

Chulmleigh College

Nothing but our best

**Teaching Assistant
&**

Expressive Arts Technician

Candidate Pack

Closing date: Monday 26 January 10am

Interview date: Tuesday 3 February



COMPASSION AMBITION TEAMWORK



Welcome to Chulmleigh College and thank you for requesting this pack.

The successful candidate will be joining the College at a point where five years of growth has been stabilised and secured: with every year group fully subscribed. Our reputation across Devon is such that we are the chosen school for many families who live a great distance outside our designated transport area. This is because they like the way we operate as a school; valuing tradition and concentrating on ensuring pupils achieve highly and behave very well. Those visiting the school always comment on how well-mannered our pupils are.

Colleagues like this school because it is one in which they can concentrate on teaching the subject they love, as opposed to spending time dealing with difficult behaviour, poor resourcing or incongruent demands.

We are seeking to appoint an enthusiastic and committed individual to join Chulmleigh College in the combined role of Teaching Assistant and Expressive Arts Technician. This position involves providing targeted support to pupils, including those with special educational needs, and contributing positively to our strong learning ethos. The successful candidate will be a tenacious, effective communicator and a team player, with the ability to support pupils' academic, personal and creative development.

Our GCSE results are consistently amongst the best in the region, due to an approach beginning in Year 7, which is then applied consistently throughout the school. We follow the EBacc GCSE Curriculum for the overwhelming majority in Key Stage 4 and encourage our pupils to challenge themselves and achieve their full potential.

Good behaviour, hard work and excellent manners are at the heart of our school and we welcome applications from candidates who share our values and approach. This is a great school to teach in.

Neil Payne Headteacher Chulmleigh College
CEO Chulmleigh Academy Trust



We are looking for someone who:

- Has excellent interpersonal and communication skills
- Is flexible and organised
- Has a caring and friendly personality
- Has good working knowledge of Microsoft Office
- Is a team player whilst having the ability to work independently
- Has a willingness to learn and develop new skills
- Understands the need to maintain high levels of confidentiality and discretion
- Goes the extra mile.



About Our School

Chulmleigh College is a successful and ambitious rural secondary school with a strong reputation for high standards. The progress of our pupils is consistently amongst the best in the region. The College has enjoyed some of the best results in the region over the last 10 years and is heavily oversubscribed. Pupils achieving 4+ in Basics was 82%. Our A8 score was 54.09.

The College was totally rebuilt a few years ago, with the completed buildings opening in 2017. Numbers have grown substantially in recent years, from 500 to the current roll of 750, and most year groups are oversubscribed; due to both our excellent reputation and the College's successful transport service, which brings in approximately 25% of our pupils from outside the school catchment area.

We aim to create ambition and inspiration and want our young people to achieve all that they can in a safe, caring and well-disciplined environment. We commit ourselves to providing a learning experience which ensures high challenge, inspires, and provides both the range of qualifications and the start in life which will last forever. We aim for our young people to have the foundation and independence they need to make the progress they are capable of, building resilience for their future lives.

As a school we value courtesy, hard work and respect, and set high standards of behaviour; promoting self-discipline, resilience, responsibility and working together as a community.

We offer a broad and rich curriculum, enhanced by excellent extra-curricular activities; our outdoor education in the form of Ten Tors and Duke of Edinburgh is particularly strong. As well as having high academic achievement, we also have a proud record in sport, music, drama and art.

Our pupils read an astonishing amount of literature and develop themselves by making the most of the array of opportunities available. This is all possible because teaching and support staff create the best opportunities for our pupils. We are very proud of our team, who work hard to make our school a happy place where we learn together in a formal, warm environment. We are also proud of the excellent relationships we have with our pupils, families and friends within the community.

Chulmleigh is a Saxon hilltop market town in North Devon, near the Mid Devon border. It lies near the banks of the Little River Dart, and is surrounded by rolling hills, woods and farmland. With Exmoor and the North Devon coast to its north, and Dartmoor and the city of Exeter to its south, Chulmleigh is in a beautiful part of the county and is easily accessible from all other areas.



