



# **Recruitment Pack**

## **Teaching Assistant (TA2)**

“Attitudes to learning are good and students work hard. They are fiercely proud of their school, come well prepared for lessons, enjoy taking part”

OFSTED



## Advert for the position of Teaching Assistant (TA2)

**Required 19<sup>th</sup> April 2021 (or sooner)**

**Teaching Assistant Level 2 SCP 6 - 11, £19,698 - £21,748** (full time equivalent, this will be recalculated to reflect the part time and term time working)

**Pro Rata Actual Salary £15,006 - £16,568**

5 working days/week – Monday 8:15am – 4pm, Tuesday to Friday 8.15am – 3pm. (32.25 hours per week with 30 minutes unpaid lunch break) Term Time plus 1 week

The Governors of Flixton Girls School are seeking to appoint an inspiring, dynamic and well-qualified individual with high expectations and standards to join our Learning Support Department who:

- Has an excellent understanding of different learning styles
- Has an understanding of the Science curriculum content
- Has interest in students' physical and medical needs
- Has excellent behaviour management skills
- Is a good team player
- Has a commitment to raising the aspirations and achievement of all students
- Is an excellent practitioner able to ensure the safeguarding, health and safety of the students
- Is committed to their own professional development

We are looking for an enthusiastic and effective person with an ability to adapt and cope with change to complement our team. Applicants require good positive behaviour management skills, the ability to remain calm, excellent literacy and numeracy skills and an attention to detail. A science qualification would be an advantage.

This post may be subject to satisfactory completion of a literacy and numeracy test as well as a successful interview.

Recent and successful experience as a teaching assistant within the secondary phase would be an advantage, but is not essential.

**We welcome applications from graduates looking towards gaining experience for a career in teaching.**

Successful applicants will benefit from working in a school with a positive, caring ethos where teamwork is important. This is an exceptionally inclusive school, where all students are valued, supported and motivated to achieve.

At FGS, we inspire girls and staff to discover their talents and fulfil their potential through our founding principles of aspiration, empowerment and excellence. These principles are at the heart of life at FGS, ensuring that each individual is able to achieve their personal best. Exceptional opportunities encourage girls of all abilities, interests and aptitudes to develop their individual characters and talents and to fulfil their dreams and aspirations.

In choosing Flixton Girls School, you will be joining a school that is well respected in its local community and has a national reputation for work in many areas.

This is an exciting opportunity to work in a forward thinking, high achieving "can do" culture.

If you wish to be considered for this vacancy, you should complete the enclosed application form. In addition, you are asked to submit a **concise** letter of application. This should be typed or word-processed and should not exceed two pages in length. Your letter should describe how your experience and particular achievements make you a strong candidate for this position.

**We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.**

**Please note that only applications on the school's application form will be considered. Candidates who submit a CV only will not be shortlisted.** Additional sheets may be attached to the back of the application form if there is insufficient space.

Completed applications should be returned, unfolded, to:  
Mrs J Buckley  
HR Officer for The Healthy Learning Trust  
Flixton Girls School  
Flixton Road  
Flixton  
Urmston  
Manchester M41 5DR

OR

Email completed application forms to - [recruitment@flixtongirls.com](mailto:recruitment@flixtongirls.com)  
Tel: 0161 912 2949

If you do require any further information regarding this position or would like to come into school for a visit, please email [admin@flixtongirls.com](mailto:admin@flixtongirls.com) and we will organise this for you.

The closing date for applications is **9am Monday 22<sup>nd</sup> March 2021**. Please ensure that you put the correct postage on the envelope as this could result in your application not being considered due to late arrival. Please supply a stamped, self-addressed envelope if an acknowledgement is required.

If you have not heard from us within three weeks of the closing date, regretfully you must assume that your application has not been successful on this occasion, in which case the Governors would like to thank you for your time and interest in the school.

Unfortunately, we are unable to provide individual feedback to candidates on unsuccessful applications.

***All applicants should note that our school operates a strict Safeguarding Policy, and procedures are rigorously and consistently applied.***

**Flixton Girls School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in the commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check.**

**Closing Date:** 9am on Monday 22<sup>nd</sup> March 2021

**Interview Date:** TBC - week commencing 22<sup>nd</sup> March 2021

Applications will only be accepted on fully completed application forms which are available on the school's website [www.flixtongirls.com](http://www.flixtongirls.com)

## **Background information: SEN DEPARTMENT**

The successful candidate will join a hardworking and dedicated team, committed to empowering our girls with all the skills and strategies they need to achieve their full potential.

The department consists of 8 highly trained teaching assistants, who support across the full age range and ability. We have specialised Maths, English and Science teaching assistants who work closely with the department to provide individual support plans for our girls requiring SEN support.

Presently we have 15 girls with an EHCP plan, 30 who require a high level of personalisation and a further 100 girls who have additional needs in the classroom.

We provide a range of interventions from morning club Maths and English provision, individual reading sessions, school news magazine, typing support to in-class support.

We are part of a school that not only values the academic successes but also takes the health and emotional wellbeing of the students and staff very seriously.

