



**Job role:** Teaching Assistant – TA1 at Greenbank High School  
working with pupils who have Special Educational Needs & Disabilities  
(SEND)  
**Hours:** 29 hours per week, term time only  
**Closing Date:** 27<sup>th</sup> September 2021  
**Salary:** NJC SCP 3 - £18562 pro rata which equates to £12657 per annum (pay award pending)  
**Contract type:** Temporary in the first instance until 31 August 2022 as SEND funding allows  
**Start Date:** As soon as possible

It is with great pleasure that I introduce you to Greenbank High School, a high-achieving, all girls academy and trust the information provided will enable you to make a decision about your suitability to join our journey and provide a world class education. As a school and a member of Southport Learning Trust we are determined to *inspire* our students through learning both inside and outside the classroom, *care* for individual pastoral needs and *achieve* the highest academic standards.

Would you like to join a well-established and successful team in a consistently high performing, oversubscribed, 11-16 all-girls school that focuses on each child as an individual whilst fostering a sense of belonging to a rich and diverse community? Greenbank High School is committed to supporting every child to develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern British society.

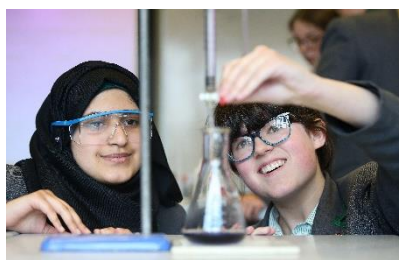
Students at Greenbank High School consistently make very good progress and attainment is significantly above national averages.

I am very proud of the school, its students, staff and governors. We are a dynamic learning community built on traditional values. Education at Greenbank provides much more than exam excellence. It aims to develop and nurture all students to take their place as caring and confident young women in the outside world.

As an employer, our Trust will develop your career through an ambitious professional development programme and look after your well-being in a supportive environment.

Katy Robinson  
Headteacher





## SEND TA1 – Job Description

**Responsible to:** SENDCO  
**Responsible for:** Supporting the learning outcomes, progress and personal development of SEND students

**Post Title:** SEND TA1  
**Grade:** NJC Grade C

### JOB PURPOSE:

Under the direction of the SEND Co-ordinator and/or as directed, and taking into account the practices and procedures of the school, the Teaching Assistant will support those who require help with their learning.

### Main Activities and Responsibilities

Main duties and responsibilities are indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated.

- To work to the SEND Code of Practice at all times.
- To provide specific support to pupils based on their individual needs, ensuring their safety whilst supporting access to learning activities.
- To work closely with EHCP and High Needs students
- To deliver therapy, if required, as advised by the link physiotherapist.
- To provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
- To maintain confidentiality of pupils' personal and family details.
- To be involved in planning individual programmes of work with class teachers and SEN Co-ordinator.
- To enable and assist SEND pupils in preparing and organising class work.
- To provide an understanding and interpretation of class teachers' requirements to enable SEND pupils to make progress during lessons.
- To assist and support basic skills practice.
- To collate and prepare learning materials in conjunction with class teacher or SEND Co-ordinator.
- To support and assist pupils in taking notes.
- To support pupils in special arrangements for internal and external examinations
- To carry out any other duties of a similar nature as directed.
- To participate in appropriate staff training and/or meetings.
- To participate in performance management.
- To maintain TA planner to assist SEND Co-ordinator with monitoring of SEND pupils' progress.
- To participate in out of school activities to assist SEND pupils.

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### Additional Responsibilities

- To adhere at all times to professional business standards of dress, courtesy and efficiency.
- To attend subject and staff meetings.
- To uphold the school's Behaviour for Learning Policy and Student Dress Code.
- To be responsible for ensuring subject knowledge is developed and participate in staff training and development.
- To work collaboratively with other schools as an employee of the Southport Learning Trust.



## SEND TA1 – Person Specification

### QUALIFICATIONS

CACHE, or equivalent, TA qualification  
Numeracy and literacy skills

### DESIRABLE/ESSENTIAL

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### ABILITIES AND COMPETENCE

Competence in the use of IT  
High standard of organisation  
Empathy with all pupils  
Good communication skills  
Ability to use initiative  
Ability to work independently  
Ability to work as part of a team  
Good interpersonal skills  
Willingness to develop subject knowledge

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### COMMITMENT

Commitment to INSET training  
Commitment to professional standards  
Commitment to ethos of school

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### EXPERIENCE

Appropriate training or recent work experience

D

# Application & Interview Process

Applications must be received by **Noon on Monday 27<sup>th</sup> September 2021**

***Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check.***

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