Our Values

Compassion

Compassion is caring about others, behaving towards them with humanity, generosity, and concern, and caring about other people's struggles. It is a skill which has benefits; treating others with compassion means they are likely to treat you, and others, back in kind.

We recognise the uniqueness of each circumstance and every child in the Trust, liaising closely with families and work to show appropriate compassion for our pupils and community.

Ambition

We work hard to help pupils develop a strong sense of ambition: the appetite for challenge and the determination to look beyond the horizon for inspiration. Whilst we recognise that children have different talents and abilities, we nevertheless expect each pupil to work hard and make significant and tangible progress. Our ultimate aim is to help them to achieve the best results possible, providing a wide range of options for their next stage in life.

Teamwork

Teamwork is an essential communication and social skill and includes compromise, collective effort, active listening, effective speaking and providing support for a group. We encourage our pupils to learn how to listen and be independent, in order to perform their individual roles and function as a cohesive unit, and how to respectfully and confidently express their ideas and opinions effectively in a group setting.

Our shared goal is to ensure that pupils leave us not only with excellent exam results, but also with confidence, resilience and the ability to make their mark as young people heading out into the world.



SEN Department

As a Teaching Assistant you will work in a variety of settings: with pupils either in a class or in small groups. The pupils supported will have additional needs, and you will need to be responsive and adaptable in order to help them make progress with their learning. You will be tenacious and committed to supporting the needs of pupils whilst being an excellent team player and communicator.

You will work alongside an experienced team of Teaching Assistants, led by our HLTA and the SENDCo. We are lucky to have a very high calibre team of people who support our vulnerable learners; they are welcoming and supportive of colleagues, and you will enjoy working with them. You will work alongside teaching staff, Heads of Key Stage and Senior Leadership, to ensure that all our learners get the best possible learning experience at Chulmleigh.

Working in a school is different to any other environment, and all that we do here is in support of pupils achieving their best. You will be one of the many influential staff members in a pupil's day who help to ensure they are practicing resilience and are ready for their learning.

The role would suit a person with problem solving skills and high levels of organisation. Training in First Aid and use of our internal digital systems (SIMS / Class Charts) will be provided.

This essential role will include:

- Working in tandem with teachers to support the learning and attainment of pupils.
- Assessing the needs of pupils, formally and informally, and using your skills to help them make progress.
- Using effective behaviour management strategies, in line with the school's policy and procedures.
- Observe pupil performance and pass observations to the class teacher and/or SENDCo.
- Taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing, and delivering specific programmes e.g. for literacy or numeracy.
- Keeping up-to-date with current, evidence-informed strategies for the effective development of key literacy and numeracy skills for pupils.
- Promoting pupils' independence, self-esteem, and social inclusion.
- Taking opportunities for your own professional development, including training provided by the school.



COMPASSION AMBITION TEAMWORK



Expressive Arts

Drama forms part of our Expressive Arts Department alongside Art and Design, Textiles and Music. Our Head of Expressive Arts, Mrs Morgan, coordinates subject-specific programmes of study for each area, but with opportunities for collaboration and cross-curricular links across the three subjects. This approach has brought teaching staff together that would otherwise be working in isolation, offering support, challenge and opportunities for professional development.

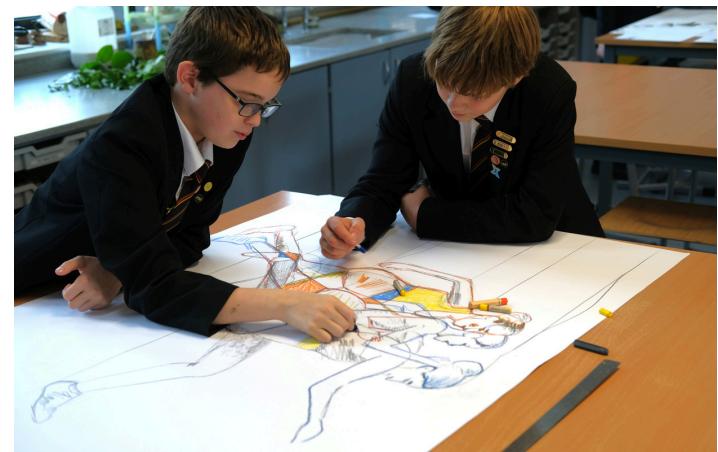
Each of the subjects within Expressive Arts, except Textiles, have a curriculum allocation of one hour per week in Key Stage 3. The uptake of GCSE Drama (Edexcel) is strong, with Art and Design, Textiles and Music also highly successful and offered at GCSE level. We have strong links with Primary schools in our Trust.

