**Ralph Thoresby School**

Information for candidates

**Teaching Assistant**

Salary Range

B3 7-11

Term Time only + 3 days

Up to 37 hours (full time, part time available)

£11.59 - £12.47 per hour

Ralph Thoresby School

Holtdale Approach

Leeds

LS16 7RX

 Telephone: 0113 3979911

Email: recruitment@ralphthoresby.com

Headteacher: Mr Will Carr





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March 2023

Dear Candidate,

Thank you for expressing an interest in applying for the post of Teaching Assistant at Ralph Thoresby School. Due to increased headcount in our TA we are pleased to be advertising for this role.

This is an exciting time to be joining Ralph Thoresby School. We are proud to be a successful, truly comprehensive school serving a diverse local community. RTS is a fantastic environment in which to work and study. Our innovative curriculum is implemented by a talented and cohesive group of staff. The calm and purposeful atmosphere around school is underpinned by an emphasis on restorative practice and a clear focus on staff and student well-being.

The school has repeatedly been judged good by Ofsted and we have a strong record of academic achievement, whilst ensuring that all students are well supported. Students make good progress here because, ‘the working atmosphere in classrooms is positive’ and ‘pupils take pride in their work’ (Ofsted).

The school is a mixed community school with over 1,000 students on role. Approximately 30% of our students come from ethnic minority backgrounds and we have a resource provision for physically impaired students which really adds to the positive and harmonious atmosphere around school. Our superb, modern school building further enhances the atmosphere and supports students’ learning. ‘This is a school where staff and pupils celebrate diversity and promote values of tolerance, mutual respect, and care for others’ (Ofsted).

We have an excellent 6th form partnership arrangement with Lawnswood School (another good local school) and together we offer post-16 provision to rival the best in the city – ‘The quality of provision for post-16 students remains good. Students make consistently good progress over time’ (Ofsted). We are a Trust school in partnership with several of our local partner Primary schools. We have a strong relationship with the Local Authority and are also part of the highly regarded Red Kite Alliance teaching school hub, ‘Partnership working is strong’ (Ofsted).

Our school motto is ‘ambition and achievement for all’. We firmly believe in giving all students the opportunity to achieve their very best regardless of the circumstances in which they find themselves.

We are excited about the future here at Ralph Thoresby and, having read the information included in this pack, I hope you feel you can play an important part and submit an application. Please also ensure that you visit our website which will give you an insight into the work of the school. I look forward to welcoming you to the school as a candidate in the near future.

Yours faithfully,



Mr Will Carr (Headteacher)

**THE SELECTION PROCESS**

**How to Apply**

Thank you for taking time to read and digest our information. If you wish to apply for the post of Teaching Assistant at Ralph Thoresby School, then you should:

* Complete fully the enclosed application form, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
* Support your application with a word-processed covering letter detailing how your experience and qualifications fit the role of TA (max 2-sides A4 maximum – Arial 11 point).
* Submit your letter and application form to be received by Thursday 20th October by 12noon at the latest.

Please address all return mail to:

Mrs L Hodgson - Resources Manager

Ralph Thoresby School

Holtdale Approach

Leeds

LS16 7RX

Or by email: recruitment@ralphthoresby.com

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**Timetable for the selection process**

* Post advertised in Leeds CC Bulletin: Week commencing Monday 3rd April 2023
* Closing date for applications: Friday 28th April 2023
* Short listing: Tuesday 2nd May 2023
* Invitation to interview by telephone: Tuesday 2nd May 2023
* Confirmation by email: Tuesday 2nd May 2023
* Reference requested: upon shortlisting
* Selection day scheduled: TBC

**Ralph Thoresby School**

**Job Description**

**Job Title: Teaching Assistant**

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

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| **Accountable to:** | SENCo | **Line Managing:** | N/A  |
| **Post type:** | Permanent  | **Salary/Grade:** | B3 (TTO +3) |
| **Liaising with:** | Students, Subject Leaders/Teachers, Support/Administration staff. |

