

Hodgson Academy

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**Appointment of Teaching Assistant
Permanent Post Starting ASAP**

Moorland Road, Poulton-le-Fylde, FY6 7EU

Teaching Assistant

Full time (27 hours per week) or part time

Level 2 Teaching Assistant

A **term time** only position – around 27 hours per week full time.

APT & C Grade 4 Points APT & C Scale 4-6

Full time salary equivalent: £18,933-£19,698

Actual Salary: £11,663-£12,134

Hodgson Academy is seeking to expand our strong team of Level 2 Teaching Assistants.

Applications are welcome for both full and part time positions.

This post will appeal to individuals who have the desire and commitment to significantly contribute to supporting the learning experience of all our students at Hodgson Academy.

This academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment

Full details are available from Julie Harvey: j.harvey@hodgson.lancs.sch.uk

Hodgson Academy, Moorland Road, Poulton Le Fylde, FY6 7EU

Closing date for applications 9.00 am –

Monday 10th October 2022

The school is strongly committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You shall be required to undertake an enhanced DBS disclosure and a range of other recruitment checks.

Learning Support at Hodgson

Hodgson Academy's Learning Support department is a forward thinking, resourceful department and is committed to providing an enjoyable, successful experience of learning for all its students. We support students with a wide range of barriers to their learning. We are committed to helping all our students flourish whilst at school but also enjoy their learning experience.

Our department has a drive to improve our students' literacy and numeracy skills. Therefore, Teaching Assistants predominantly support and provide intervention in English, maths and science lessons.

At Hodgson Academy, we have a number of students who have an Education and Health Care Plan. For these students, we will support in other subject areas dependent of the students' individual needs.

The department is fortunate in that it is provided with two newly refurbished rooms with ICT facilities, including interactive whiteboards in both our learning support suites. We have an extensive range of intervention resources and tools to help our students progress.

Our Learning Support department is led by Lee Jenkinson (Senior Assistant Headteacher: Quality of Teaching and SENCO) and Linda Beaumont (Learning Support Manager). Within our fantastic team, we have three Level 3 Teaching Assistants and seven Level 2 Teaching Assistants.

The department meets each morning to be briefed about the day ahead and all our Teaching Assistants will be part of the whole school Teaching and Learning CPD. New members of our department will be provided with a support mentor to ensure that they settle into the busy department quickly and seamlessly.

Our department is invested in offering co-curricular activities for our students and there are opportunities for our team to add the school's co-curricular offer or support with the current provision in place. Every lunch time, our team offers a Homework Club within our library to support students with their studies where necessary.

The Governors and the Leadership team are seeking new members of the team who will provide high quality and impactful support for our students with barriers to their learning.



Job Description

Job Title: Teaching Assistant Level 2

Grade: APT & C Grade 4 - Points 4-6

Responsible to: Headteacher
Deputy Headteacher
Senior Assistant Headteacher Quality of Teaching and SENDCO
Learning Support Manager
Finance Director

Responsible for: None

Hours of duty: Typically, 08:35am start and 14:50 finish.

Working times to be negotiated with the Headteacher.
There may be instances where additional working hours are necessary. These would be mutually agreed prior to the event with the Headteacher and / or Finance Director and for which payment will be made in accordance with conditions of service

Any Special Conditions: The Academy has a policy of non-smoking throughout the whole site

PURPOSE AND OBJECTS OF THE JOB

Under the clear guidance of the teacher / line manager support the education, personal and social development of students in the class including those with special needs and / or EAL needs and to establish positive relationships with students.

EQUIPMENT AND MATERIALS

To be responsible for the effective use of equipment and materials, including computer software and hardware and other office equipment within the post-holders working environment and to arrange for all equipment to be maintained in satisfactory working order.

HEALTH/SAFETY/WELFARE

The post-holder is responsible for the health, safety and welfare of him/herself in accordance with academy policies and the Health & Safety at Work Act, 1974.

RELATIONSHIPS (INTERNAL AND EXTERNAL)

Internal:- With all staff at Hodgson Academy.

External:- With parents and visitors to the Academy and with external advisers of supported students

RESPONSIBILITIES

The post-holder must:

- Ensure that Academy policies and procedures are followed at all times.
- As a priority, ensure that they are fully aware at all times of the Academy Child Protection and Safeguarding Policy, Staff Code of Professional Conduct, Dress Code, Staff Electronic Communication and Network Use Policy, Keeping Children Safe in Education (Part One) and the DfE Safer Working Practices Guide.
- Perform their duties in accordance with the Academy's Equal Opportunities Policy.

- Ensure that the academy's commitment to public service orientation and care of our customers is provided in line with what is expected of an organisation holding Investors in People.

