



**Tweendykes**  
School & Sixth Form



# Lunchtime Level 1 Teaching Assistant

Vacancy Information



**Humber Education Trust**

Where everybody counts, every moment matters.



## We are Humber Education Trust.



Humber Education Trust's vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We will grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we will drive these aims further and faster for the benefit of our pupils and our communities.

Humber Education Trust is also recognised by the DfE as an Academy Sponsor. This means that through the Trust, we are held accountable for sponsored schools who may join us, to ensure improvement in outcomes and taking responsibility for their performance and financial arrangements.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a

school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing trust of 17 schools (13 primary schools and 4 special schools). We have a strong moral purpose and a determination to provide the best education possible for the children in our care.

- We always put the needs of children first
- We celebrate what joins us and also what makes our schools unique
- We embrace links with other education providers as we seek the best outcomes for children
- We have high aspirations for everyone in the school community
- We personalise the support offered to pupils, staff members and schools alike
- We believe in system leadership
- We are passionate educators of everyone in the school community
- We welcome challenge as this promotes positive change
- We are determined to achieve the best outcomes for every individual
- We are relentless in our pursuit of excellence

Thank you for showing an interest in working within our Trust. I wish you well with your application.



**Rachel Wilkes**  
*Chief Executive Officer*



<b>Grade &amp; Scale point:</b>	3, SCP 3-5
<b>Salary:</b>	£22,737 - £23,500 Full time equivalent, £11.79 - £12.18/hr £3,967 - £4,101 Actual salary
<b>Hours of work:</b>	7.5 hours per week, Monday-Friday, 11.55am-1.25pm
<b>Contract:</b>	Permanent, Term-time + 5 days (195 days)
<b>Start date:</b>	ASAP following pre-employment checks

We pride ourselves on our outstanding quality of education and are seeking to strengthen our team with an additional Lunchtime L1 Teaching Assistant. Tweendykes School is a special school for 3-19 year olds, supporting children and young people with severe learning difficulties within Humber Education Trust.

We are looking for daily lunchtime hours 11:55am - 1:25pm. However, this is a great opportunity to develop your skills and progress onto Teaching Assistant qualifications and higher levels. Additional supply hours may be available but are not an essential part of the role.

Many of our pupils have complex medical needs as well as learning and/or communication difficulties. The pupils require high levels of adult support not only to access the school curriculum but also with personal care routines. You will be expected to work across the school individually with pupils and with groups in classes.

## **JOB REQUIREMENTS:**

- Attends to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Prepares classroom as directed for lessons and clear afterwards and assists with the display of pupils' work
- Encourages pupils to interact with others and engage in activities led by the teacher
- Supports the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed

## **THE SUCCESSFUL CANDIDATE WILL HAVE:**

- Experience in working with or caring for children of relevant age
- Ability to support pupils learning consistently whilst recognising and responding to their individual needs.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- If you believe in the children in Hull, are passionate about our community and truly want to make a difference then we would love to hear from you.

## **AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:**

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through our Teaching & Learning Ambassadors and peer networks.
- Outstanding individually tailored continual professional development for staff at all levels.



- Staff who feel valued and supported in their roles.
- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration.

The school strongly believes that every child should go to school excited about the day ahead and experience a sense of achievement when they go home. Our dedicated team provides the best educational opportunities for all our pupils allowing each and every one of them to succeed in reaching their full potential. In return we offer a professional, friendly working environment in a school where everyone is valued.

**Visits to our school are welcome by appointment. Please telephone 01482 826508.**

**Closing date for completed applications:** 8am, Thursday 25 January 2024

**Interview date:** w/c 29 January 2024

In accordance with statutory KCSiE guidance, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

If you have any queries regarding the role or application process, please contact Arron Holmes, School Business Manager, at Tweendykes School & Sixth Form on Tel: 01482 826508 or via [sbm@tweendykes.het.academy](mailto:sbm@tweendykes.het.academy)

#### **HOW TO APPLY:**

Please download our [application form](#), then complete, upload and submit with an optional cover letter via our ETeach career page. All candidates are advised to refer to the job description and person specification before making an application.

#### **CONDITIONAL OFFER:**

Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks.

#### **SAFEGUARDING STATEMENT:**

Humber Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

## JOB DESCRIPTION

<b>SCHOOL:</b>	Tweendykes School & Sixth Form	<b>GRADE:</b>	Grade 3
<b>JOB TITLE:</b>	Teaching Assistant Level 1 – Special School	<b>DATE:</b>	April 2021
		<b>Evaluation:</b>	HET64

**DIGNITY AT WORK:** To show, at all times, a personal commitment to treating all stakeholders and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Equal Opportunities in Employment Policy adopted by the Trust.

**PURPOSE:** To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general and specific assistance to the teacher in the management of pupils and the classroom.

### PRINCIPAL ACCOUNTABILITIES:

- |    |   |
|----|---|
| 1. | To promote and safeguard the welfare of children, young people and/or vulnerable adults |
|----|---|

### SUPPORT FOR PUPILS

- |    |  |
|----|--|
| 2. | Attends to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters |
|    | Supervises and supports pupils ensuring their safety and access to learning  |
|    | Establishes good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs                       |
|    | Promotes the inclusion and acceptance of all pupils  |
|    | Encourages pupils to interact with others and engage in activities led by the teacher  |
|    | Encourages pupils to act independently as appropriate  |

### SUPPORT FOR THE TEACHER

- |    |  |
|----|--|
| 3. | Prepares classroom as directed for lessons and clear afterwards and assists with the display of pupils' work |
|    | Be aware of pupil problems/progress/achievements and report to the teacher as agreed                         |
|    | Supports the teacher in managing pupil behaviour, reporting difficulties as appropriate                      |
|    | Undertakes pupil record keeping as requested   |
|    | Gathers/report information from/to parents/carers as directed  |
|    | Provides clerical/admin. support e.g. photocopying, typing, filing, collecting money, etc.                   |

### SUPPORT FOR THE CURRICULUM

- |    |   |
|----|---|
| 4. | Supports pupils to understand instructions  |
|    | Supports pupils to access learning in the classroom   |
|    | Supports pupils in using basic ICT as directed  |
|    | Prepares and maintains equipment/resources as directed by the teacher and assists pupils in their use |

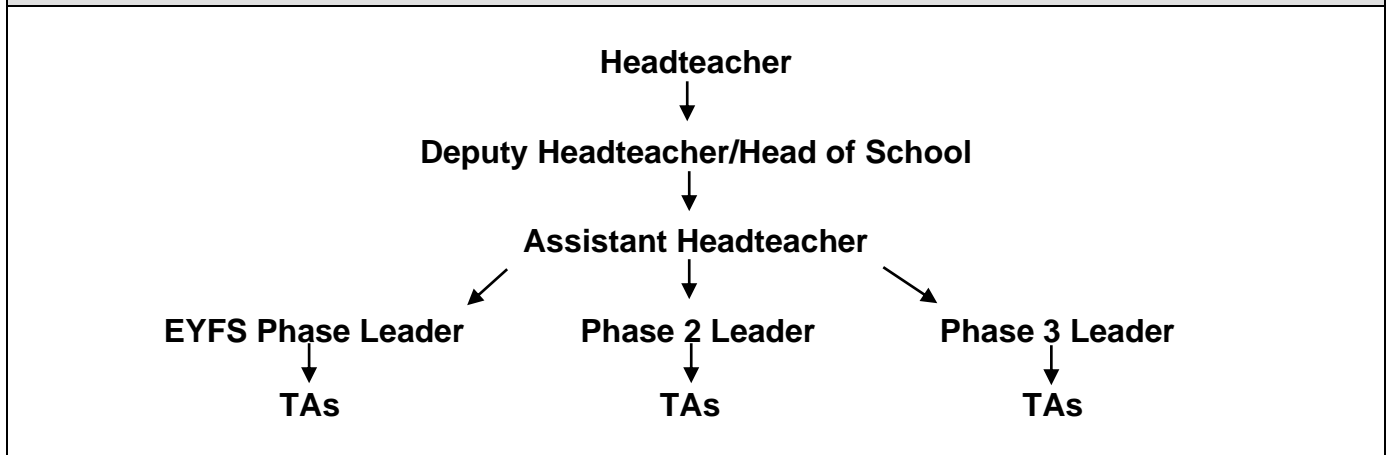
## JOB DESCRIPTION

<b>SUPPORT FOR THE SCHOOL</b>	
5.	Is aware of and complies with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
	Is aware of and supports difference and ensure all pupils have equal access to opportunities to learn and develop
	Contributes to the overall ethos/work/aims of the school
	Appreciates and support the role of other professionals
	Participates in training and other learning activities and performance development as required and attends relevant meetings as required
	Assists with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
	Accompanies teaching staff and pupils on visits, trips and out of school activities as required
	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Health and Safety policy adopted by the school.
<p><b>GENERAL:</b> The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school.</p>	

<b>DIMENSIONS:</b>	
1.	<b>Responsibility for Staff:</b> None
2.	<b>Responsibility for Customers/Clients:</b> The postholder is responsible for working with the pupils, their parents and other staff members, following agreed plans and protocols.
3.	<b>Responsibility for Budgets:</b> None
4.	<b>Responsibility for Physical Resources:</b> The postholder is responsible, along with all other staff, to safeguard and protect the school's resources to the best of their ability and not to misuse or misplace school property.
<b>WORKING RELATIONSHIPS:</b>	
1.	<b>Within School:</b> All school staff, pupils, parents, governors and the community.
2.	<b>Within Trust:</b> Other school-based staff.
3.	<b>With External Bodies to the School/Academy:</b> Educational support staff, educational support services, other schools and educational establishments, other public services and community representatives.

## JOB DESCRIPTION

### ORGANISATION CHART:



	Not applicable	Low	Moderate	High	Very High	Intense
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		✓				
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		✓				
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.			✓			

## PERSON SPECIFICATION

<b>PERSON SPECIFICATION</b>				
The information listed as essential is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. <i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i>		Essential	Desirable	How identified
<b>1.</b>	<b>Qualifications:</b>			
	GCSE English and maths Grade A-C (or equivalent – e.g. Certificate in Adult Literacy / Numeracy Level 2)		✓	AF, CQ
	Safeguarding Level 1		✓	AF, CQ
	Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc		✓	AF
	First Aid Certificate		✓	AF, CQ
<b>2.</b>	<b>Relevant Experience:</b>			
	Experience of working with or caring for children of relevant age	✓		AF, I
	Experience of working with and supporting children in a learning environment who have SEN		✓	AF
<b>3.</b>	<b>Skills (including thinking challenge/mental demands):</b>			
	Motivation to work with children and young people	✓		I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	✓		I, R
	Ability to support pupils learning consistently whilst recognising and responding to their individual needs.	✓		AF, I, R
	Good numeracy/literacy skills	✓		AF, I, R
	Use of other basic equipment/technology – iPads, photocopier	✓		AF
<b>4.</b>	<b>Knowledge:</b>			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		I, R
	Knowledge of curriculum and P scales	✓		AF, I
	Knowledge of relevant polices/codes of practice and awareness of relevant legislation	✓		AF, I
	Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies		✓	AF, I
	Understanding of principles of child development and learning processes		✓	AF, I
	Knowledge of Child Protection procedures and issues	✓		AF, I
	Awareness of Health and Safety issues	✓		AF, I
<b>5.</b>	<b>Interpersonal/Communication Skills:</b>			
	<b>Verbal Skills</b>			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	✓		AF, I
	Ability to establish good professional relationships and effective working relationships with a range of partners/colleagues and pupils at a variety of levels.	✓		AF, I, R
	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓		AF, I



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	Ability to relate well to children and adults	✓		AF, I
<b>Written Skills</b>				
	Good written skills	✓		AF, I
<b>6.</b>	<b>Other:</b>			
	Participates in development and training opportunities	✓		AF
	Flexible approach to working arrangements. The postholder must be flexible to ensure the operational needs of the school are met.	✓		AF
<b>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</b>				
<b>7.</b>	<b>Disclosure of Criminal Record:</b>			
	The successful candidate's appointment will be subject to the school/academy obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	✓		DBS Disclosure

I have read and accept the role of Teaching Assistant Level 1:

Name:

Signed:

Date:



## Vision & Values

### **We are Humber Education Trust.**

Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. This is inclusion in its truest sense. We recognise that as every child needs different things to achieve the same end point, their full potential, so too do the schools that nurture and develop those children.

One size does not fit all.

Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do. We are outward looking, embracing links with other education providers and agencies as we all seek the best outcomes for children.

We believe in innovative staff development opportunities at all levels, so that our teams enable our pupils and families to shine. We are passionate educators, both of ourselves and of others, prioritising resources to have the greatest impact, every minute of every day, on the children we serve.

We welcome challenge as this promotes positive change. Our determination to achieve the best outcomes for every individual means that we are relentless in our pursuit of excellence.

Only the best is good enough.

**This is us. Humber Education Trust.**



**Humber Education Trust**  
Where everybody counts, every moment matters.



*Work for*

## Humber Education Trust

**We value our employees**

The following **benefits** are available to employees within our academies:

### **Financial**

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay

### **Family Friendly**

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

### **Employee Benefits - Permanent Contracted Employees & Fixed Term**

- Staff Wellbeing EAP - 24/7 Confidential counselling service
- Integrated GP service
- Physiotherapy
- SAS Gym and 12 week weight management programme
- Preparing parents programme
- Financial wellbeing support
- Discounts on high street brands and stores via online discount platform
- 20% Discounted Gym Membership - Hull City Council Leisure

### **Professional Development**

- Continuous Professional Development for All Staff
- Access to Middle and Senior Leadership Courses
- Supportive staff, committed to improvement, who will work with you to achieve your goals

*The opportunity to make a real difference to the lives of our students*