



# Job Description & Person Specification for Teaching Assistant Level 2

**Status of Post:** 15 hrs/wk, term time only + 1 PD day  
**Salary Scale:** Grade 5, Points 5-6 (£10.19-£10.39/hr)  
**Starting date:** As soon as possible  
**Reporting to:** SENDCo

## General Information

**We strive to be the “best we can be through courtesy, enterprise and endeavour”.**

With over 940 students on roll, William Brookes School is a successful school situated in the picturesque town of Much Wenlock. Approximately ten miles from the centre of Shrewsbury, the school serves a community of small villages and the bigger town of Broseley. Academic standards at the school are high and frequently among the highest in the county, thanks to highly motivated staff, children who wish to learn and parents who support them. Our high standards are maintained by caring and creating a climate of trust and mutual support between all who work in the school, ensuring all students leave with qualifications and skills needed for a successful life.

We have the privilege of being the only Coubertin School in the UK. We were awarded this prestigious status in 1999 when we were asked to become a founder member because of our strong links with the modern Olympics. Pierre de Coubertin, who is heralded as the creator of the modern-day Olympic Games, was inspired by a visit to Much Wenlock in 1890 as the guest of Dr William Penny Brookes. Coubertin was a French philosopher who believed in educating the whole body and mind. We value this in our present school beliefs.

The school underwent a complete rebuild in 2010 making it the only school in the Shropshire local authority to have a building fully equipped for 21<sup>st</sup> century learning, although we continually look to improve our excellent facilities and resources for learning. We also have a large Leisure Centre, swimming pool and 3G pitch, which are jointly managed and available for use by students and staff during the day. We have a strong commitment to the Performing Arts and have excellent facilities inside the Edge Arts centre for public and school performances. These include a Dance and Drama studio, a Lecture Theatre and Cinema alongside the main Performance studio.

There are opportunities for team teaching and for accommodating visiting speakers for more than one group, with a 90-seat lecture theatre available on the ground floor. All teaching spaces have interactive whiteboards ('Smartboards') and we have various devices available to support curriculum delivery including laptops and iPads. Resources are in plentiful supply and mainly electronic.

## Job Purpose

Working under the instruction of the SENDCo and teaching staff, Teaching Assistants support access to learning for students and assist the teacher in the management of students in the classroom. Work with students will be carried out in the classroom and during intervention sessions as required.

The main purpose of the post is to support students with Special Educational Needs in class or within the Learning Support Department.

The role is flexible and responsibilities are likely to include:

1. Working with class teachers to raise learning and attainment of students
2. Out of class support within our Learning and Wellbeing Base
3. Promote Students' independence, self-esteem and social inclusion
4. Assisting in the day to day clerical work of the SEND department

## Experience & Personal Qualities

The postholder should:

- have a good understanding of the needs of secondary school students and be in tune with and support the ethos of the school.
- be able to relate well to both students and other adults, including teaching staff. They must be well prepared, organised and flexible and able to work calmly and efficiently under pressure to support the teacher and the students, reinforcing the standards and attitudes which the teacher is trying to foster.
- be a mature and flexible person who is able to work alongside students in class, in small groups or one-to-one and with teachers in order to ease the learning of students who have problems. The postholder needs to have a calm and understanding but firm manner.

Confidentiality and discretion are of prime importance and the postholder must be absolute in their loyalty to the school, particularly concerning parent contact.

Expectations in dealing with children with special needs will always be high, and in tune with and supportive of the ethos of the school. Consideration will, of course, always be given to the individual child's needs and ability to achieve up to a certain standard. No unreasonable demands should be placed upon any child, but a consistency of expectation is vital.

A relevant qualification or experience in supporting students within the autistic spectrum and other communication/interaction needs would be an advantage. Nursing, first aid, or word-processing experience and skills would also be welcome but are not essential.

## Supporting the school/Learning Support Department

Where appropriate:

- develop a relationship to foster links between home and school
- liaise, advise and consult with other members of the team regarding students with SEN
- contribute to reviews of student progress and to target setting
- attend relevant in-service training
- be aware of and support school policy and procedures
- deliver specific interventions as directed by the SENDCo
- assist in supervising vulnerable students at lunchtime
- undertake any other duties that would reasonably be expected of the post holder

## Qualifications and Contribution

We are looking for a practical, adaptable enthusiastic and capable person who can demonstrate an ability to get on with a wide range of people of all ages, abilities and backgrounds. It would be helpful if you have proven experience of similar work although this is not essential. Some basic computer skills such as use of Word, Excel, email and the internet would be an advantage. Training will be provided as and where necessary.

### Person Specification

	Essential	Desirable
<b>Qualifications &amp; Skills</b>		
Good standard of education	✓	
5 A*-C grades at GCSE, including English and Maths	✓	
NVQ in Support for Learning or equivalent		✓
First Aid qualification (or willing to undertake training)		✓
Excellent communication and inter-personal skills	✓	
Good literacy skills (for report writing, etc)	✓	
Good ICT skills	✓	
Team player	✓	
Valid current passport and willingness to travel	✓	
Willingness to assist with school's COVID testing	✓	
<b>Work or Relevant Experience</b>		
Working with children, young people		✓
Working in an educational setting or similar		✓
Classroom administration support		✓
<b>Knowledge &amp; Understanding</b>		
Ability to support the needs of vulnerable children	✓	
Awareness of school-based education including child development	✓	
Experience of delivering intervention to students with cognition and learning needs		✓
<b>Personal Qualities</b>		
Sensitivity and empathy	✓	
Willingness to develop language knowledge and skills	✓	
Assertiveness and ability to elicit respect	✓	
Ability to deal firmly and fairly with young people	✓	
Self-motivation and initiative	✓	
Accuracy and efficiency	✓	
Ability to work calmly under pressure	✓	
Ability to organise, to prioritise and meet deadlines	✓	
Patience	✓	
Flexibility and the ability to quickly learn new systems	✓	
A positive and keen attitude with a commitment to high standards	✓	
A sense of humour	✓	

## Hours of Work, Salary & Conditions of Service

### Hours

15 hours per week split over 5 days Monday to Friday, term time only + 1 day.

### Salary

Grade 5 (£10.19-£10.39/hr). Salaries are paid in equal monthly amounts with appropriate pro-rata holiday pay entitlements included.

The postholder will have a lunch allocation, which will be flexible, in response to the demands of the post.

### Terms and Conditions

The post is subject to the following Terms and Conditions:

- a) The Terms and Conditions of employment are in accordance with the National Joint Council for Local Authorities' Scheme and Conditions of Service for Administrative, Professional, Technical and Clerical Services.
- b) The other terms and conditions set out in the various national collective agreements in force from time to time.
- c) The Local Authority's and Governing Body's Rules and Conditions including any local agreement entered into with recognised trade unions.
- d) The other conditions set out in the letter of appointment and this job specification.

## The Appointment Process

Application forms are available from the school website [www.williambrookes.com](http://www.williambrookes.com). Completed applications and supporting documentation should be emailed to [jwilkinson@williambrookes.com](mailto:jwilkinson@williambrookes.com).

Please complete and return your application form by the closing date included in the advert or as soon as possible, clearly noting all the experience, skills and personal qualities that you can offer which are relevant to this post.

### Please note:

- It is essential that all elements of the application form are completed appropriately.
- CVs will not be accepted.
- Appointments will be subject to clearance in respect of medical fitness and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and as such any applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant(s) may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.
- William Brookes School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the school website <http://www.williambrookes.com/about-us/policies-and-documents.php>