Each subject within the department is housed in spacious and bespoke buildings . In addition to the teaching staff, the department is supported by a technician allocation of 0.5 fte.

The progress and performance of pupils within the Expressive Arts Department is consistent with the high academic standards of the school as a whole.

There is a friendly and professional culture within the Expressive Arts department, with colleagues taking the opportunity to spend time together on a regular basis, to share ideas, support progress and to have a regular departmental lunch. The ethos of the department revolves around ambition for pupils, the creation of opportunities built on foundations of excellent relationships and passionate teaching.

We have a thriving extra-curricular culture, offering within Drama; LAMDA tuition, trips; workshops; clubs, open studio, visiting Dance and theatre events as promotor for local Arts organisation 'Beaford 'and annual participation in the Shakespeare Schools Festival.





Job Description

Job Title: Teaching Assistant

**Status: Temporary, part time, combined with Expressive Arts Technician role,
30 hours per week x 39 weeks per annum
Grade C £13.26 - £13.69 per hour**

Start Date: As soon as possible

Job Purpose (including main duties and responsibilities)

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or may regularly take place outside the main teaching area.

Supervision Arrangements

Each class must have an assigned teacher, who will take overall responsibility for the progress of pupils within that class. Such teachers may be assisted in their work by support staff, some of whom will carry out specified work and must do so under the direction and supervision of a qualified teacher. The nature of the direction and supervision may vary according to the work undertaken and the level of experience of the member of support staff.

Major Responsibilities

To work under instruction/guidance to enable access to learning by:

- Attending to the welfare and personal care of pupils including those with special educational needs
- Delivering pre-determined learning/care/support programmes
- Implementing literacy/numeracy programmes
- Assisting with the planning cycle
- Undertaking general clerical/administrative support for the teacher/department

Duties

Support the teacher by:

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans
- Assisting with the display of pupils' work
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assisting with the planning of learning activities on a regular basis
- Monitoring pupils' responses to learning activities and accurately recording achievement/progress as directed
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Establishing constructive relationships with parents/carers and where appropriate participating in feedback sessions with parents alongside the teacher
- Administering routine tests, invigilating exams and undertaking routine marking of pupils work
- Providing clerical/administrative support e.g. photocopying, typing, filing, administration of course work etc.



ENGAGING CHILDREN IN LEARNING



Job Description

Supporting pupils by:

- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and to engage in activities led by the teacher.
- Setting challenging and demanding expectations and promoting self-esteem and independence.
- Providing feedback to pupils in relation to progress and achievement under the guidance of the teacher.

Support the curriculum by:

- Undertaking structured and agreed learning activities/teaching programmes and adjusting activities according to pupil responses.
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, recording achievement and progress and feeding back to the teacher.
- Supporting the use of ICT in learning activities and developing pupils competence and independence in its use.
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use.

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending relevant meetings as required.

- Participating in training and other learning activities and performance development as required.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.

Health and Safety

Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Location

The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.

This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time to time duties may be varied which do not change the level of responsibility or the general character of the job.





