

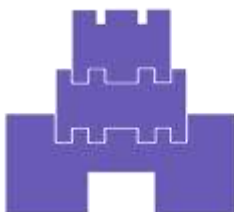


Bideford College

Part of the Launceston College Multi Academy Trust

Applicant Package

**Teaching Assistant
Manager**



**Launceston College
Multi Academy Trust**

Job Title: Teaching Assistant Manager	Start date: November 2021
School base: Bideford College	Contract type: 30 hours, Term time plus INSET
Closing Date: Tuesday 2 nd November 2021, 9am	Salary: C3-C5, £10.23-£10.87, salary starting from £19,740
Interviews on: TBC	Contract term: Permanent

Our Trust

Bideford College is part of the Launceston College Multi Academy Trust (Trust) alongside Altarnun Primary, Atlantic Academy, Egloskerry Primary, Launceston College and Launceston Primary School (opening in September 2021).

Our Trust aims for young people to become happy, responsible and successful by learning the knowledge, skills and values which are important for society.

We seek to develop adventurous students, who have the character, resilience and self-awareness required to be successful. We have exceptionally high aspirations for our students and seek to support them no matter what their background or circumstances.

We offer a distinctively broad, personalised, and academically rigorous curriculum across our primary and secondary schools, and aspire to the highest standards of teaching and learning.

As a Trust we share information and best practices to ensure we focus on an excellent and sustainable 0-19 learning journey for children, with a strong focus on our school and Trust community.

The Trust offers expert guidance and advice to students to help them shape and achieve their future goals without limitation. We want to equip every student with the knowledge, skills and values they need to achieve the very best that they can.

We seek applicants who are aligned to our aim and vision and have the talent and passion to deliver that vision successfully. We support all our schools with our Trust-wide leadership and management, CPD, external networks, teaching and learning, school improvement, financial, administrative, estates, safeguarding and HR expertise.

We are looking for teaching and support staff who will deliver an exceptional education for the young people in our care.



Our College

Bideford College is a rapidly improving 11 – 18 secondary school on the North Devon coast. It aims to ensure that all students, regardless of socio-economic background can successfully move on to their next step in education or employment with the skills and qualifications they need. We do this through a broad and balanced curriculum and co-curricular offer which enables students to develop resilience, knowledge and contribute positively to the local and global community. We are committed to driving up standards, insisting on high expectations and raising the aspirations of our students.



We are proud of the broad and balanced curriculum that we offer our students in both the main school and in the sixth form. It offers the potential to develop a range of academic and vocational skills that prepares young people for careers in the 21st century. This is underpinned by a wealth of extra-curricular opportunities that nurtures the development of sporting, artistic and technical talents that sees our students succeed at a local, national and international level.

Bideford College is a caring community and we are proud of the inclusive school climate that has been created through the positive relationships developed between students and staff. We want our students to feel safe in the learning culture that exists in the classrooms of the college.

We will offer:

- A modern, well equipped college with outstanding facilities.
- A large team of dedicated and committed staff.
- A college culture which seeks to be fair, developmental, and supportive of staff and pupils.
- Opportunities to access professional development to ensure you are successful at the start and as the role develops.
- A large network across the primary and secondary settings, focusing on the 0-19 journey.
- Support from cross Trust systems and school improvement leaders.



We are seeking to appoint a **Teaching Assistant Manager**.

Main Purpose of Job:

Reporting in to the College SENCO, with direct supervision of a team of Teaching Assistants, this role's purpose is to support the learning and development of SEN students and to support the social and moral development of students in line with Every Child Matters targets.

Main Duties and Responsibilities

- Deployment of Teaching Assistants across the College.
- Managing team of Teaching Assistants, responsible for holding regular team meetings and performance development for team.
- Taking a lead role in the development, implementation and monitoring of systems relating to teaching assistants' attendance and deployment eg timetables, return to work interviews, disciplinary.
- Liaising between managers/teaching staff and teaching assistants and representing teaching assistants at meetings.
- Undertaking recruitment/induction/training and mentoring of teaching assistants.
- To utilise the SEN register and to assist the SENCO with the production of Pupil Profile, Annual Reviews, POPs and other meetings concerning students at Key Stage 3 and 4.
- Providing administrative support eg dealing with correspondence, compilation/analysis, making phone calls.
- To cover/organise cover for absent teaching assistants.
- To liaise with outside agencies and disseminate relevant information to all staff concerned.
- Managing record keeping systems and processes.