SAFEGUARDING COMMITMENT

This academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

MAIN DUTIES

In addition to the following duties, the post-holder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post.

Support for Students

- Under the clear guidance of the class teacher / line manager implement structured learning activities and to assist individual students / groups of students to complete tasks
- To undertake activities to assist in monitoring the personal, social and emotional needs of students
- To develop positive relationships with students to assist in student progress and attainment
- To assist in the devising of student's individual targets and their monitoring and review
- Support students as part of a planned inclusion programme
- To assist in the development of varying skills that support students learning
- To assist in the specific medical / care needs of students when specific training has been undertaken

Support for the Teacher

- To assist in the monitoring / recording of student progress, problems and developmental needs
- To assist in the production of teaching aids
- To assist in student supervision and assist in the management of student behaviour
- To provide information to the class teacher to assist in the planning of work programmes
- Administer routine tests and assist in the invigilation of exams
- To undertake routine classroom administrative tasks including class lists
- To liaise with the academy's nominated person in respect of student absence

Support for the School

- To assist in providing an atmosphere in which effective learning can take place
- To assist in the supervision of After School / Homework clubs
- To assist with routine administration in the Learning Support Department
- To attend staff meetings and training as appropriate
- To work within School policies and procedures
- To take care for their own and other peoples health and safety
- To be aware of the confidential nature of issues related to home / student / teacher / school work
- To support the promotion of positive relationships with parents and outside agencies.

Support for the Curriculum

- To assist the development of educational and developmental work programmes
- To support the use of ICT in learning activities

In addition other duties at no higher a responsibility level may be interchanged with / added to this list at any time.

The above represents a full range of duties that may be expected of a Level 2 Teaching Assistant. The priorities attached to these duties will be reviewed on an ongoing basis to suit the needs of the Academy.

SECONDARY DUTIES

1. To participate in the Academy's programmes of in-service training as a commitment to the Investors in People National Standard.
2. To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Headteacher or nominated representative in consultation with the post-holder and, if they wish, their trade union representative (if applicable).
3. Participate in the Academy's Performance Management procedures.

The above represents a broad outline of the specific duties and responsibilities currently attached to the role of Teaching Assistant Level 2. Depending on the needs of the Academy, these may be altered from time to time in consultation with the Headteacher.

Job Description prepared by: Lee Jenkinson Date September 2022

Agreed by Post-holder: _____ Date _____

Headteacher: _____ Date _____

Person Specification

Job title: Teaching Assistant		Grade: Grade 4 SCP 4-6
		Post number: N/A
Establishment: Hodgson Academy		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
Recognised and relevant NVQ Level 3 qualification or equivalent.	D	AF / Certificates
NVQ level 2 or equivalent qualification in English/Literacy and Mathematics / Numeracy	E	AF / Certificates
Experience		
Experience of working with children	D	AF / I / Reference
Experience of working in a classroom environment	D	AF / I / Reference
Experience of Administrative work	D	AF / I / Reference
Experience of supporting pupils with challenging behaviour	D	AF / I / Reference
Experience of supporting pupils with literacy and phonics	D	AF / I / Reference
Knowledge, skills and abilities		
Ability to work with children	E	AF / I / reference
Ability to operate at a level of understanding and competence equivalent to NVQ Level 3 standard	E	AF / I / Reference
Ability to relate well to children	E	AF / I / Reference
Ability to work as part of a team	E	AF / I / Reference
Good communication skills	E	AF / I / Reference
Ability to relate well to parents/carers	E	AF / I / Reference
Ability to supervise and assist pupils	E	AF / I / Reference
Time management skills	E	AF / I / Reference
Organisational skills	E	AF / I / Reference

Knowledge of classroom roles and responsibilities	E	AF/ I / Reference
Knowledge of the concept of confidentiality	E	AF/ I / Reference
Administrative skills	E	AF/ I / Reference
Knowledge of National curriculum	D	AF/ I / Reference
Knowledge of numeracy and literacy strategies	E	AF/ I / Reference
Ability to make effective use of ICT	E	AF/ I / Reference
Ability to assess children's development	E	AF/ I / Reference
Ability to plan and deliver work programmes	D	AF/ I / Reference
Knowledge of basic French/German	D	AF/ I / Reference
Flexible attitude to work	E	AF/ I / Reference
Other (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	AF/ I / Reference
2. Commitment to equality and diversity	E	AF/ I / Reference
3. Commitment to health and safety	E	AF/ I / Reference
4. Commitment to attendance at work	E	AF/ I / Reference
5. Commitment to undertake in-service training	E	AF/ I / Reference
Prepared by: Lee Jenkinson, Assistant Headteacher Date: September 2022		
Note: We will always consider your references before confirming a job offer in writing.		

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment