



Teaching Assistant Level 2

(Permanent, term-time only plus INSET days)

Information Pack

General School Information

Job Description

Person Specification

Working Conditions

Pre-Employment Guide & Recruitment Process

Equality & Diversity in Employment

Advertisement



Teaching Assistant Level 2

Full Time (31.5 hours) or Part Time, term-time only plus INSET days

£22,183 (SCP G11) - £24,491 (SCP G14) pro-rata / **£16,171 - £17,854 actual for full-time (31.5hrs), TTO**

Start Date to be Discussed

Evergreen School is an all-through community special educational needs school based in Warwick. We have 270 children and young people enrolled who are 4 to 19 years old. Our children and young people are placed in classes according to their abilities, but essentially our site located on Deansway caters for primary-aged children and our site located on Brittain Lane caters for primary and secondary-aged children and young people.

As an ever-growing and developing school, we are always on the lookout for fantastic Level 2 Teaching Assistants to join our team. We are seeking dedicated professionals who share our vision of putting our children, young people, and their families at the heart of everything we do. You may have worked in an SEN school previously or have gained your experience else.

We are a happy school, with committed, enthusiastic, qualified, and experienced staff, who provide a wonderful supportive working environment for both staff, children and young people and their families. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. You will be required to produce relevant certificates, demonstrating your qualifications, on the day of interview if you are shortlisted. This post is subject to an enhanced DBS disclosure.

Please note that, if your application is successful, you will be invited to an interview as soon as a vacancy becomes available.

If you feel that you have the personal qualities, experience, commitment and resilience to achieve our visions and aims, please email your completed application and equality form to:

recruitment7028@welearn365.com

Evergreen School, Deansway, Warwick, CV34 5DF
Evergreen School, Brittain Lane, Warwick, CV34 6DX

Website : www.evergreenschool.co.uk

EVERGREEN SCHOOL – Information about Our School

We think that Evergreen School is a wonderful and exciting place to be and we know that we have the most incredible children. All of us here are learning all of the time. If you have the very highest standards and expectations for yourself and everyone around you, a passion for learning and developing and believe that working with children is the greatest privilege anyone can ever have, then we think you will love it too.

"My leadership philosophy centres around growth mindset, where each individual is encouraged and empowered to grow and develop. I want our children and young people to be excited, and most importantly happy turning up to school each day. Our children and young people deserve to have wonderful experiences of the world around them, learn new skills that have been delivered in an innovative way, thrive and be prepared to live in and contribute to their local community, grow as individuals, follow their interests and be the heartbeat of their curriculum. This individualised and tailored approach is the essence of specialist provision." (Nick, Head Teacher)

Class groups all have a teacher, senior teaching assistant and additional support staff and we have school nurses on site. A multi-disciplinary team including speech and language therapists, physiotherapists, occupational therapists and a wide range of other professionals supports the work of the teaching staff.

Our pupils benefit from a broad range of educational resources and learning spaces. Across both sites we have a swimming pool which is equipped with a sensory multi-media system, a hydrotherapy pool, a soft-play room, cookery rooms and two sensory studios. Our secondary site has an ICT suite, Art room, DT room, Gym, Café and Enterprise Shop.

There are separate, beautifully equipped playgrounds for all key stages and in addition we have soft surface sensory areas to offer a different play experience for our more complex needs pupils. All of our pupils also access forest school on a weekly basis.

The school has a range of facilities which enable outside professionals to liaise and meet with parents and staff. A variety of clinics are held at the school regularly.

We are very well served by computer-driven technology, with large plasma screens and visualisers in every classroom. There is high speed broadband internet and Wi-Fi access throughout the school.

We are committed to parental involvement and strive to maintain strong links with families and carers. A home-school communication system via ClassDojo is in place as well as a texting service. The school holds termly parents' evenings, regular workshop sessions and in class learning opportunities alongside the class teams. We employ two family support workers and have a very active and supportive 'Friends' of the school group (PTA).

