

**Building Brighter Futures**

RECRUITMENT PACK

Job Role: **Teaching Assistant**

Website: [www.inclusion.sheffield.sch.uk](http://www.inclusion.sheffield.sch.uk)

January 2022

**Dear Applicant**

Thank you for your interest in the position of Teaching Assistant at Sheffield Inclusion Centre. We are the primary and secondary pupil referral unit for the city of Sheffield and so our students have presented needs, challenges and behaviours in other educational settings that has led to, or put them at risk of, permanent exclusion.

Our students are as entitled to reach their potential as much as any other young person in any other school and so we believe that working in our pupil referral unit gives you that opportunity to make a genuine and life-long difference to those that need it the most (and, sometimes, want it the least).

It is genuinely an exciting time to join Sheffield Inclusion Centre as we are working with all schools and the Local Authority to entirely re-shape the inclusion agenda for the city.

The successful candidate will entirely share our commitment and dedication to our young people, no matter what behaviours and challenges are faced day to day.

We believe that our school is the most important in the city as it could be that last opportunity for a young person to realign expectations and gain a higher aspiration for life. We will not pretend that this is not challenging place to work but it is also one of the most rewarding and professionally fulfilling. We look forward to receiving and reading your application.

**Tuesday Rhodes**

**Headteacher**

**About the school**

We are the most important school in Sheffield with some of the most vulnerable and at the same time vibrant children in the city. Many of our children have unsettled home lives and mental health difficulties. Therefore, it is important to role model behaviour and always show children unconditional positive regard.

Everything we do is based on relationships and building trust.

Our children have not had the best start to their young lives in education so we need to help them become ready to learn and then to accelerate their learning so we provide a brighter future with improved life chances.

We achieve this with a range of personalised learning pathways and by surrounding the young person with a team who care and believe in them. The team is made up of teachers, mentors, teaching assistants, therapists, youth workers, youth offending workers, transition coaches, etc. We are fortunate enough to be supported by a range of external agencies from the LA, the NHS and social care.

All our children have been permanently excluded from mainstream school. Some children are reintegrated back to mainstream. Young people come to us with unmet Special Educational Needs and in some cases a full assessment of need is carried out resulting in an Education, Health and Care Plan (EHCP). In some cases, these young people may be better placed at a Special School and again we will ensure we support that transition.

Across Sheffield we have 8 smaller campuses, please reference the website for locations. We also have four prevention bases that aim to prevent permanent exclusions.

**Teaching & Learning**

Excellent Teaching and Learning is at the heart of unlocking a child’s potential, placing them firmly on the path to future success and brighter futures, whilst nurturing and supporting their wider development.

At the Sheffield Inclusion Centre our teaching and learning model is based on supporting our children to know more and remember more.

Each lesson builds in opportunities to check previous learning, deliver new content, model and support independent practice.

Reading plays a crucial part in our lessons and our children are supported and challenged to become familiar with new subject specific vocabulary.

**Curriculum**

We know when our children start with us they will have many gaps in their learning. This will be for a number of reasons. As educators our job is to quickly work out where the gaps exist and plug them, all the time building confidence and a sense of success they may not have experienced before.

It is vital that we have high expectations for our children so we give them the best start in life, tooled up with skills and knowledge ready for their next phase of learning.

Every minute at school should be seen as an opportunity to help the child to make progress whether it be academically or socially and emotionally.

The curriculum offered at the centre is personalised in order to meet the individual needs of each pupil.

**Our single purpose is based on these values**

* Everyone deserves a fresh start
* Everyone wants more success when they start to feel success
* Everyone functions and learns better when they feel safe and there are routines
* Everyone needs others to believe in them and care for them and respect them
* Everyone needs support to alter their behaviours and mindset
* Everyone needs to know about the opportunities in order to take them
* Everyone learns differently and at a different pace.

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**About the Role**

**Job Title:** Teaching Assistant

**Contract:** Temporary

Term time only

**Salary:** Grade 5 £23541 to 25,991 FTE – actual salary £20135

**Start Date:** February 2022

**Closing date: 3 February 2022**

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Do you want to make a difference to young lives? At Sheffield Inclusion Centre we are looking for energetic, enthusiastic people to work with our young people.

We are looking to appoint a Teaching Assistant and would welcome applicants from a variety of backgrounds and work experiences.

**Applicants will ideally meet the following criteria, however full training be given**

* Ambitious & resilient
* Flexible
* Engage with young people to support in learning & social development
* Experience of working with young people who have social, emotional & behavioural difficulties
* Previous experience as a Teaching Assistant

It is an exciting time to join us as we reshape our service to better suit the needs of the city’s children and young people. The successful applicant will join the teaching assistant team.

