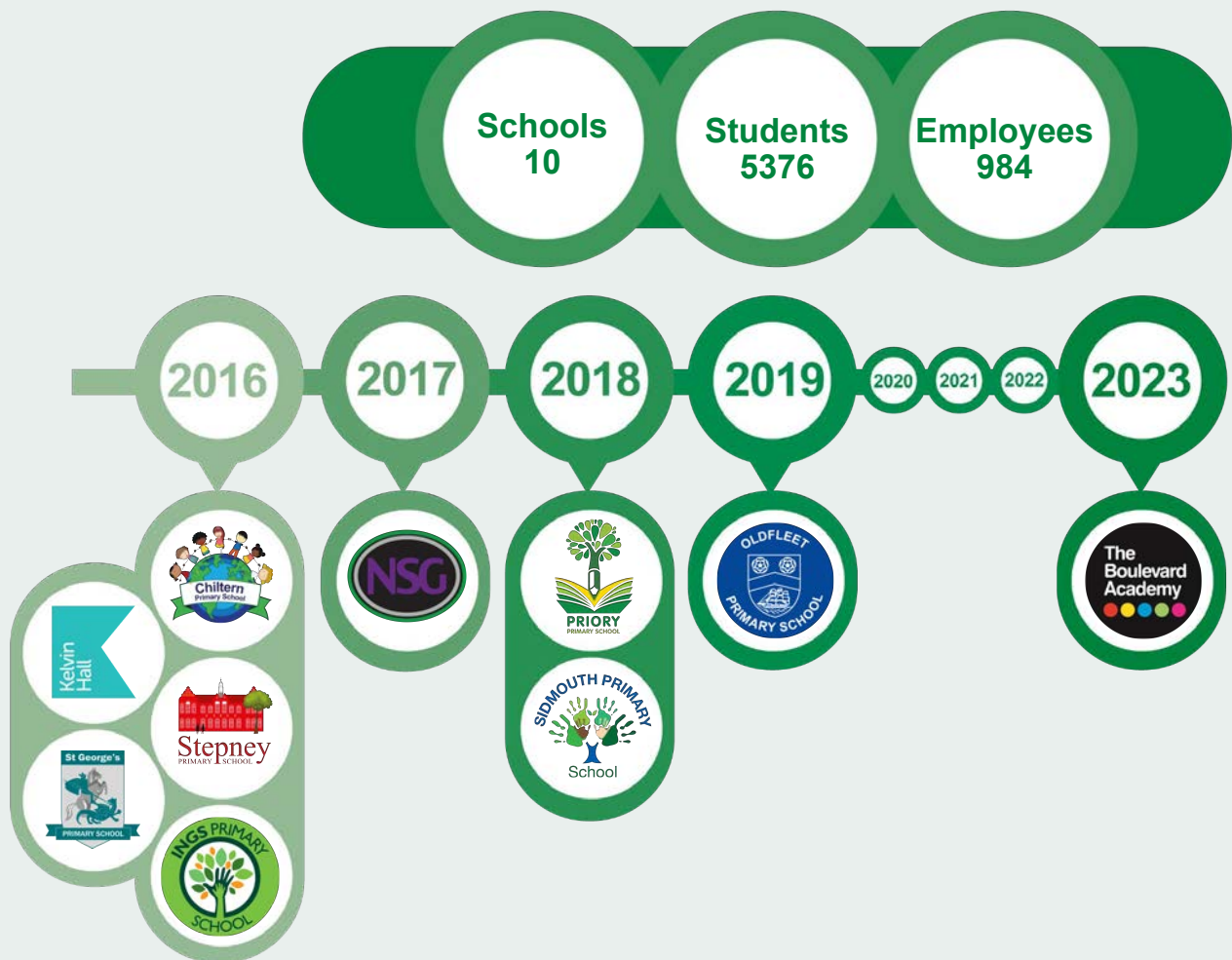
Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our Thrive Charter here... 



Our Journey so far...

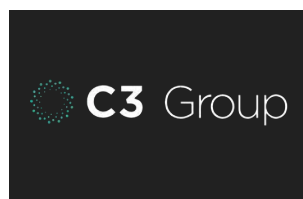


Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:
Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH
Tel: (01482) 342229 | Email: jobs@thrivetrust.uk



Teaching Assistant/Cover
Grade 5, scp 8 - 12 (£20,002 - £21,325 (actual salary))
33 hours per week, term time only plus 5 training days
Monday 8.30am to 4pm, Tuesday to Friday 8.30am to 3.30pm (30 minutes lunch break)
Permanent to start as soon as possible

Kelvin Hall School is part of Thrive Cooperative Learning Trust, formally YHCLT which was formed in September 2016 and is now responsible for 10 schools across Hull, 3 secondary and 7 primary schools.