We think that our school is a wonderful and exciting place to be and we know that we have the most incredible children. All of us here are learning all of the time. If you have the very highest standards and expectations for yourself and everyone around you, a passion for learning and developing and believe that working with children is the greatest privilege anyone can ever have, then we think you will love it here too.

We are committed to Safeguarding and promoting the welfare of those we serve, as well as complying with best practice in the application of safeguarding. Therefore, as this role requires working with children, a DBS Disclosure will be required as part of the pre-employment checking process, and re-checking will be required when determined by the relevant policy. We will request references at the shortlisting stage. One reference must be from your current employer. If you are employed in a school, the reference must be from the Headteacher.

Job Description

Role Profile

Job Title:	Teaching Assistant Level 2		
Salary Grade:	Scale G	JEID	S0058
School:	Evergreen School		
Primary Location:	Evergreen School		
Responsible to:	Head Teacher / Deputy Head Teacher		
Responsible for:	n/r		
Purpose of Role	Work under the overall supervision of the responsible teacher, assist and support teaching and learning, provide for general care, safety and welfare of pupils and work with individuals or groups or pupils with complex health care and/or learning needs		
Responsibilities	<p>A duty to comply with the school's Code of Conduct, Child Protection and Safeguarding policies and practices.</p> <p>Key Tasks – Curriculum Support</p> <ul style="list-style-type: none"> • Contribute to curriculum planning and evaluation and assist in implementation • Assist in the delivery of lessons/sessions and interact with the teacher and pupils as required • Undertake agreed learning activities/teaching programmes, adjusting according to pupil responses • Support and use ICT in learning activities and develop pupils' competence and independence in its use <p>Key Tasks – Pupil Support</p> <ul style="list-style-type: none"> • Support individuals or groups during independent / group work eg explain tasks, reinforce key objectives / concepts or vocabulary, use practical apparatus, support less able pupils, extend / challenge more able, keep pupils on task, interested, motivated and engaged • Encourage pupils to engage and learn in a fun and safe way through a developmentally appropriate curriculum e.g. early years play philosophy or community based practical life skills. • Ensure pupils unique characteristics and interests are valued and their 'voice' is heard • Occasional support to whole class for short periods, e.g. story reading, sensory story, circle time games, ICT sessions or physical activities • Help pupils develop communication skills using a total communication approach that is consistent with advice from SaLT and class teacher • Promote inclusion and acceptance of all pupils, encourage them to interact and work co-operatively and engage in activities • Promote independence and development of self-esteem • Assist in the personal, social, emotional development of pupils and development of self-esteem • Assist with the development and implementation of personalised learning intentions which are smaller steps towards the pupils EHCP outcomes 		

- Support pupils to manage their emotions and responses to the environment through collaborative team work developing individual support plans
- Support implementation of ISP and work together to implement strategies to manage pupil behaviour positively and effectively
- Work with the class team and the family to implement the individual support plans and log effectively pupils behaviour (IRIS) review and reflect on supporting the pupils proactively
- Using specialist skills / knowledge / training, provide support in specialist areas
- Encourage and reinforce positive interactions between pupils working towards any SEMH short steps set at the annual review of EHCP.
- Identify and report uncharacteristic behaviour patterns on IRIS
- Assist with pupil supervision on trips off the premises, under overall guidance of the teacher
- Working with children / pupils with complex special needs, monitor and provide for their general care, safety and welfare, including tasks connected with their social inclusion and providing for their personal, physical and health care needs, including toileting support and over mealtimes
- As a very last resort use physical intervention strategies to prevent imminent or immediate risk to harm of the pupil/s by following training e.g. team teach
- Comply with the school's Code of Conduct, Child Protection and Safeguarding policies and practices

Key Tasks – Teacher Support

- Assist with lesson / activity planning, delivery and evaluation
- Monitor individual / group achievement of learning intentions and feedback to the teacher/pupil
- Contribute to pupil assessment through observation and reporting in line with the school assessment systems
- Record information relevant to assessment and review of pupils' progress
- Collaborate with team members to compile assessments and reports to support the annual review of the pupils Educational Health Care Plan
- Active involvement in day to day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment, materials and differentiated resources
- Undertake routine and non-routine administrative tasks
- Liaise with parents / carers, specialist teachers and other professional staff and share and provide information