Main responsibilities include:

* To support learning over all phases of the school, ages 5 to 16
* To provide supervision and activities at social times
* To support young people
* To be a visible and supportive presence in school
* To liaise with home, school and external agencies to support young people in centre
* Support induction and reintegration of young people to and from the school

In turn, we can offer our commitment to your professional development and the opportunity to make a very real difference to the lives of our children.

Please contact school be email enquiries@inclusion.sheffield.sch.uk or telephone 0114 2531988 to request an application pack.

Please return your completed application form to Debra Blackburn by email enquiries@inclusion.sheffield.sch.uk

We are committed to safeguarding and promoting the welfare and safety of children and vulnerable adults and expect all staff to share this commitment. All successful candidates will be required to complete an Enhanced Disclosure and Barring Service Check.

We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone.  Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.

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| **Job Description** |
| Job Title: | Teaching Assistant |
| Grade: | 4 (inclusive of JWCs) Mainstream School5 (inclusive of JWCs) Special School |
| Responsible to: | Line Manager as defined in staffing structure |
| Purpose of job: | To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover supervisors will need to respond to questions and generally assist pupils to undertake set activities |
| Main Duties and Responsibilities: | **The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.**Main Duties and Responsibilities

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| SUPPORT FOR PUPILS |
| 1. Use specialist (curricular/learning) skills/training/experience to support pupils
2. Assist with the development and implementation of IEPs
3. Establish productive working relationships with pupils, acting as a role model and setting high expectations
4. Promote the inclusion and acceptance of all pupils within the classroom
5. Support pupils consistently whilst recognising and responding to their individual needs
6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance
8. Provide feedback to pupils in relation to progress and achievement
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| SUPPORT FOR THE TEACHER |
| 1. Work with the teacher to establish an appropriate learning environment
2. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
3. Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
4. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
5. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
6. Undertake marking of pupils’ work and accurately record achievement/progress
7. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
8. 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
9. Administer and assess routine tests and invigilate exams/tests
10. Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.
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| SUPPORT FOR THE CURRICULUM |
| 1. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
2. Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
3. Support the use of ICT in learning activities and develop pupils’ competence and independence in its use
4. Help pupils to access learning activities through specialist support
5. Determine the need for, prepare and maintain general and specialist equipment and resources
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| SUPPORT FOR THE SCHOOL |
| 1. 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
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the school
4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
5. Attend and participate in regular meetings
6. Participate in training and other learning activities as required
7. Recognise own strengths and areas of expertise and use these to advise and support others
8. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
9. Undertake planned supervision of pupils’ out of school hours learning activities
10. Supervise pupils on visits, trips and out of school activities as required
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Any other duties and responsibilities appropriate to the grade and roleAll the above duties and responsibilities to be carried out in accordance with Sheffield City Council’s Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety. |

**PERSON SPECIFICATION**

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| Minimum Essential | Method of Assessment |
| Skills /Knowledge |  |
| Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation | Application Form, Interview |
| Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies | Interview |
| Understanding of principles of child development and learning processes  | Interview |
| Ability to self-evaluate learning needs and actively seek learning opportunities | Interview |
| Ability to relate well to children and adults | Interview |
| Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these | Interview |
| Can use ICT effectively to support learning | Interview |
| Use of other equipment technology – video, photocopier | Interview |
| Has sound speaking and listening skills to extend language in discussion | Interview |
| Can plan, implement and evaluate learning activities | Interview |
| Has experience of pupil assessment | Interview |
| Can manage the behaviour of pupils in an appropriate manner | Application Form, Interview |
| Has a caring positive attitude towards pupils welfare | Interview |
| Has an awareness of pupils with special educational needs | interview |
| Can maintain trust and confidentiality where appropriate | Interview |

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| Can assist the school in forming a partnership with parents | Application Form, Interview |
| Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources | Application Form, Interview |
| Can complete and maintain pupils records | Interview |
| **Experience, qualifications, and training (if any)** |  |
| Appropriate qualification for Nursery setting (if working with early years) | Application Form |
| NVQ3 for Teaching Assistants or equivalent qualification or experience | Application Form |
| Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc. | Application Form |
| Appropriate first aid training | Application Form |
| Be willing to undertake essential training including Team Teach | Application Form, Interview |
| Experience working with children of relevant age | Application Form, Interview |
| Be willing to undertake essential training, including Team Teach | Application Form. Interview |
| Work related circumstances |  |
| Can allocate some contractual time to after school staff meetings when appropriate | Application Form, Interview |
| Can allocate some contractual time to the whole of, or part of, staff training days when appropriate | Application Form, Interview |
| Can maintain personal presentation that sets high standards for the pupils | Application Form, Interview |
| To carry out home visits, as required, liaising with PRU staff, pupils and their families/carers | Application Form, Interview |
| Can work within the spirit of City Council and School Policies to do with Equal opportunities, Child Protection, Health & Safety, Finance, Smoking etc. | Application Form, Interview |

Thank you for your interest.