Job Description

Job Title: Expressive Arts Technician

**Status: Temporary, part time, combined with Teaching Assistant role, 30 hours per week
x 39 weeks per annum**

Grade C £13.26 - £13.69 per hour

Start Date: As soon as possible

Job Purpose (including main duties and responsibilities)

The postholder will:

- Maintain resources of the Expressive Arts Department which includes Art, Textiles, Music and Drama.
- Combine support for resource requirements with support for classes.
- Undertake general tasks to support the use of the resources across the Curriculum.
- Primarily undertake routine duties, working within laid down procedures, but may be required to deal with less straightforward issues or some specific tasks which require additional skills or knowledge.
- Monitor and evaluate the effectiveness of the existing resources.

Duties

Supporting Staff and Liaison

- Work closely with teaching and support staff to specify user requirements.
- Attend meetings as specified by line manager.
- Liaise with outside suppliers and agencies to assess impact/ effectiveness of such resources.
- Assist teachers in the delivery of lessons.

Supporting Pupils

- Support pupils with the use of resources.
- Work with pupils and staff to develop, maintain and update subject resources.
- Provide supervision for groups of students as appropriate, to provide support which you have been actively involved in planning with teachers.
- Deal with, or report as appropriate, to the nearest member of the teaching staff, Incidents that are seen or reported regarding pupils' welfare.



Supporting Pupils - Learning

- Assist in the promotion of development and learning.
- Work to develop inclusion of all pupils within a lesson. This may be done by encouraging pupils to work collaboratively and by ensuring equitable access to resources.
- Assist pupils with practical work.

Managing Resources

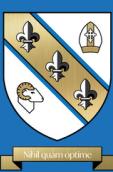
- Create engaging resources following discussions with departments.
- Catalogue, maintain and repair resources.
- Liaise with the ICT Technicians as appropriate to keep an up-to-date inventory is kept of subject computer hardware and software.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Report misuse of Resources and incidences of misconduct.
- Remove from use any equipment that is deemed unsafe.
- Provide ongoing advice on the recommended Health & Safety guidelines.
- Liaise with the PAT Tester to ensure electrical safety tests are carried out as appropriate on equipment.
- Have immediate oversight of Health and Safety within the Expressive Arts Department and storeroom.

Continuing Professional Development - Personal

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.



Personal Specification

Teaching Assistant & Expressive Arts Technician

Attribute	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none">Good standard of general educationGCSE Maths and English or equivalent – Minimum of Grade C or aboveWillingness to attend courses/training and seek professional development	<ul style="list-style-type: none">Recognised qualifications	AF Exam Certificates
Experience	<ul style="list-style-type: none">Working with people in a caring or supportive capacityWorking with individual responsibility in a team context, understanding classroom roles and responsibilities and your own position within these	<ul style="list-style-type: none">Experience in educationExperience of working with children with learning or behavioural needsHas experience of procuring teaching and learning materials, including stock control	
Skills	<ul style="list-style-type: none">Good communications skillsAbility to work as part of a teamAbility to foster good relationships with pupils and enthuse young people to want to learnAbility to solve problemsUse technology to support the role - computer, video, photocopierHas sufficient practical and organisational skills to contribute to the preparation and management of educational resourcesCan complete and maintain pupil and administrative records	<ul style="list-style-type: none">Musical skillset, tuning musical instruments etcKiln room experienceFilming & recording to support music and dramaHas an awareness of health and safety regulations and maintains safe working practices and conditionsAppropriate knowledge of first aid	AF / I / R / Exam Certificates
Personal Qualities	<ul style="list-style-type: none">Warmth and sensitivityInterest and concern for young people and education, and understands our aimsPersonal integrity and high expectationsPatience and tolerancePositive outlookPersonal resilience – ability to be calm and positive under pressureFlexible approach to work, both with pupils and other members of the departmentAbility to think independentlyCan work well under pressureSelf starterCan maintain trust and confidentiality where appropriate		I / R



How to Apply

Please complete the online application form available [here](#).

A tour of Chulmleigh College will be arranged as part of the interview schedule.

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Start date: As soon as possible

If you have any questions please email:

personnel@chulmleigh.devon.sch.uk or

call 01769 580215.

Chulmleigh College, Chulmleigh, Devon, EX18 7AA



COMPASSION AMBITION TEAMWORK