Other Professional Requirements

- Undertake training as considered appropriate to the needs of the post
- Undergo staff performance and review scheme interviews as part of continuing professional development.
- Any other reasonable duties at the discretion of the Headteacher / Deputy Headteacher

Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job. Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By;

Have good communication and listening skills and be able to present information verbally and in writing to others	A, I
Can plan own work when required	I
A commitment to keeping children safe	A, I
Can transfer theory / training into practice	A, I
Can solve problems and can exercise initiative and independent action	A, I
Is pro-active in offering ideas	A, I
Following appropriate training and risk assessment, able to operate specialist equipment, eg hoists, complex feeding equipment	I
Be aware and accepting of cultural differences	I
Recognise discrimination and be able to demonstrate an awareness of, and commitment to, Equal Opportunities in service delivery	I
Successful applicant will be subject to a criminal record enhancement check with the Criminal Record Bureau (CRB) before the appointment can be confirmed	A, I & D

Desirable Criteria

Assessed By;

Hold a recognised and relevant NVQ2 qualification and have undertaken other appropriate training (preferably leading to national standards at NVQ3) or be able to demonstrate equivalent knowledge, experience and skill	A, D
Have additional communication skills which support total communication approach	A, D, I
Have experience of Teaching Assistant work	A, D
Have attended further training on aspects of the curriculum or areas of specific special need	A, D
Understand school's policies and how they relate to local and national frameworks / policies, (eg child protection, health & safety, equal opportunities, SEN)	A, I
Have a good level of knowledge and understanding of SEN and areas of the curriculum	A, I
Can use ICT effectively to support learning and use other technology equipment	A, D

Working Conditions

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Potential exposure to blood or bodily fluids
<input type="checkbox"/> Face-to-face contact with members of Public	
<input type="checkbox"/> Work with vulnerable children	<input type="checkbox"/> Working with challenging behaviours

Pre-employment Guide

Pre-employment checks are an important part of the recruitment process as they allow us to check that the information you have given is accurate, whilst promoting 'Safer Recruitment' best practice which limits the risk to us and the public we serve.

As a result, whenever a position is offered to a successful candidate, it is done so conditionally and so is subject to pre-employment checks which include:

- Two satisfactory references
- Satisfactory medical clearance (work health assessment)
- Evidence of relevant qualifications, registrations and memberships
- Confirmation that the candidate is legally entitled to work in the UK
- Satisfactory check through VBS (Vetting & Barring Service)
- Any other conditions of offer of employment (if appropriate)

Checks that are underlined are required in all instances and we reserve the right to withdraw an offer at any stage if the criteria relating to the conditional offer is not made.

The Recruitment Process

How to apply

Your application is important to us and so the following advice has been designed to assist you with your application and to explain the process that we will use to select the most suitable applicant.

Applying for the job

Please consider carefully all the details in the recruitment pack and decide whether or not you think you meet at least the minimum criteria needed to do the job. If you wish to continue with

your application, you may do so by completing the job application form and emailing it to recruitment7028@welearn365.com CV's submitted alone are not acceptable.

The decision to invite candidates for interview is based on the details in your application, so please make sure you complete all the sections as fully as possible.

The selection criteria

The person specification describes the skills, knowledge and experience we expect a candidate to have, which we will use to determine whether you are shortlisted. It is important that you show how you are able to satisfy each of the stated criteria.

Please make sure you show in your application, by explaining in detail, how you meet each of the criteria. It is not sufficient to merely repeat what is in the person specification. It is important that you do not leave out any relevant experience or skills / knowledge gained, whenever or however it was gained – for example study, voluntary / unpaid work could be included. Any reasons for gaps in employment should also be recorded on your application. In addition to explaining why you think you can do the post, you should give reasons for applying.

Declaration and signature

Please read your completed application form carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

If you are appointed and false declarations or omissions are subsequently discovered, this is likely to lead to disciplinary action and may result in dismissal.

If you are submitting your application electronically, then you may use an electronic signature. However, if invited for an interview, you will be asked to sign a copy of your application in order to verify its content.

