BIRKENHEAD
HIGH SCHOOL ACADEMY

GDST
GIRLS' DAY SCHOOL TRUST



Application Pack

Teaching Assistant

36 hours per week (TT only)

X 2 Permanent posts

X 1 Temporary post

Birkenhead High School Academy
Principal: Mrs Rebecca Mahony
86 Devonshire Place, Prenton, Merseyside CH43 1TY
Phone: 0151 652 5777
Email: bhsa@birkhs.gdst.net
Website: www.birkenheadhigh.gdst.net

Ofsted Outstanding School 2015|2016

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Welcome to Birkenhead High School Academy

Dear Applicant

Thank you for your interest in the role of Teaching Assistant at Birkenhead High School Academy.

Birkenhead High School Academy is unique on Wirral as a 3-19 girls state academy. We are a thriving, all through learning community, embracing core traditional values with a firm eye on the ever-changing future. Our overall school direction can be encapsulated in three words: challenge, opportunity and partnership. Girls are encouraged to be challenged, take risks and to develop a life-long love of learning. They are given every opportunity to develop in to fearless, confident and responsible young women. We foster a family community within the school and also we are very much part of the GDST wider family, sharing their aims as pioneers and shapers of girls' education. BHSA students are strong members of this movement, with our girls benefitting from and contributing to the GDST's extensive network.

We firmly promote the all through approach to education, with the Junior School's "Grow, Flourish, Think" model seamlessly blending in with the Sixth Form "Aspirational, Inspired, Independent" message.

We have the highest standards in achievement, attendance, appearance and conduct. Our girls have access to outstanding levels of support both on the academic and pastoral front, coupled with plenty of stretch and challenge. Our high aspirations culture and ethos permeates both in and outside of the classroom and girls are encouraged to take advantage of our extensive enrichment programme and the plethora of GDST activities throughout their time at the school.

Yours faithfully

RMahony

Rebecca Mahony
Principal

Ofsted says:
"High expectations and aspirations are promoted by teachers. Girls respond with enthusiasm and consistently make good and better progress. At the heart of this outstanding provision are the uniformly high-level skills and commitment of teachers and teaching assistants. Teachers have a very sharp focus on progress."

Ofsted says:
"This academy is a wonderful and highly effective learning community. Girls from three years of age to 19 grasp opportunities to embrace learning. They espouse respect and responsibility, cooperation, self-confidence and hard work. Leaders, staff and governors should be proud of the transformation they have wrought in this academy over the last three years."

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Teaching Assistants

Required as soon as possible
Full time – Term Time plus 10 days (5 of which are INSET days)
X2 Permanent posts
X1 Temporary post
43.6 weeks per year
Grade 3 – Gross salary £20,043 pa pro-rata - (Actual salary - £16,805)

This is an opportunity for an outstanding teaching assistants, to join a beacon of excellence in girls' education.

The successful candidate will be an enthusiastic and highly motivated individual eager to make a positive contribution to the aspirational vision for this thriving academy.

They will be a dynamic and innovative practitioner who is passionate about their area of work and the impact it can have on a young person's development and all-round education.

They will also be someone who values working as part of a team ensuring the highest possible standards of achievement and attainment.

BHSA is an all through 3-19 years girls' academy sponsored by the Girls' Day School Trust, and is, and will continue to be, a highly successful centre of education where every student matters, where expectations of all members of our community are high and where personal achievement and fulfilment are valued and sought after.

BHSA promises the highest level of academic provision alongside an extensive programme of enrichment activities, and all within a friendly and supportive family environment.

BHSA places a high value on CPD and supports all staff in accessing top quality training.

Completed applications can be emailed directly to: j.campion@birkhs.gdst.net
Should you require any further information please contact the School Office on: 0151 652 5777

Closing date for applications: Monday 3rd October 2022 (9.00am)
Interviews will be held on: Friday 7th October 2022

References for shortlisted candidates will be requested prior to interview.

If you have not heard from us by 6th October you should assume you have not been shortlisted for interview on this occasion.

We are committed to the safeguarding of children and child protection screening will apply to this post.

