THE SUTHERS SCHOOL

Job Application Pack

Teaching Assistant

Salary: Scale 4 (£20,092 - £21,748 pro-rata per annum)

Contract: Permanent, full-time, term-time only

Closing Date: Thursday 29th July 2021 at 5pm

Letter from the Head Teacher

Dear Colleague,

Thank you for your interest in the position of Teaching Assistant at The Suthers School.

This is a really exciting opportunity to have a real impact on the educational experiences of the young people of Newark. You will join us at the earliest stages of the school's development and will therefore have a unique opportunity to contribute to our vision.

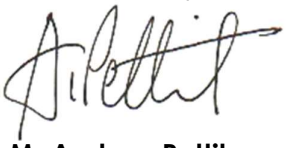
I am very proud to be building a team of staff committed to securing the very best outcomes for young people, no matter what their starting point. I firmly believe that by fostering essential character strengths, maintaining a relentless focus on meeting the needs of the individual, and in embedding the principles of 'work hard, be kind', Suthers School staff really will make a difference.

Since first opening in September 2017, The Suthers School has grown one year group at a time and now has a PAN of 120 students per year. The school is oversubscribed in Year 7 and will continue to grow year on year until it reaches capacity in 2023. In light of this, the post being advertised here represents an exciting opportunity to join a new and growing school as well as the opportunity to work in state-of-the-art facilities in a brand-new school building.

We may be starting small but that does not mean our ambitions should not be great. Young people deserve an education that excites and enthuses, one which prepares them for a future as global citizens who are able to think for themselves. The Suthers School is a place where character education is ranked alongside academic preparation and where students thrive in an environment which inspires ambition, compassion and a love of learning.

If you share this ambition, are committed to providing the very best support for young people, no matter what their starting point, I would be delighted to hear from you.

Yours faithfully



Mr Andrew Pettit
Head of School

WHAT MAKES US WHO WE ARE?

Our Mission
To empower our young people to be compassionate, self-respecting, independent thinkers with the academic, social and character strengths necessary to thrive in modern society.

Our Philosophy
At The Suthers School, we firmly believe that great education transforms lives. We know that every student has the potential to exceed even their own expectations and we know that the way we do things matters. Our motto, 'work hard, be kind' underpins everything we do, reflects our unwavering commitment to excellence and our absolute conviction that great education is about striking a balance between academic preparation and character development.

Our Approach
We know that young people need both a strong academic foundation and well-developed character strengths to succeed in education and the world beyond. Our goal is to help all of our students develop five vital character strengths and to equip them with the skills and social intelligence to have a positive impact on the world around them.

Tenacity
To show the self-discipline and determination to succeed even in the face of obstacles.

Optimism
To have confidence in a future that is full of possibilities and hold onto the belief that a storm will always pass.

Respect
To value ourselves and all those we encounter by acting and speaking with compassion, tolerance and understanding.

Curiosity
To ask questions, enjoy exploring and be open to new ideas and different perspectives.

Hard Work
To recognise that there are no shortcuts and no excuses and that every member of the team has a contribution to make.

THE SUTHERS SCHOOL

Job Title	Teaching Assistant
Start Date	September 2021
Pay Scale	Scale 4 (£20,092 - £21,748 pro-rata per annum)
Contract	Permanent, full-time (8:30am – 4pm, Mon-Fri), term-time only
Closing Date	Thursday 29th July 2021 at 5pm

The Suthers School is a new 11-18 Free School which welcomed its first cohort of students in September 2017. We moved into brand new, state-of-the-art facilities in Fernwood, Newark in September 2020 and as our school continues to grow, we are delighted to be able to offer this opportunity to join our Learning Support team.

By striking a balance between challenge and support and by ranking character education alongside academic preparation, The Suthers School seeks to provide the very best foundation for all its students, no matter what their starting point. If you too are driven by the desire to give every child the ambition to succeed and equip them with the skills they need to take their place as the leaders of tomorrow, then we would love to hear from you.

Above all, we are looking for a dynamic, enthusiastic and suitably qualified individual who shares our passion for ensuring that the needs of all learners are met. The Suthers School is founded upon a work hard, be kind philosophy and offers:

- A character-first approach which places personal development at the heart of our curriculum
- Exemplary standards of behaviour in an environment where students are keen to learn
- State-of-the-art facilities in a brand new building (opened September 2020) including a 230-place sixth form.
- The opportunity to work as part of a very successful and growing Trust
- Strong commitment to professional development and career progression

To apply, please complete the online application form, including the personal statement which provides applicants with the opportunity to demonstrate how they feel their skills and experience would help them make a positive contribution to The Suthers School and its students.

