

Teaching Assistant

TA3 - EAL Support

Term Time only (plus 5 INSET Days)

32.5 hours per week, Permanent

Rhyddings

Commencing October 2024



LET
EDUCATION
TRUST

AMBITIOUS | INCLUSIVE | RESILIENT

Welcome to LET Education Trust

Dear Colleague,

Thank you for showing an interest in a post at one of our schools. The LET Education Trust is a cross-phase multi-academy trust based in Lancashire with primary and secondary schools as members.



We believe that every child deserves the best education and we create opportunities and experiences for all of them to reach their potential. Building 'cultural capital' is vital for our pupils and this occurs from reception up to year 11 through trips, activities, projects, events and residential, both at home and abroad. We are ambitious for our pupils, meaning we are always striving for excellence and supporting career aspirations through a culture of constant improvement.

Each of our schools is different and this is something we value and celebrate. The uniqueness of each school is supported by strong central services and a school-centred and approachable central team. Most colleagues work in one school but some work across a range of schools where their skills and abilities are needed.

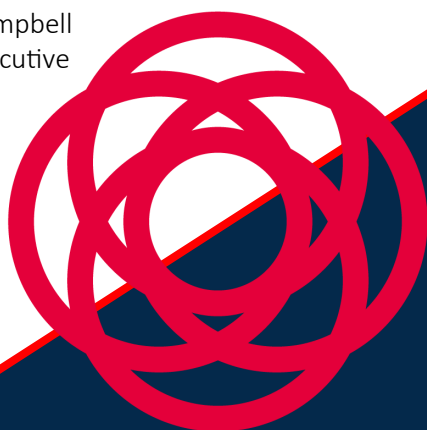
Collaboration is key for LET schools and at the forefront of this is staff development. Joint INSET days with keynote speakers, middle and senior leader training and subject links occur across and between schools and phases. To ensure consistency of approach and sharing of good practice we also have termly meetings for our Safeguarding Leads and our SENCOs, sharing this information is proving invaluable. School to school liaison around transition is also vitally important in ensuring our pupils arrive at secondary school with the necessary skills and helps ensure a smooth start to year 7.

One of the strengths of the LET Education Trust is school improvement, with a range of high-quality SLEs able to provide support where it is needed, both within and beyond the Trust. We also play a part Initial Teacher Training as part of our remit through Pennine Lancashire SCITT and the newly formed Embrace SCITT. We have successfully trained primary and secondary teachers over the last 10 years with a large number employed locally and within the LET Education Trust.

If you have the highest standards of professional endeavour, integrity and ethics and would like to be part of our MAT, I look forward to receiving your application.

You can find out more about our Trust at www.let-edu.org

Best wishes
Steve Campbell
Chief Executive



LET EDUCATION TRUST

AMBITIOUS | INCLUSIVE | RESILIENT



The Rhyddings Way

Respect **Yours** **Determination** **Neighbourly** **Supportive**
Honesty **Democracy** **Inspire** **Generous**

We would like to extend a warm welcome from all pupils, staff, governors and trustees of Rhyddings. Rhyddings serves the East Lancashire old mill town of Oswaldtwistle and surrounding area of Hyndburn. It has been at the heart of the community for over 90 years and although a smaller than average high school, we have been expanding rapidly, we cater for pupils from a diverse range of backgrounds. The school enjoys good transport links via the M65 corridor and adjoining networks of M6 and M66, and public transport, with good bus and rail links.

We continue to work hard to prepare the young people we serve and help them realise and reach their potential, providing them with the very best educational experiences. We are also part of a group of founding schools in Hyndburn to form the LET multi-academy trust (MAT), within Hyndburn, with a neighbouring high school and two primary schools.

Pupils are well supported through our Pastoral Year and House Continent system, with year group tutoring further supporting the child. This provides the care and guidance pupils need to perform well across the curriculum as well as healthy competition throughout the year. Our SEND Team works directly with those pupils with Additional Needs as well as those with an EHCP.