**Safer Recruitment Statement:**

*We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).*

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| **Every member of staff is required to:** |
| * Work towards and promote the vision, beliefs, aims, and expectations outlined in the School Improvement Plan
* Support and contribute to the achievement of every child’s outcome
* Support and contribute to the safeguarding of all students
* Undertake professional development activities to enhance personal development and performance
* Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents, and staff.
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| **You will be required to:** |
| * Supervise and support pupils ensuring their safety and access to learning
* Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
* Promote the inclusion and acceptance of all pupils
* Encourage pupils to interact with others and engage in activities led by the teacher
* Encourage pupils to act independently as appropriate
* Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil’s work
* Be aware of pupil problems/progress/achievements and report to the teacher as agreed
* Undertake pupil record keeping as requested
* Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
* Gather/report information from/to parents/carers as directed
* Provide clerical/administrative support – photocopying, typing, filing, collecting money etc
* Support pupils to understand instructions
* Support pupils in respect of local and national learning strategies – literacy, numeracy, KS3, early years, as directed by the teacher
* Support pupils in using basic ICT as directed
* Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use
* 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 pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend relevant meeting as required
* Participate in training and other learning activities and performance development as required.
* Contractual 2 +days to be used as directed by line manager
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
* Accompany teaching staff and pupils on visits, trips and out of school activities as required
* Able to communicate professionally with a wide range of people
* To work as part of a team to provide a good level of support
* Be aware of data protection and confidentiality
* Contribute to the safeguarding and promotion of the welfare and personal care of all students with regard to the Safeguarding and Child Protection Procedures.
* Project a positive, pro-active approach to their duties within the school
* Able to produce documentation using word
* Be flexible in terms of working hours
* Administer medication
* To be responsible for your own health and safety and the health and safety of others and to adhere to the infection control criteria.
* Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use
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| **Additional Duties** |
| * Contribute to the life of the Ralph Thoresby School community, and to support its ethos and policies.
* To perform break/ start of school duties as needed
* Participation in the schools coaching model. Leading (or co-leading) a coaching group of students. Attending training when needed and weekly staff briefing. Attending ‘meet the coach’ events using (hours covered by using a +1 day on your contract)
* Undertake any other duties that are commensurate with the role.
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**Person Specification**

**Teaching Assistant Level 1 – person specification**

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| --- | --- | --- | --- |
|  | Essential | Desirable | Evidence |
| Qualifications & Experience | Good numeracy/literacy skillsParticipate in development and training opportunities | GCSE Maths and/or English grades Completion of DfES Teacher Assistant Induction Programme | Provide evidence by producing certificateApplication form and Certificate |
| Skills & Knowledge | Use basic technology, computer, photocopierAbility to relate well to children and adultsAbility to work constructively as part of a teamWorking with or caring for children of relevant ageUnderstanding classroom roles and responsibilities and your own position within these | Appropriate knowledge of first aidTo be aware of policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection | Application form and selection processApplication form and selection processApplication form and selection processApplication form and selection processApplication form and selection process |
| Personal qualities and skills | A good team playerProactive and positive approach to workContribute to the life of the Ralph Thoresby School community, and to support its ethos and policies.Undertake any other duties that are commensurate with the role.  | Ability to ask for help if required | Application form.InterviewReferences |
| Special Requirements | Flexibility as occasionally may be required to work outside normal working hours |  | References & selection process |

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Ralph Thoresby holds Restorative Practice at the core of its climate-for-learning. The mission statement is communicated and upheld across the staff team.

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The mission statement contains the fundamental building blocks of our restorative culture and ethos. The mission can be broken down into 3 distinct building blocks:

**Creating a school environment, in which students feel safe:**

-Safeguarding is fundamentally important, and is a strength of the school

-Creating a safe environment requires much more than safeguarding alone

-Safety is achieved through relentless, reliable routines

-Students will push to find the boundaries; teachers and support staff must be consistent in showing them where they are

-Without this, relationships cannot be enabled and learning will not take place

**Enabling positive relationships:**

-Safe, consistent and reliable adults can actively build relationships with students

-Enabling positive relationships is at the very core of our restorative culture

-Restorative practice means that every single interaction with a student is an opportunity to build positive relationships

-Once a positive relationship is enabled, learning can take place successfully

**Learning is valued and cultivated**

-An environment where safe students experience positive relationships with consistent, reliable adults facilitates a strong culture of learning

**Restorative Practice:**

Restorative Practice is **Not** solely:

* Negotiating with students; core standards are not flexible
* Limited to The Link Centre, post-lesson-exit/IE
* Waiting for something to go wrong, so we can fix it
*

Restorative Practice **IS**:

* Every single interaction we have with students at any time
* Conversations on the corridor
* Interactions on break and lunch duty
* Meet and greet/end and send
* Re-engaging a student at each stage of Ask/Tell/Sanction
* [Teacher Toolkit](https://ralphthoresby.sharepoint.com/%3Aw%3A/s/climateforlearning/EWWMn1riNtxIpJ_aOOXvVCsBbdwyY7X7W0jaPAlssmZm_Q?e=ocCXoE) strategies
* Session Manager supporting a student to re-engage
* Lesson exit restoratives
* **Pre**storative Practice

**The Restorative Conversation:**

The restorative conversation is pivotal to the student 'Restoring their Relationship’ with the staff member, so they can 'Return’ to their next lesson successfully

**Restorative Script:**

* **'What actually happened?':** Listen carefully without interrupting or disagreeing. Steer the conversation to the student's own role in what went wrong. If the student isn’t ready to reflect, try engaging them in a scaling conversation.
* **'What were you thinking at the time?':** This helps the student to reconsider their own actions and replay their thought processes.
* **'Who has been affected/How did it make them feel?':**The student may be unaware of how other people reacted to their behaviour. In the moment of crisis this might not seem significant, but in the aftermath it is important to shine a light on it.
* **'What can be done to put things right?':**It's important that an apology is not demanded. A forced apology is worthless.
* **'How can things be done differently next time?':**Encourage the student to visualise and describe a similar situation concluding positively

Link to Restorative Practice video: <https://www.youtube.com/watch?v=lwc-vmnD6hM>