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JOB DESCRIPTION - Teaching Assistant Senior School

Job Purpose	To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.
Accountable to:	SEND Coordinator and Inclusion Team Leader
Accountabilities	**1. Support for Pupils** • To promote pupils' development in a safe, secure, challenging environment. • To have regard for the safety and well-being of the pupil at all times. • To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person. • To develop an understanding of the pupil's specific needs in order to help them learn as effectively as possible. • To focus on individual pupils to ensure their needs are being met within the group. • To encourage inclusion within the classroom. • To display pupils' work to reflect their achievement. • To encourage pupils to interact with others and engage in activities led by the teacher. • To assist in the supervision of pupils on outings and visits. • To provide individual and/or small group support both inside and outside the classroom which may include support around study skills, emotional support, speech and language skills or further curriculum support. **2. Support for Teachers** • To liaise with teachers regarding the daily/weekly programme of activities and events. • To work with other staff delivering Pupil Centred Plans (PCPs) and Health Care Plans (HCPs). • To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom. • To gather information from parents/carers as requested. • To be aware of pupil problems/progress/achievements and report to the teacher as agreed. • To support pupil record keeping as requested. • To provide clerical support e.g. photocopying, filing or other administrative tasks using ICT software. • To work within established disciplinary policy to anticipate and manage behaviour constructively, promoting self-control and independence.

	3. Support for the School • To work alongside the SENDCO and other professionals in assessing children's progress/needs. • To attend appropriate staff meetings as required by the SENDCO or SLT • To assist with the general supervision of pupils during breaktimes, lunchtimes and/or when required. • To work as a member of the staff team in all relevant activities to develop the school. • To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school. • To be aware of all Health & Safety issues and be fully competent in Safeguarding procedures. • To treat all information relating to a pupil as strictly confidential, and refer all enquiries, other than from professionals, to the Principal. • To be a proactive member of the school and support the inclusion team. • To attend relevant professional development to update knowledge. **4. Support for the Curriculum** • To prepare and undertake specific activities and supporting pupils to understand instructions and in respect of any learning strategies. • To support pupils in using basic ICT as directed, developing pupil's competence and independence in its use. • To set out, prepare and maintain equipment and other Support and Intervention resources. **5. General** • The Teaching Assistant may be called upon to perform other duties that the Principal considers reasonable, that are commensurate with the grading and designation of the post.
General requirements	**All academy staff are expected to:** • Work towards and support the academy vision and the current academy objectives outlined in the Academy Development Plan. • Contribute to the academy's programme of extra-curricular activities. • Support and contribute to the academy's responsibility for safeguarding students. • Work within the academy's health and safety policy to ensure a safe working environment for staff, students and visitors. • Work within the ATB's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. • Engage actively in the performance review process, and training and development opportunities available. • Adhere to policies as set out by the ATB. • Undertake other reasonable duties related to the job purpose required from time to time.
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

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PERSON SPECIFICATION – Teaching Assistant Seniors

Ability to demonstrate active listening skills	ESSENTIAL
Ability to use language and other communication skills to which children can relate	ESSENTIAL
Ability to empathise with the needs of children	ESSENTIAL
Ability to work effectively with other colleagues	ESSENTIAL
Ability to provide appropriate levels of individual attention, reassurance and help to achieve the intended learning outcomes	ESSENTIAL
Ability to undertake observations of individual children and complete records under the direction of the teacher	DESIRABLE

Knowledge Base

A good standard of education, particularly in English and Mathematics	ESSENTIAL
Knowledge of appropriate First Aid procedures	DESIRABLE
Knowledge of National Curriculum requirements for the age of the pupils	DESIRABLE
Knowledge of the use of basic technology ie photo-copier, computer, DVD and digital camera	DESIRABLE
Knowledge of Child Protection issues	DESIRABLE

Qualifications/Attainment

Evidence of attainment in a recognised TA qualification ie NVQ, NNEB, City & Guilds, BTEC etc or through relevant experience	ESSENTIAL
Evidence of attainment or training in Child Protection issues/procedures	DESIRABLE
Willingness to participate in further training and developmental opportunities offered	ESSENTIAL

