

Vacancy – Teaching Assistant, Level 2b - Permanent

Start Date: As soon as possible

Salary: LCC Grade 5, currently £19698 - £21748 (Pro Rata)

Pro Rata Salary currently: £14,003 - £15,461

Hours: 31.25 (6 hours 5 mins per day = 30 hours 25 mins per week plus 50 minutes for after school meeting time – one day per week) Term Time only

Responsible to: SENCO

Up Holland High School is a happy and harmonious place to be where students are hardworking, kind, courteous, respectful and motivated. We have a culture and ethos that offers the children the opportunity to be inspired and to succeed.

Due to increased popularity of school, we are looking to increase our SEN team. You will need to be enthusiastic, ambitious and committed. You will need to be child centred, possess excellent communication skills, be a strong team player and be Dedicated to Excellence.

Ofsted recognised us in June 2018 as a Good Provider of Education across all areas of the Inspection Framework. We have the ambition, drive and capacity to be outstanding in the future. At Up Holland High, you can expect full support and continuing professional development. We offer a professionally stimulating working environment where teachers have the opportunity to make a huge impact on the lives of our committed and co-operative students.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance, including checks with past employers.

Application forms and further details of the post are available to download from the school website:

<https://uhhs.uk/quick-links/quick-links/vacancies>

Completed application forms together with a letter of application no more than 2 sides of A4 in 12 pitch can be emailed to personnel@upholland.lancs.sch.uk marked for the attention of Mr P Scarborough, Headteacher.

Closing Date: 28th September 2021 at 8.00 am

Interviews: To take place as soon as possible after closing date.

UP HOLLAND HIGH SCHOOL

Sandbrook Road, Orrell, Wigan, Lancs WN5 7AL

Tel: 01695 625191

Website: uhhs.uk

Twitter: @UHHSchool

JOB DESCRIPTION	
JOB TITLE:	Teaching Assistant 2(b) Part Time - 31 hours 15 mins per week (6 hours 5 mins per day + 50 minute after school meeting, one day per week)
GRADE:	Grade 5 SCP 6 -11 (Pro rata)
RESPONSIBLE TO:	SENCO
JOB PURPOSE:	The main objectives to be achieved by the Postholder
Under the general supervision and direction of the teacher, to plan and implement learning activities for individuals and groups. To monitor student progress and provide feedback to the class teacher and establish supportive and constructive relationships with students, parents and carers.	
MAIN ACTIVITIES	What the Postholder will actually do What prescribed duties the postholder will have
<p>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post</p> <p>Support for Students</p> <ul style="list-style-type: none"> – Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of students. – To undertake activities in order to monitor the personal, physical, social and emotional needs of students. – To develop positive relationships with students to promote pupil 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 implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas. – 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. <p>Support for the Teacher</p> <ul style="list-style-type: none"> – To monitor and record student progress and developmental needs. – To help produce relevant classroom resources. – To undertake classroom administrative tasks including the maintenance of records. – To assist in pupil supervision and assist in the management of student behaviour. <ul style="list-style-type: none"> – When the class teacher is unexpectedly unavailable, to provide short-term cover for classes to which the TA is assigned 	

- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of student absence.
- To assist with the arrangements for out of school learning activities including the administration of work experience.
- To provide clerical and administrative support including the collection and recording of money.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of students work

Support for the Curriculum

- To assist the delivery of educational and developmental programmes.
- To support the use of ICT in learning activities

General:

You must:

- Work within school policies and procedures.
- Attend skill training and participate in personal/performance development as required.
- Take care for own and other people's health and safety.
- Be aware of the confidential nature of issues.
- Possess excellent interpersonal and communication skills; common sense and the ability to work smoothly and harmoniously with other members of staff.
- Be of smart appearance, be efficient, energetic and proactive.
- You should be in possession of a First Aid qualification or show a willingness to be First Aid trained.

The post holder may be requested to carry out further reasonable additional duties as directed by the Headteacher.

This job description may be amended to meet the future needs of the school.

Person Specification Form - Teaching Assistant - Level 2(b) – Part Time

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications		
NVQ level 2 or above qualification –appropriate to the post(or equivalent)	D	A
Level 2 or equivalent qualification in English/Literacy and Mathematics/numeracy	D	A
Experience		
Experience of working with or caring for children of relevant age	D	A
Experience of working in a relevant classroom/service environment	D	A/I
Experience of Administrative work	D	A/I
Experience of supporting pupils with challenging behaviour	D	A/I
Knowledge/skills/abilities		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E	A/I
Ability to relate well to children	E	A/I/R
Ability to work as part of a team	E	I/R
Good communication skills	E	A/I/R
Ability to supervise and assist pupils	E	A/I/R
Time management skills	D	
Organisational skills	D	A/I/R
Knowledge of classroom roles and responsibilities	D	
Knowledge of the concept of confidentiality	E	
First Aid Certificate	D	
Administrative skills	D	
Knowledge of Early Years Foundation Stage	D	
Good numeracy and literacy skills	E	
Ability to make effective use of ICT	D	
Flexible attitude to work	E	
Other		
Commitment to undertake in –service development	E	I/R

Special Requirements		
Experience of working with children who are wheelchair bound	D	A/I/R
Ambition to be a teacher of the future	D	A/I/R