We have an active extra-curricular programme and run a number of annual residential trips both here and abroad. Close links with the local Rotary Club provides access to bespoke programmes, community work and charitable activities. Pupils also have the opportunity to participate and complete their Duke of Edinburgh Bronze Award and some participate in The Prince's Trust programme.

We have a 3-year KS3 and 2-year KS4, offering EBacc, should pupils choose to do so as well as a range of vocational courses and strong post 16 and careers advice.

Should you wish to arrange a visit to the school, which we encourage, please contact Mrs Worthington, PA to the Headteacher, on 01254 231051.

I hope you find the information useful and welcome your application.

Yours faithfully,
Mr Andrew Williams
Headteacher



JOB ADVERT



Job Title: **Teaching Assistant - TA3 EAL Support**

Location: **Rhyddings, Haworth Street, Oswaldtwistle, Accrington, BB5 3EA**

Scale: **Grade 6 (Point 11 to 19) Pro Rata**

Salary: *** £25, 979 to £29,777 (Pro rata £19,497 to £22,347) (*pay award pending)**

Contract Type: **32.5 hours per week, Term Time Only (plus 5 INSET Days), Permanent**

Start Date: **October 2024 or soonest thereafter**

Closing Date: **Monday 7th October 2024 at 12 noon.**

Interview Date: **Week commencing 7th October 2024**

Rhyddings are seeking to appoint an enthusiastic, committed, skilled and highly effective Teaching Assistant TA3 to further support our successful teaching assistant team. We are looking for an excellent TA3 to specialise in supporting those pupils who arrive at the school with English as an additional language, or early stages of English language acquisition. The successful candidate will have the opportunity to work across the 11-16 age range directly supporting the pupils 1:1, in small groups and in class supporting the class teacher. A significant investment in CPD for TAs has developed specialisms in Phonics, supporting those at an early stage of reading, EAL support and the four areas of SEND need. This is underpinned by research evidence and the EEF '5 a day'. The successful candidate will receive any necessary training for this specific role.

Experience of working in schools, in either secondary or primary settings, and with young people with SEND and or EAL, supporting curriculum delivery alongside teaching staff for both planned and unforeseen absences is at the core of this post. They will be effective and efficient and able to form positive working relationships in all aspects of the role.

The need to support pupils with EAL pupils, 1-1, small groups and targeted specific interventions to support and promote independence in the classroom, based on teacher direction is key to this role.

An understanding of language acquisition and development is key and being bi or multilingual is desirable but not essential. School receives pupils that are new to the country that represent a broad range of native languages and all at different stages of development. These pupils are not necessarily SEND pupils and the role will fall under the guise of the English and Languages departments rather than necessarily with the SEND Team. However, they are not mutually exclusive, but are mutually supportive and you will be part of the wider TA and HLTA teams. You will work closely with the school's Assistant Headteacher, TAs, pastoral teams and teachers to secure the best levels of pupil progress and achievement.

Each school in our Trust has a Child Safeguarding Policy and procedures in place and is committed to safeguarding and promoting the welfare of all its pupils. Each pupil's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the school's policies and procedures, attend appropriate training, inform the designated person of any concerns and record any potential safeguarding incidents appropriately. Any offer of employment will be made conditional upon a satisfactory enhanced DBS check and barred list check.

If you are shortlisted for the position you are applying for, you will be required to complete a self-declaration giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form and the recruiting officer will undertake an online search in accordance with KCSiE 2024.

Please be aware that references will be requested immediately after the shortlisted candidates have been selected to ensure they have been received prior to the interview. **Personal email addresses will not be accepted for any referees and the recruiting officer will contact your employer to confirm your reference.**

ABOUT OUR TA Team



The TA Team at Rhyddings currently consists of an Assistant Headteacher, SENDCo, 3x HLTA's and a team of supportive TA1 to TA3's. Together they are mutually supportive and provide a holistic approach to supporting pupils both in the classroom and in our Hub, nurture provision and Learning Support Area - The Base.

They are a likeminded, creative team with a wealth of experience, being highly adaptive and dedicated to our young people.