For any queries or to arrange an informal chat, please contact Jo Braithwaite, Business and Operations Manager, via email JBraithwaite@suthersschool.co.uk or call 01636 957690

Job Description – Teaching Assistant

Responsible to: SENDCO

Job Purpose: To work under the guidance and direction of the SENDCO to support teaching, learning and assessment and ensure that the needs of all learners are met by providing targeted support to students within and beyond the classroom.

Core Responsibilities:

Planning, teaching and supporting achievement

Provide teaching support to allocated pupils by implementing learning activities as directed by or alongside the class teacher to support progression by:

- sharing learning objectives with the pupils
- assisting in the setting of tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- provide clear structures for lesson support maintaining pace, motivation and challenge;
- make effective use of assessment and ensure appropriate coverage of programmes of study;
- ensure effective support and best use of available time;
- monitor and intervene to ensure sound learning and discipline;
- use a variety of supporting methods to:
  i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  iii. select appropriate learning resources and develop study skills through library, I.C.T and other sources;
- ensure effective support so that pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluate their own support methodology critically to improve effectiveness;
- work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed 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
- respond to questions and generally assist pupils to undertake set activities
- promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour;

Support the pupil by:

- undertaking the activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development;
- working to establish a supportive relationship with the children and parents concerned;
- encouraging acceptance and inclusion of the child with special needs;
- promoting and reinforcing a positive self esteem;
- assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes;
- providing feedback to pupils in relation to progress and achievement under guidance of the teacher.

Monitoring, assessment, recording, reporting:

- assess how well learning objectives have been achieved and use them to improve specific aspects of learning support;
- monitor pupils' work and set targets for progress;
- assess and record pupils progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving

Other professional requirements:

- demonstrate and consistently maintain a commitment to the school's mission and to its values and ethos
- have a working knowledge of teaching assistants' professional duties and legal liabilities
- operate at all times within the stated policies and practices of the school
- establish effective working relationships and set a good example through their presentation and personal and professional conduct
- being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate;
- endeavor to give every child the opportunity to reach

their potential and meet high expectations
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- take responsibility for their own professional development and duties in relation to school policies and practices
- provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc
- prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- liaise effectively with parents/carers and governors
- take on any additional responsibilities which might from time to time be determined
- attend and participate in relevant meetings as required
- participate in training and other learning activities and performance development as required
- assist with the supervision of pupils out of lesson times, including before and after school and at breaktime
- accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- help administer and supervise examinations when required

Please note that this is not a complete statement of all duties and responsibilities of this post. The post holder may be directed by the SENDCO or Head of School to carry out any other duties that may be reasonably regarded as withinthe nature of the duties and responsibilities of the post.

PERSON SPECIFICATION

Post Title	**Teaching Assistant**
Full time/Part time	**Full time**

Attributes	Essential Criteria	Desirable Criteria
Education and Qualifications	5 GCSEs or equivalent (including Maths and English A-C)	Recognised Level 3 teaching assistant qualification or similar
Experience and Knowledge	Experience of working with and/or caring for children	Experience of working with children who have specific educational needs in a secondary school setting
Ability and Skills	▪ Ability to work effectively within a team environment, understanding classroom roles and responsibilities ▪ Ability to build effective working relationships with all pupils and colleagues ▪ Ability to promote a positive ethos and role model positive attributes ▪ Good personal numeracy and literacy skills ▪ Awareness and basic understanding of school curriculum ▪ Basic awareness of inclusion especially within a school setting ▪ Ability to use basic ICT	
Personal Characteristics and Aptitude	▪ Commitment to our vision ▪ Strong interpersonal skills ▪ An effective team member ▪ Sense of humour ▪ Interest in developing own professional competence.	• Proven commitment to developing own professional practice
Suitability to Work with children	Candidates must be able to undergo successful checks in line with standards for 'Safeguarding	

	Children and Safer Recruitment in Education' Appropriate and relevant references will be checked. Understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she has responsibility or with whom he/she has contact.	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities. Commitment to equal opportunities in the delivery of the curriculum.	

Safeguarding

The Suthers School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

How to Apply

Thank you for your interest in the vacancy detailed above at The Suthers School. Further details of this post, the school and the Trust can be found on our website www.suthersschool.co.uk

The online application form for this role is located on the current vacancies page of The Suthers School website and on the Nova Education Trust website http://www.novaeducationtrust.net. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 5pm on the closing date of Thursday 29th July 2021.

Interview

Applications will be considered upon receipt and shortlisted candidates called to interview. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.