Acknowledgement of application

If you are shortlisted you will be contacted with details of the selection arrangements. We appreciate how much time applicants spend on their applications, but unfortunately Evergreen School cannot always acknowledge unsuccessful applications.

References

References will be taken up prior to interview as the post involves working with children. Referees will be contacted by email where an email address has been provided on the application form.

At least one referee must be your present or most recent employer. If you have never worked or not applying to work for Warwickshire County Council or worked for some time, think of someone who is able to say something helpful and relevant about you, e.g. club or charity organiser for whom you have worked voluntarily, or your Headteacher if you are a school leaver. All appointments will be subject to satisfactory references.

Medical assessment

Any offer of appointment will be subject to a satisfactory medical assessment, which may include a medical examination.

Evidence of permission to work in the UK

Under the Asylum & Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. If you are selected for interview, we will ask you to provide documentation to prove your entitlement to work in the UK. Appointment to any post cannot be confirmed until this has been verified.

Work permit

If you require a work permit in order to take up employment, you must state this on the application form.

Relationship to Councillor or employee

If you are related to a Councillor or an employee of the County Council, you are asked to declare this on your application. This is to ensure that you are neither disadvantaged nor favoured in your application. You must not canvass either a Councillor or Council employee to gain employment. This will disqualify your application.

Data protection

The County Council has adopted the guidance set out in the Employment Practices Data Protection Codes and has a policy to destroy unsuccessful applications within 6 months of the recruitment decision having been made.

Declaration of interest

Please give details of any other current employment you have and also give details of any interests that you, your partner or a close relative has which may create a conflict of interest that could affect your employment with the County Council. For example, you or a partner may have an association with a voluntary organisation that receives a grant from the County Council and the post involves monitoring or issuing grants.

Equality and Diversity in Employment

The County Council is an equal opportunity employer and wholeheartedly supports the principles of equality and diversity in employment.

You will be considered for the job you have applied for solely on the basis of your ability to do the job. Once in employment with the County Council you will be given the support needed to obtain your full potential.

Our employment processes and conditions seek to be free from discrimination and every effort will be made to remove any unnecessary and unjustifiable barriers to employment, training and promotion. It is in the best interest of the County Council to value and respect the diversity of every individual and to give equal opportunity to progress within the organisation.

The County Council aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from a diverse range of candidates. We shall pay no regard to your colour, ethnicity, racial origin, religion or belief, gender or gender reassignment, marital status, sexual orientation, disability or age except where a genuine occupational qualification applies.

Disabled People

As a two tick employer we recognise the rights of disabled people to be considered fully and fairly in all aspects of employment with the County Council. We positively encourage applications from disabled people who have the necessary skills and experience for the post. For disabled people who are able to show that they meet the essential requirements for the job, we are pleased to guarantee an interview.

An Interview Guarantee

For disabled people who are able to show in their applications for jobs advertised by the Council that they meet the essential requirements, we are prepared to guarantee an interview. In this way, recruiters will be able to see and discuss the effects of the disability without making undue assumptions about it.

How to get a Guaranteed Interview

If you are a disabled person, who considers that you fit the above definition of disability, and you want to take advantage of this guarantee, you should:

- (1) Satisfy yourself that you do meet the essential requirements for doing the job, as described in the job information pack.
- (2) Ensure that you demonstrate that you meet the essential requirements in your application for the job.
- (3) Complete the section in the application form headed "Guaranteed interview for disabled people"; giving details of any reasonable adjustment that could be made to enable you to successfully undertake the duties of the post. You may continue on a separate sheet.
- (4) If you have a disability, which prevents you from completing the application as indicated, an application may be made using a different format.

We do all we can to make sure that disabled staff can develop and use their full abilities, and we also make every effort when staff become disabled to help them remain within employment.

Policy on the recruitment of ex-offenders

Warwickshire County council aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from a diverse range of candidates.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are "spent" under the Rehabilitation of Offenders Act 1974. Having an "unspent" conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). However, any "unspent" conviction, which are not declared and subsequently revealed, may result in dismissal.