They also work closely with teaching staff and the wider pastoral and inclusion teams to create an exciting learning environment.



Our school management information system, Arbor, creates a platform for information sharing, this includes a parent portal and communication systems. We also utilise Provision Map; this provides the ability to track pupils' interventions and monitor, through a range of metrics, any pupils identified from our, approximately, 50% that have a pupil premium indicator. Safeguarding concerns are recorded on CPOMs.

We currently use FLASH Academy software to support EAL pupils along with Bedrock Learning and Accelerated Reader.

All members of our community have access and use Office 365 including collaborative learning tools such as MS Teams and OneNote. Again, this offers tools for language conversion, reading and literacy support.

Our values are at the heart of what we do, underpinning our culture, ethos and rewards.



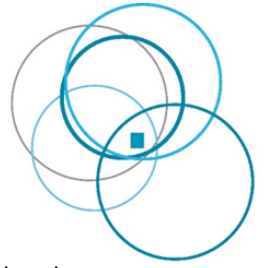
THE RHYDDINGS WAY

Our Values

Respect	Yours	Determination	Neighbourly	Supportive
Honesty		Democracy	Inspire	Generous

SUPPORT FOR OUR STAFF

We have a comprehensive offer of professional development. This includes regular CPD opportunities across the year for whole staff, teams and individuals.



All members of our community have access and use collaborative learning tools through wireless and portable technologies.

We have access to regular CPD both in school, external courses and through our local collaboration as a trust school, a partner of the Pendle Lancashire SCITT and nationally through wider organisations. At the heart of the LET Education Trust is the intention to provide the best career support, development and opportunity to all staff.

Our planning meetings are developmental and this is further supported by our dedicated weekly team updates and daily 'end of the day' catch-up time. This is a further opportunity to share and discuss best practice and next steps.

The LET Education Trust's Wellbeing Charter can be found here [LET Wellbeing Charter](#).

HOW TO APPLY

Please note that CVs
will not be accepted.

Applications should be submitted using the forms available from our website with a supporting letter of no more than two pages of A4. The supporting letter should be clear, concise, accurately written and presented in an organised way, it should show how your experience to date has prepared you for this role.

Your cover letter and completed application form should be returned no later than the specified closing date to Mrs Worthington, Headteacher's PA, to worthingtong@rhyddings.co.uk.

Your cover letter should be addressed to the Headteacher of the school, Mr A Williams.

Please note that, in the interests of economy, we will not acknowledge receipt of your application. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful. Click here to view our [Candidate Privacy Notice](#).

Good luck!

JOB DESCRIPTION

Scale	Grade 6 (point 11-19)	Permanent, Term Time Only (Plus 5 days), Pro Rata
Reporting to	Assistant Headteacher, SENDCo	
Location	Rhyddings, Howarth Street, Oswaldtwistle, Accrington, BB5 3EA	
JOB PURPOSE: Under the general supervision and direction of line manager, plan and deliver learning activities for groups and/or individuals specifically with EAL. To monitor pupil progress and provide feedback to the AHT, class teacher/SENDCo and to establish supportive and constructive relationships with pupils, parents and carers.		
<u>Main Duties/Responsibilities to include aspects of the following</u> The Teaching Assistant will be required to: - Support for Pupils <ul style="list-style-type: none">• Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils according to their developmental needs.• To undertake activities in order to monitor the personal social and emotional needs of pupils.• To assist in the devising of pupil's individual targets and their monitoring and review.• Support pupils as part of a planned inclusion programme.• To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children with EAL throughout different curriculum areas.• To assist in the development of varying skills that support pupils' learning.• To assist in the specific medical/care needs of pupils when specific training has been undertaken.• To work under the guidance of the SENDCo/SLT Lead for EAL to implement planning and assessment, working with individual or small groups of pupils who are identified as EAL to achieve high levels of accelerated progress.• To develop positive relationships with pupils and staff to assist pupil progress and attainment. Support for Teachers/SENDCo <ul style="list-style-type: none">• To monitor and record pupil progress and developmental needs, achievements and concerns.• To produce relevant classroom resources.• To undertake classroom administrative tasks including the maintenance of records.• To assist in pupil supervision and assist in the management of pupil behaviour.• To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.• To provide information to the class teacher to assist in the planning of work programmes.• To liaise with the school's nominated person in respect of pupil absence.• To assist with the arrangements for out of school learning activities including the administration of work experience.• Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils' work.• To assist the delivery of educational and developmental work programmes.• To support the use of ICT in learning activities.• Assist in the supervision of pupils on trips/visits.• Undertake marking of pupils work and recording of achievement		