Our ideal candidate will be a driven and passionate person with the ability to learn from feedback and a hunger to constantly improve and develop. We are looking for someone who can work as part of a team, roll their sleeves up and excel at what they do. You will be a passionate about academic excellence, have an unrelenting obsession to be the best you can be, and in turn motivate the students in your care to excel. You will need to be calm, well organised, and self-confident, with excellent communication and inter-personal skills. The post requires close collaboration with colleagues but will also involve working on your own initiative to find the best approaches to supporting students with SEND to achieve their potential. You will need to be a cheerful and organised self-starter, flexible and adaptable, with a helpful, friendly and inclusive approach.

The post provides a unique opportunity for the successful candidate to excel across a range of areas, but with Science as a significant area of support; including classroom support for students with special needs and disabilities and the delivery of high-quality interventions. The successful applicant will support students, classroom teachers, and the SENCo on a daily basis in the classroom and around the school, through academic and pastoral support sessions, and some routine administrative duties. TAs at FGS participate in regular pupil observations to help support the development of inclusive provision and also engage in regular peer-observation and coaching, offering you the chance to grow and develop in your role.

# Job Description

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<b>The Post:</b>	Teaching Assistant Level 2
<b>Salary:</b>	SCP 6 - 11
<b>Hours:</b>	32.25 hours per week
<b>Reporting to:</b>	Assistant Headteacher Inclusion

## **The main purpose of the post is:**

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area. May be required to supervise groups of students undertaking activities in non-teaching situations.

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### **Support for Students**

- Supervise and provide particular support for students who may have physical or medical needs, ensuring their safety and access to learning activities
- Supervise and provide particular support for students, including those with special needs and learning difficulties, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establish constructive relationships with students and interact with them according to individual needs and school policies.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under guidance of the teacher.
- To assist with the implementation and enforcement of Access Arrangements for both informal and formal assessments, tests and normal classroom practice.

### **Support for Teachers**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.
- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on student's achievement, progress, problems etc.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams and undertake routine marking of students' work.
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

### **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.



- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3 and recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.

### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students 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 and participate in relevant meetings as required.
- Assist with the supervision and behavior management of students in non-teaching times, including before and after school and at lunchtime and break times.
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To carry out other duties as deemed relevant and requested by the Headteacher.

### **General:**

- Undertake the necessary training associated with the post
- To ensure that duties and responsibilities are carried out in accordance with school policies
- Undertake any reasonable duties as requested by the Headteacher or nominated delegate
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- To participate in a programme of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

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Please note that Flixton Girls School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an Enhanced DBS Disclosure (formerly CRB).

### **REVIEW ARRANGEMENTS**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Flixton Girls School will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.

**Date Job Description prepared/ revised: March 2021**

**Prepared by: Mrs D Trussell (Headteacher)**

# Person Specification

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Essential	Desirable	Evidence
<u>Qualifications, Experience and Technical Skills</u> <ul style="list-style-type: none"> <li>• Good numeracy/literacy skills –GCSE (or equivalent) in English and Maths qualifications to at least C.</li> <li>• Sound knowledge of the literacy / numeracy KS3 strategies and a good overview of Key Stage 3-4 relevant curriculum.</li> <li>• Sound knowledge of the causes and patterns of poor behaviour and strategies to address these.</li> <li>• Sound knowledge of how children learn and how to create and maximize learning opportunities.</li> <li>• To have attended significant INSET relevant to job and – in the case of those working with particular SEN students – to have become skilled in dealing with particular areas of special need though attending LA and other providers of specialist training. To have participated fully in training and development</li> </ul>	<ul style="list-style-type: none"> <li>• Science qualification</li> <li>• Experience of working with students with SEN/learning difficulties &amp; physical/ medical needs</li> <li>• Completion of DfES Teacher Assistant Induction Programme.</li> <li>• To be qualified to NVQ level 2 or working towards NVQ3.</li> </ul>	<p>Interviews</p> <p>References</p> <p>Letter of application</p>
<u>Personal Qualities and Skills</u> <ul style="list-style-type: none"> <li>• Effective use of ICT to support learning.</li> <li>• Ability to relate well to children and adults.</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li> <li>• To be aware of all school policies and procedures and to enforce these effectively.</li> <li>• Basic understanding of child development and learning.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>• Enthusiastic</li> <li>• Resilience, tact and diplomacy especially under pressure</li> <li>• Excellent personal effectiveness and organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate knowledge of first aid.</li> <li>• Understanding of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• General understanding of national/ stage curriculum and other basic learning programmes/strategies.</li> </ul>	<p>Interview</p> <p>References</p> <p>Letter of application</p>

## What is the Healthy Learning Trust?

**HLT** is a Multi Academy Trust established on 1st September 2017 with Flixton Girls School (FGS) in Trafford, being the lead school. The MAT members and trustees are composed of high level professionals working regionally, nationally and internationally in Education, Health, Finance, Post-16 Education, Community Safety, Physical Education, Sport and Outdoor Learning. Their considerable professional expertise, networks and partnerships bring additional benefits and opportunities for our schools going way beyond those offered in standard multi academy trusts, including progression into health related careers.

