

APPLICANT PACK



NETHER EDGE PRIMARY



Realising Potential. Transforming Lives.

Post: Teaching Assistant Level 3 – SEN

Contract type: 37 hours/39 weeks

Contract term: Permanent

Salary: Grade 4 £20,444 to £22,571 FTE

Pro Rata Salary: £17,486 to £19,305 (with under 5 years' service)

Commencement Date: As soon as possible

We have an exciting opportunity for an experienced and enthusiastic Teaching Assistant at Level 3 to join our hardworking and supportive SEN team. We are an outstanding school who always work hard to make our practice as good as it possibly can be for all the children.

This role is to work as part of a team of Teaching Assistants and alongside class teachers to assist with the teaching and support of children with a wide range of special educational needs. The children with whom you would be working will have specific needs which may include autism, ADHD, learning and speech difficulties, social, emotional and behavioural needs. You will be required to understand and support children facing these barriers. A desire to provide the best for and develop great relationships with children whose behaviours can be challenging will be essential.

The right candidate will:

- deliver high quality support/interventions for both groups and individuals
 - develop positive relationships with students, parents and staff
 - have strong Numerical Skills
- have experience ideally gained within a busy and demanding environment
 - have an ability to work using their own initiative
 - have an alignment to a can-do culture
- possess the capability to maintain effective relationships
- have a high level of communication skills and the ability to relate positively to children and adults
- display the talent to adapt to changing situations and learn new skills
 - own a keen eye for ensuring the safety of our pupils
 - hold strong principles that are aligned with the school

We are passionate about enabling all our students the very best start in life at Nether Edge Primary School. Great support staff make a difference.

If you are interested in applying for this role, please submit a Mercia Learning Trust Application to recruitment@merciatrust.co.uk. Please note we do NOT accept CV's or Council Application Forms

Closing Date: Tuesday 18 October

Headteacher's Message

Thank you for your interest in joining Nether Edge Primary School. This is an excellent opportunity to join a great school and to play a key role in shaping the provision of education for our children.

Nether Edge is a happy, thriving school providing high quality education both in the classroom and throughout a wide range of extra-curricular activities. We are very proud of our children and believe they should perform well academically and also develop as people.



Nether Edge Primary is part of Mercia Learning Trust along with King Ecgbert School, Mercia School, Newfield School, Totley Primary and Woodlands Primary.

Our expectations for every Nether Edge child are high; excellence and enjoyment are at the heart of all we will seek to do. We believe in the potential of every child, providing opportunities and enabling them to thrive in our caring environment.

Our staff team are central to our success. They drive and accelerate the outstanding provision we offer to our community and we want the very best people to join us.

If you feel you have the skills, drive and ambition to help support our aims then please do read on.

Michele Nott
Headteacher

Job Description

Post Title:	Teaching Assistant Level 3
Salary:	Grade 4 (£20,444 to £22,571)
Responsible to:	Headteacher
Responsible for:	N/A

The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

PURPOSE OF THE POST

To work under the guidance of teaching/senior staff and within an agreed system of supervision to:

- Deliver high quality intervention both in and out of the classroom setting.

KEY RESPONSIBILITIES

Support for Students

- Use specialist (curricular/learning) skills/training/experience to support students
- Assist with the development and implementation of Pen Portraits
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement

- Undertake assessments of students to ensure that appropriate provision is being made

Support for the Teacher

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records on intervention groups and individuals supported, contributing to reviews of systems/records as requested
- Undertake marking of students' work and accurately record achievement/progress
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Help students to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of students' out of school hours learning activities
- Supervise students on visits, trips and out of school activities as required
- 11. Any other related duties as they may arise.

WORKING ENVIRONMENT AND CONDITIONS OF THE POST

- The post may be required to travel and work within any school in Mercia Learning Trust

GENERAL DUTIES

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.

- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Issue Date: March 2022

Person Specification

Post Title:	Teaching Assistant Level 3
Salary:	Grade 4 (£20,444 - £22,571 FTE)
Hours/Weeks	37 hours, 39 weeks
Responsible to:	Headteacher
Responsible for:	N/A

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications and Training	GCSE Grade C in English and Maths NVQ3 for Teaching Assistants or equivalent qualification or experience	
Skills and Knowledge	Knowledge and understanding of the National Curriculum as appropriate to the age of the child being supported Has an awareness of pupils with special educational needs	2 years' experience of working with children in an educational setting

	<p>Can plan, implement and evaluate learning activities</p> <p>Understanding principles of child development and learning processes</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities Interview</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities</p> <p>Has sound speaking and listening skills to extend language in discussion</p> <p>Can maintain trust and confidentiality where appropriate</p>	
Experience	<p>Has experience of Pupil assessment</p> <p>Can manage the behaviour of pupils in a reasonable manner</p> <p>Experience of working with young people and children, including those with Special Educational Needs</p> <p>Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources</p> <p>Can complete and maintain pupil records</p>	
Personal Qualities	<p>Flexible</p> <p>Honest and reliable</p> <p>Calm under pressure</p>	

	Patient Empathetic with young people Team player High personal and professional standards	
--	--	--

The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at www.merciatrust.co.uk
- Email your completed application to recruitment@merciatrust.co.uk or post it to:
MLT Recruitment Team
Mercia Learning Trust
79 Glen Road
Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at www.merciatrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 255 0926 or enquiries@netheredge.sheffield.sch.uk.
- For more information about the application process, please email recruitment@merciatrust.co.uk.

Key dates:

- **Closing Tuesday 18 October**
- **Interviews to be held Thursday 3 November**

The small print:

- Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.
- The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.
- We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Human Resources Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.