We are a very successful 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

Kelvin Hall School is looking to appoint to our successful Teaching Assistant/Cover Team. This role will primarily support a range of students with Special Educational Needs, in order to enable their progress. This will **mainly** involve; preparing and delivering learning activities to support:

- Individual pupils with additional needs including SEN.
- Groups of pupils with additional needs including SEN.
- Groups of pupils with additional needs in whole classes including SEN.

This role may, however, require at times the effective cover of lessons in the absence of classroom teachers as part of the SEN/Cover team.

We are looking for committed practitioners to support and implement our strategies for working with students to overcome barriers to learning. We are looking for colleagues who believe in building strong relationships with students and are willing to go the extra mile to support them in being successful in school.

This is a fantastic opportunity to join a forward-thinking school which is committed to academic excellence; continual development of staff; and innovative teaching and learning strategies. This is within the context of outstanding pastoral care and curricular provision to ensure the best possible student experience.

Closing date: Monday 18th November 2024, 12 noon

Interviews: W/c Monday 18th November 2024

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit please contact Mrs Helen Harrison (PA to the Executive Team) via email info@kelvinhall.net or telephone Kelvin Hall School 01482 342229 to arrange this.

Please note, we do not accept CVs, applications must be submitted using our application form.

Our commitment to Safeguarding: Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Our commitment to equality and diversity: Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to further develop a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.

Job Description

Post Title	Teaching Assistant / Cover
Grade	Grade 5
Location	Kelvin Hall School
Reporting to	SENCo and SLT

Purpose of Role

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision, supported by direction from teaching staff/SENCO/SEN Leadership Team in line with school policies and guidance. This may involve; preparing and delivering learning activities for:

- Individuals
- Groups
- Whole classes short term, covering lessons for absent teachers on a reasonable and as needed basis.

It may involve monitoring pupils; assessing, recording and reporting on pupils' achievement, progress and development. It may also require the need to act as a Form Tutor, where appropriate, in particular, supporting Literacy and Numeracy development activities for the specific groups.

Key Responsibilities

1. To promote the inclusion and acceptance of all pupils within the classroom.
2. To establish productive working relationships with pupils, acting as a role model and setting high expectations.
3. To work alongside the SENCO and the SEN Leadership Team to contribute towards the development and implementation of relevant pupil plans.
4. To support pupils consistently whilst recognising and responding to their individual needs, preparing and delivering relevant educational support programmes.
5. To encourage pupils to interact and work cooperatively with others and engage all pupils in activities.
6. To promote independence and employ strategies to recognise and reward achievement of self-reliance in our pupils.
7. To act as a Form Tutor, where appropriate, setting, maintaining and upholding school standards of punctuality, behaviour, uniform and other relevant areas, applying all school policies consistently.
8. To ensure tutor time is well organised, enabling constructive activities to take place including; group discussion and positive group interactions; Literacy programme; Numeracy programme and monitor pupils' progress across all subjects.
9. To cover lessons in the absence of a teaching member of staff for short term absences, delivering pre-planned work in accordance with the teachers instructions.
10. Any duties of a similar nature as directed by the Deputy Headteacher/ Assistant Headteacher and SENCO.
11. To assist with the supervision of pupils out of lesson times, including before, after school, and at lunchtimes.
12. To support the whole school behaviour policy to create a positive climate for learning.
13. To provide welfare support for pupils within the SEN base including those students with vulnerable needs.
14. To work flexibly in the interests of the school as required.
15. To participate in school support staff professional development and undertake staff development activities as appropriate, attending any relevant training and/or meetings.

- To work in a professional manner with integrity, maintaining student and staff confidentiality.
- To comply with the school policies and codes of practice in relation to Health and Safety, Equality and Diversity.
- Any other duties of a similar nature and level of responsibility as requested by the SENCO Senior Leadership Team or Headteacher.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	None

		E	D	How Identified
Qualifications	GCSE in English & Maths at Grade C/ 4 or above	✓		AF, Q, I
	A continued commitment to CPD	✓		
	Qualified to Level 3 in a relevant subject		✓	
Relevant Experience	Working with young people both in small and Larger groups.		✓	AF, I R
	Working in a school environment or similar.		✓	
Skills & Abilities	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	The ability to work independently and use their initiative	✓		
	Awareness of the importance of confidentiality	✓		

		E	D	How Identified
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	The post holder should have basic knowledge of ICT and its applications	✓		
	Knowledge of relevant policies and awareness of relevant Legislation eg Child Protection	✓		
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
	Good communication skills	✓		
Written Skills	The post holder should have a good standard of literacy and numeracy.	✓		AF, R, I
Personal Qualities	Have respect for the school's ethos and the ability to project a positive, professional image for the school.	✓		I
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)

How to apply



Application forms can be downloaded from TES or Eteach and should be returned via email to people@thrivetrust.uk

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