



September 2023

Dear Applicant,

Teaching Assistant

Salary (FTE):	Grade E £23,620 - £25,409 SCP 10 – 14	Hours per week:	35 Monday - Friday
Actual Salary:	Grade E £19,302 - £20,764 SCP 10 – 14	Weeks per year:	39, term-time including Inset days
Contract type:	x1 Permanent Contract x2 Fixed term Contract until 23 rd July 2023		

Leaders have high expectations. They have created an inclusive and academic culture. Teachers have excellent subject knowledge. They use their expertise to engage pupils. Pupils' behaviour in lessons is calm and focused. Learning is not disrupted by any poor behaviour. (Ofsted Inspection Report 2022)

We are seeking to appoint an enthusiastic and highly motivated person to the post of Teaching Assistant, supporting students with varying educational needs and join our hardworking team here at LCS. The position requires someone who:

- Is caring and patient and able to cater for the individual needs of the students - social, emotional, communication, language and learning support.
- Can support teachers in class with high quality teaching.
- Is capable of working in partnership with teachers and parents.
- Has high expectations of students' attainment and behaviour.
- Is hard-working, flexible and a good team player.
- Preferably has some experience of working with students with Special Educational Needs .

Experience of working in a school environment/similar role, is desirable for this post. Excellent standards of literacy and numeracy (GCSE or equivalent in English and Maths), are essential. Please see the Job Description and Person Specification for more detailed information.

Completed application forms, with supporting letter explaining why you feel you have the qualifications, experience and personal qualities required for this post, should be returned by email to: jobs@littleover.derby.sch.uk

Please note, school will only contact successful candidates.

Closing date for applications: Monday 2nd October 2023

Interview date to be confirmed.

Information and application forms are available from the school website: www.littleover.derby.sch.uk

We reserve the right to close this vacancy early if we receive sufficient applications for the position. Therefore, if you are interested, please submit your application as early as possible.

Please note, school will only contact successful candidates.

Littleover Community School is a diverse and highly successful comprehensive school, with consistently outstanding levels of attainment and progress across the curriculum. We are proud of our academic record, and of the pastoral care which maintains a feeling of community in a large and expanding school.

Littleover Community School welcomes enquiries from everyone and value diversity in our workforce. The school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Littleover Community School complies fully with the DBS Code of Practice

<https://www.gov.uk/government/publications/dbs-code-of-practice>

and undertakes to treat all applicants for positions fairly. Littleover Community School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Littleover Community School can only ask an individual about convictions and cautions that are not protected.

Littleover Community School selects all candidates for interview based on their skills, qualifications and experience.

Littleover Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.

In accordance with the statutory guidance, Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates.

Copies of our Child Protection and Safeguarding Policy, along with other school policies, are available on our website at: <https://www.littleover.derby.sch.uk/information.php#policies>

We would advise anyone applying for a position at LCS to read the above documents, along with the following Keeping Children Safe in Education document: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Yours sincerely,



J. Wilding
HEADTEACHER

JOB DESCRIPTION

POST:	Teaching Assistant
JIQ REFERENCE NO:	S-1552
GRADE:	Grade E SCP 10 – 14 £23,620 - £25,409 (pro-rata)
JOB PURPOSE:	To support pupils on the Code of Practice and the Learning Support Department of the School
RESPONSIBLE TO:	SENDCo/ Deputy SENDCo
WEEKLY HOURS:	35 hours per week
CONTRACT TYPE:	x1 Permanent Contract x2 Fixed term Contract until 23 rd July 2023
WEEKS WORKED PER ANNUM	Term time (39 weeks), including INSET days

DUTIES AND RESPONSIBILITIES:

1. To be responsible to the SENDCo/Deputy SENDCo
2. To work in accordance with the aims and policies of the school
3. **Support the school:**
 - To participate with others in development, planning, implementation and evaluation of learning programmes for individuals and groups of pupils
 - To monitor and contribute to assessment and recording of progress
 - To attend meetings with parents
 - To participate/contribute to full staff meetings/year meetings and INSET
 - To give general support to school activities
 - To attend EHCP Review Meetings when required
 - To attend Departmental Meetings
 - To Promote the ethos of the school
4. **Support the teacher:**
 - In preparing support materials
 - In contributing to the preparation of the classroom
 - In attending departmental meetings in nominated curriculum areas
 - By supporting the department in providing materials and in general tasks, e.g. resources
 - By assisting in the assessment of pupils
 - In delivery of the National Curriculum
5. **Support for pupils:**
 - By supporting students with SEND in the classroom and around site on a 1:1 basis
 - By the promotion of development and learning
 - With access to the curriculum for all pupils with SEND
 - By encouragement and involvement of SEND pupils in all aspects of school life
 - With the planning and delivery of programmes of work for individuals and groups of pupils
 - By accompanying them on school visits, in and out of school hours
 - By assessing identified pupils, in and out of the classroom
 - Being aware of all EHC Plans

- To be key worker to around 15 students and to be responsible for the target setting and review of their Pupil Centred Plans
 - By organising and running clubs for students with SEND
 - By supporting with Access Arrangements for students in exams
6. To represent the school in the most professional manner at all times to the wider community in accordance with the school ethos
 7. To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out any other appropriate duties within the context of the role.

PERSON SPECIFICATION
TEACHING ASSISTANT

	Essential	Desirable
1. Skills and Experience:		
Experience of working in a school or similar environment		X
Experience in a similar role		X
Good communication skills both verbal and written	X	
Has experience of working with students with SEND		X
Ability to work independently as well as within a team	X	
Able to collate and feedback information	X	
Able to maintain issues of confidentiality in the working environment	X	
Good working ICT skills	X	
2. Qualifications:		
English GCSE A*-C or equivalent	X	
Mathematics GCSE A*-C or equivalent	X	
3. Personal qualities:		
Able to respond positively and calmly with pupils, parents, teachers, support staff and external organisations	X	
Able to use own initiative	X	
Flexible attitude	X	
Adaptability to change	X	
Effective listening skills	X	
4. Other		
Be prepared to undertake training, as and when required	X	
To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy (available on the school's website).	X	