Our Trustees share a common commitment and desire to bring about healthy and successful futures for young people leading to tangible social mobility including routes into health related careers and the best possible opportunities for young people of all abilities, interests and backgrounds. We secure progression into health related careers through strategic partnerships with the NHS, universities and health and well-being providers.

Working together with member schools HLT is able to provide central support services delivering financial efficiencies alongside our Education Consultancy where our schools collectively provide expertise, advice and support based on a proven track record of success.

## Our Vision

The Healthy Learning Trust empowers young people to enhance their own lives and the lives of others through  
our

**5 HEALTH & WELL-BEING PATHWAYS to SCHOLARSHIP.** We secure partnerships with NHS, Universities and Health and Wellbeing providers to create opportunities for health-related career progression.



***...scholarship through health and well-being...***

## Our Values

### HOLISTIC

**HLT** believes in the inter-connectedness of 5 key aspects of human life and that optimising performance across all leads to successful, healthy lives.

### INCLUSIVE

**HLT** is relentless in the seeking out and removal of barriers to deliver equality of access and entitlement to a successful, healthy future for all.

### ALTRUISTIC

**HLT** promotes the selfless pursuit of service to others for the future benefit of children, families and communities and recognises the contribution of public duty to society



# Flixton Girls School

There has never been a better time to join Flixton Girls School. At FGS we inspire girls to discover their talents and fulfil their potential through our founding principles of aspiration, empowerment and excellence. These principles are at the heart of life at FGS, ensuring that each individual is able to achieve her personal best.

At FGS we are specialists in girls' education providing a nurturing, supportive and challenging environment where girls excel. Exceptional opportunities allow girls to develop their individual characters and talents and to fulfil their dreams and aspirations. We welcome girls of all abilities, interests and aptitudes. At FGS everyone is special.

In choosing FGS you will be joining a school that is well respected in its local community and has a national reputation for work in many areas.

FGS is all about success. As part of this, we believe our students deserve an education that broadens their experience and prepares them for the challenges of an increasingly competitive world. The girls will need the best possible qualifications available to secure offers at the best universities. Many of our students join our Sixth Form with outstanding results gained in Year 11: we build on these results and ensure that the academic potential of every student is met.

FGS Sixth Form students benefit from the great advantage of having teachers who know them and know how to get the best from them. Students are based in our dedicated Sixth Form Centre at FGS and are taught by subject specialists from the School.

If you feel you have the relevant credentials to join our successful team, please complete your application paying particular attention to the job description and person specification, demonstrating how you meet the requirements as this will be used to shortlist candidates through to the next stage in the process. I look forward to receive your fully completed application form by 9am on Monday 22<sup>nd</sup> March 2021 either by post or by email to [recruitment@flixtongirls.com](mailto:recruitment@flixtongirls.com)

If you are successfully shortlisted and invited to interview, references will be obtained at this stage unless you specify otherwise.

During the interview you may be asked specific questions on any discrepancies or gaps in your application form.

Thank you for showing an interest in joining Flixton Girls School and good luck with your application.

**Dorothy Trussell BSc**  
**Headteacher**

## Our Founding Principles

At FGS we inspire girls to discover their talents and fulfil their potential through our founding principles of aspiration, empowerment and excellence. These principles are at the heart of life at FGS, ensuring that each individual is able to achieve her personal best.

### Aspiration

Aspiration, the first of our founding principles is vital in instilling in each girl the desire to be successful in her chosen field and to have high ambition for the future. Our highly qualified and dedicated staff team deliver rich experiences and opportunities that enable each girl to find and develop her talents. We work hard to ensure that she is aware of the opportunities available to her and that she is fully supported to achieve her goals. Our curriculum together with our wide and varied enrichment programme introduces girls to many new activities and is underpinned by a commitment to the development of self-confidence, self-worth and a love of learning.

### Empowerment

Empowerment, the second of our founding principles, ensures that each girl is equipped with the skills and abilities she needs in order to achieve success. At FGS we believe that the empowerment of a young woman is the key to her future happiness and success, as well as to the future of our community and our society.

### Excellence

Excellence, our third founding principle, permeates our actions and drives ambition; the unlimited ability to do ordinary things extraordinarily well. Flixton girls are proud of their school and benefit from our deep commitment to traditional standards, courtesy and respect, leading to outstanding achievements and academic success.

At FGS we believe that each girl deserves the very best education and has limitless potential. We consider it our duty to help her to discover and fulfil that potential. We are privileged to guide each girl as we share with you the most enjoyable, challenging and exciting journey of her life; from girl to woman.

### Our values

All in our school:

- Nurture ambition and recognise talent
- Develop abilities
- Respect and value each other
- Celebrate diversity and achievement
- Promote self-belief, confidence and a 'can-do' attitude
- Promote healthy lifestyles and participation in physical activity
- Provide stretch, challenge and support
- Encourage reflection
- Pursue and achieve excellence