JOB DESCRIPTION

Support for the School

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- Assist in the training and development of other members of staff
- To maintain accurate records of pupils attending our Triage Area.
- Liaise and consult with members of the Senior Leadership Team, Pastoral Support Officers and Learning Mentors.
- To monitor data on behaviour and report to line manager.
- Liaise with subject teachers to gain key information about units of work in order to prepare to support pupils with their work.
- To follow Child Protection Policy and procedures.
- Engage with the school's system of performance review.
- To assist with the organisation of lunchtime and after school sanctions including detentions.
- Administrative tasks as directed by the line manager.
- Attend meetings relating to subject or whole school matters.
- Attend INSET meetings and whole school CPD as required.
- Undertake any other reasonable duties as may be required by the Headteacher in the light of developing circumstances

Support for the Curriculum

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities

The above range of duties is not exhaustive but should be interpreted as generic guidelines of the range of duties to be undertaken. Other duties at the same level and of a similar nature may be interchanged or added to the list at any time following consultation. In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.

All staff at Rhyddings have responsibility for promoting the wellbeing and safeguarding the welfare of children and young people they have responsibility for or come into contact with in keeping with the *Keeping Children Safe in Education* and child protection policies.

All staff working at Rhyddings must be familiar with and work within the guidelines of the school's Safeguarding Policy and be prepared to undertake any necessary training.

This job description will form part of the basis for appraisal.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • NVQ level 2 or equivalent • Qualifications in English and Mathematics to at least GCSE 9-4 (A*-C) or equivalent Level 2 Literacy/Numeracy • Recent & relevant participation in professional development • Safeguarding 	<ul style="list-style-type: none"> • A levels or Level 3 NVQ equivalent • Other relevant qualifications specific to this post • ESOL/TEFL • First Aid
Experience and Professional Knowledge	<ul style="list-style-type: none"> • Experience of working within a primary or secondary school / classroom setting • Experience of working with young people • Experience of supporting pupils with EAL/SEND • Experience of working as part of a team • Experience of using IT Office 365/email 	<ul style="list-style-type: none"> • Experience of using Information Management Systems and computerised systems in a workshop / administrative environment
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Ability to relate well to children • Good communication skills • Time management skills • Organisational skills • Knowledge of classroom roles and responsibilities • Knowledge of the concept of confidentiality • Ability to supervise and assist pupils • Ability to work successfully as a team member establishing effective relationships and flexible working practices • Ability to work under pressure in a constantly changing and demanding environment 	<ul style="list-style-type: none"> • Be Bi or multilingual • Understand the journey for new language acquisition • Know how to use technologies to support language development
Personal Characteristics	<ul style="list-style-type: none"> • Highly organised and dedicated • High level of professional standards and expectations of self and others • High level of personal motivation and the ability to inspire, lead and motivate others • Strong communication, interpersonal and independent initiative • Ability to both follow direction and work under own initiative • Be willing to learn and update skills, knowledge and training 	
Other	<ul style="list-style-type: none"> • Commitment to Continued Professional Development / attending training and courses relevant to the post • Highly motivated • Respond well to a challenge • Maintain high professional standards • Excellent communication skills • Commitment to ensure that all children in your care are safe from harm / knowledge of safeguarding issues • Commitment to health and safety • Commitment to regular attendance at work • Commitment to equality, diversity and inclusion 	<ul style="list-style-type: none"> • Willingness to become a first aider