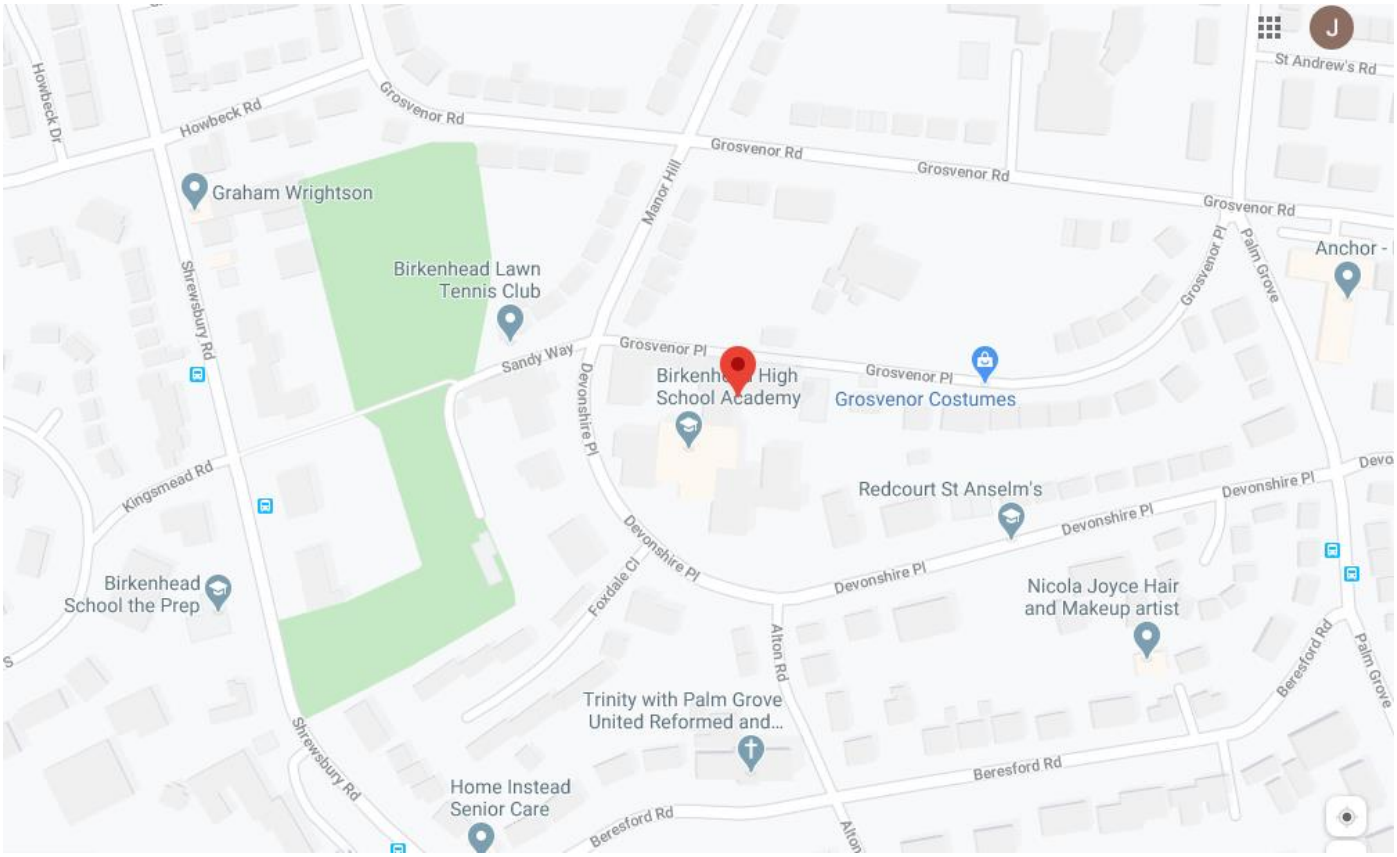
Experience

Relevant experience in an educational establishment/setting	ESSENTIAL
Demonstrable evidence of establishing positive relationships with children	ESSENTIAL
Demonstrable evidence of experience in supporting children in a learning environment	ESSENTIAL

Attitude/approach

Willingness to be professionally discreet and to maintain confidentiality on all academy matters	ESSENTIAL
Willingness to adopt a flexible approach to all directed tasks	ESSENTIAL
Willingness to work as part of a team	ESSENTIAL

HOW TO FIND US



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