

September 2022

Dear Colleague,

RE : TEACHING ASSISTANT 2 POSTS Grade E SCP 10-14 £21,695-£23,484 (pro rata)

POST 1: Permanent Contract 35 hours per week

POST 2: Temporary Contract to 21st July 2023 35 hours per week

Thank you for your recent enquiry regarding the above position. I would like to clarify that the advertised salary: Grade E £21,695-£23,484 is for full-time and therefore the 35 hours advertised, over 39 weeks, will be a proportion (pro-rata) of this.

We are seeking to appoint an enthusiastic and highly motivated person to the post of Teaching Assistant, supporting students with varying educational needs and join our hardworking team here at LCS. The position requires someone who:

- Is caring and patient and able to cater for the individual needs of the child - social, emotional, communication and language support.
- Can support appropriate access to learning.
- Is capable of working in partnership with teachers and parents.
- Has high expectations of children's attainment and behaviour.
- Is hard-working, flexible and a good team player.
- Preferably has some experience of pupils with ASD, Dyslexia or Physical Impairments.

Experience of working in a school environment/similar role, is desirable for this post. Excellent standards of literacy and numeracy (GCSE or equivalent in English and Maths), are essential. Please see the Job Description and Person Specification for more detailed information.

Completed application forms, with supporting letter explaining why you feel you have the qualifications, experience and personal qualities required for this post, should be returned by email to: **jobs@littleover.derby.sch.uk**

Please note, school will only contact successful candidates.

Closing date for applications : Wednesday 28th September at 12 noon
Interview date to be confirmed.

Information and application forms are available from the school website: www.littleover.derby.sch.uk

Littleover Community School is a diverse and highly successful comprehensive school, with consistently outstanding levels of attainment and progress across the curriculum. We are proud of our academic record, and of the pastoral care which maintains a feeling of community in a large and expanding school.

Littleover Community School welcomes enquiries from everyone and value diversity in our workforce. The school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Littleover Community School complies fully with the DBS Code of Practice

<https://www.gov.uk/government/publications/dbs-code-of-practice>

and undertakes to treat all applicants for positions fairly. Littleover Community School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Littleover Community School can only ask an individual about convictions and cautions that are not protected.

Littleover Community School selects all candidates for interview based on their skills, qualifications and experience.

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. An enhanced DBS check is required for all successful candidates.

Copies of our Child Protection and Safeguarding Policy, along with other school policies, are available on our website at:

<https://www.littleover.derby.sch.uk/information.php#policies>

We would advise anyone applying for a position at LCS to read the above documents, along with the following Keeping Children Safe in Education document:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Yours sincerely,



J. Wilding
HEADTEACHER

JOB DESCRIPTION

POST:	Teaching Assistant 2 Posts X1 Permanent contract 35 hours per week X1 Temporary contract to 21 July 2023 35 hours per week
JIQ REFERENCE NO:	S-1552
GRADE:	Grade E £21,695-£23,484 (pro rata)
JOB PURPOSE:	To support pupils on the Code of Practice and the Special Needs Department of the School
RESPONSIBLE TO:	Special Needs Co-ordinator
WEEKLY HOURS:	35 hours per week
WEEKS WORKED PER ANNUM	Term time (39 weeks), including INSET days

DUTIES AND RESPONSIBILITIES:

1. To be responsible to the Special Needs Co-ordinator.
2. To work in accordance with the aims and policies of the school.
3. **Support the school:**
 - To participate with others in development, planning, implementation and evaluation of learning programmes for individuals and groups of pupils.
 - To monitor and contribute to assessment and recording of progress.
 - To attend reviews during working hours.
 - To participate/contribute to full staff meetings/year meetings and INSET.
 - To give general support to school activities.
 - To be key worker to a small number of pupils and to be responsible for the target setting and review of their Individual Education Plans
 - To attend IEP Review Meetings.
 - To attend Departmental Meetings.
 - To attend Open Evenings.
 - Promote the ethos of the school.
4. **Support the teacher:**
 - In preparing support materials.
 - In contributing to the preparation and display of the classroom.
 - In attending departmental meetings in nominated curriculum areas.
 - By supporting the department in providing differentiated materials and in general tasks, eg resources.
 - By assisting in the assessment of pupils.
 - In delivery of the National Curriculum.
5. **Support for pupils:**
 - By the promotion of development and learning.
 - With access to the curriculum for all pupils with SEND.
 - By encouragement and involvement of SEND pupils in all aspects of school life.
 - With the planning and delivery of programmes of work for individuals and groups of pupils.
 - By accompanying them on school visits, in and out of school hours.
 - By assessing identified pupils, in and out of the classroom.
 - Promoting a pupil's self-esteem.
 - Being aware of all statements/EHC Plans.



6. To represent the school in the most professional manner at all times to the wider community in accordance with the school ethos.
7. To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out any other appropriate duties within the context of the role.

PERSON SPECIFICATION

TEACHING ASSISTANT

	Essential	Desirable
1. Skills and Experience:		
Experience of working in a school or similar environment		X
Experience in a similar role		X
Good communication skills both verbal and written	X	
Has experience of pupils with ASD, Dyslexia or physical impairments		X
Ability to work independently as well as within a team	X	
Able to collate and feedback information	X	
Able to maintain issues of confidentiality in the working environment	X	
A working knowledge of Microsoft Office packages, including Word and Excel		X
2. Qualifications:		
English GCSE A*-C or equivalent	X	
Mathematics GCSE A*-C or equivalent	X	
3. Personal qualities:		
Able to respond positively and calmly with pupils, parents, teachers, support staff and external organisations	X	
Able to use own initiative	X	
Flexible attitude	X	
Adaptability to change	X	
Effective listening skills	X	
4. Other		
Be prepared to undertake training, as and when required	X	
To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy (available on the school's website).	X	