Support the teacher by:

- Supporting pupils' access to learning using appropriate strategies and resources etc.
- Working with other staff in planning, evaluating and adjusting learning activities as appropriate.
- Monitoring and evaluating pupils' responses and progress against action plans through observation and planned recording.
- Providing objective and accurate feedback and reports as required, to other staff on pupils' achievement, progress and other matters ensuring the availability of appropriate evidence
- Implementation of appropriate behaviour management strategies.
- Establishing constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- Taking a lead role in the development, implementation and monitoring of systems relating to teaching assistant's attendance and deployment e.g. timetables, return to work interviews, disciplinary.
- Providing administrative support e.g. dealing with correspondence, compilation/analysis, making phone calls etc.

Support students by:

- Attending to students' personal needs and providing advice to assist in their social, health and hygiene development.
- Evaluate students to determine those in need of particular support.
- Assisting the teacher with the development and implementation of HoY PSP/Principal's report/Re-admits etc.

- Taking the lead role in the provision for students with special needs.
- Establishing productive working relationships with students and acting as a role model.
- Arranging and developing 1-1 mentoring arrangements with pupils and providing support for distressed students.
- Providing information and advice to enable students to make choices about their own learning/behaviour/attendance.
- Challenging and motivating students, promoting and reinforcing self-esteem.
- Providing feedback to students in relation to progress, achievement, behaviour and attendance etc.

Support the curriculum by:

- Implementing agreed learning activities/teaching programmes, adjusting activities according to student responses/needs.
- Actively seeking information regarding, and utilising, the range of activities, courses, organisations and individuals which can provide support for students to broaden and enrich their learning.
- Determining the need for, preparing, and using specialist equipment, plans and resources to support students.

Support the school by:

- Supporting the social and moral development of students in line with Every Child Matters targets.
- Complying with and assisting with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and reporting all concerns to an appropriate person.
- Support the whole college programme to promote social and emotional skills. Social and Emotional skills manifest themselves in all interactions with pupils and staff and are vital to good teaching and learning.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Establishing constructive relationships and communicating with other agencies/professional, in liaison with the teacher, to support achievement and progress of pupils.
- Attending and participating in regular meetings.
- Participating in training and other learning activities as required.
- Recognising own strengths and areas of expertise and using these to advise and support others.
- Being responsible for the provision of out of school learning activities within guidelines established by the school.
- Contributing to the identification and execution of appropriate out of school learning activities with consolidate and extend work carried out in class.
- To contribute to the overall ethos of the College.
- To be aware of and work in accordance with the College's child protection policies and procedures and to raise any concerns related to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislations and procedures including the College's Equal Opportunities Policy, national legislation [including Health and safety, Data Protection].
- To undertake other duties appropriate to the grading of the post as required.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	<p>Proven experience of working with disaffected children of relevant age</p> <p>Practical experience of Microsoft office suites (work, excel and powerpoint), e-mail & other office electronic applications.</p>	Relevant work experience within a school/college environment.	Application form/interview
<u>Education & Training</u>	<p>Meet Higher Level Teaching Assistants standards or equivalent qualifications or experience.</p> <p>Numeracy/literacy skills at least equivalent to Level 2 of the National Qualifications framework.</p>		Application form
<u>Special Knowledge & Skills</u>	<p>Experience of preparing, prioritising, initiating and delivering intervention strategies.</p> <p>Experience of leading or supervising the work of teams or individuals.</p>		Application form/interview
<u>Any Additional Factors</u>	<p>Professional, tactful & sensitive</p> <p>Discreet & confidential</p> <p>Ability to work on own initiative and within a team</p> <p>Enjoys working with young people</p>		Interview

To apply:

To apply for this job, please complete the application form:

[Word Application](#)

[PDF Application](#)

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are warmly invited.

Safeguarding Statement:

Launceston College Multi Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to DBS clearance and appropriate pre-employment checks.