
TEACHING ASSISTANT

Contract Type:	Full time, Permanent (Part time may be considered for the right candidate.)
Required for:	Term time only
Closing date for applications:	ASAP
Interviews:	Ongoing open application
	TBC

WALLINGFORD SCHOOL

This is an outstanding opportunity to join one of Oxfordshire's most successful schools.

Wallingford Schools is a successful, oversubscribed, 7 form entry, mixed comprehensive Academy of 1300 students aged 11-18, who come from Wallingford and its surrounding villages. We have an excellent reputation, enjoying strong support from parents and students, and a good and growing working relationship with the local community. Each subject has its own area with associated storage and administration rooms. Our on-going investment in ICT will see all classrooms equipped with interactive whiteboards and broadband.

Wallingford is a very pleasant place to work indeed. Relationships here are warm and supportive. Our students are polite, sensible and good fun to be around. We face very few challenges that involve rude or aggressive conduct. The atmosphere throughout the school is purposeful and pleasant. During lessons students behave in a courteous and civilised fashion and are also well behaved in their free time.

In normal circumstances, staff here choose to spend time with each other outside school, and there are social and sporting events throughout the year. We have a welcoming staffroom, and the various teams are sociable too. The governors are very supportive and involved; they will take an interest in this appointment. Our community has a high regard for the school, largely as a result of the reputation we now have for good behaviour. We are over-subscribed and proud of our reputation with and beyond our community. This demonstrates the nature of the area and the direction we are going in.

GENERAL RESPONSIBILITIES

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of students, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager. The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher, or other Senior Manager if appropriate, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

Sending every young person into the world able and qualified

SELECTION CRITERIA

Essential: The successful candidate will:

- Have or obtain an Enhanced DBS Certificate
- Be trustworthy
- Be sensitive
- Have the ability to empathise with young people and build a positive relationship
- Be discrete
- Be a reflective practitioner, who has the potential to develop his/her own career further
- Have the ability to communicate effectively with staff, parents and students

Desirable: The successful candidate will have the:

- Ability to take initiative
- Ability to work alongside a range of professionals and family
- Previous experience of working in a flexible way
- Previous experience of working with young people

The Role

To work as part of the SEND team supporting students with special needs within our Resource Base and in mainstream classes. To assist within the SEND department more widely.

Work in partnership

The Special Needs Co-ordinator (SENDCO) has overall responsibility for these post.

The TA will work with and receive instructions from a number of staff members, e.g. SENCO, curriculum team leader, class teacher, outside agencies.

Responsibility of a Teaching Assistant to Teacher

- To support and reinforce teacher instructions, modifying where appropriate to aid understanding and access learning.
- To work with pupils in the classroom as directed by the class teacher.
- To pass on information regarding student difficulties – physical, emotional, learning and social.
- To enhance communications between teacher and SENDCO
- To help teacher devise targets for students when requested.
- To gather/report information as directed.
- To promote inclusion

Duties in relation to students

- To develop an understanding of the special educational needs of the students concerned, establish good relationships and act as a role model.
- To have access to all relevant information that sheds light on student needs including assessment and review materials.
- To take into account students' individual special needs and help to facilitate their access to the lesson and its content through appropriate clarification, explanations, equipment, and materials including ICT.
- To take/give advice where appropriate regarding the modification of work.
- To help students record work in an appropriate way, including recording homework.
- To help students develop study and organisational skills.
- To help keep students on task and to build motivation.
- To help reinforce learning.
- To help build the students' confidence and encourage independence.
- To support students' participation and inclusion in lessons.
- To maintain a positive attitude.
- To read or scribe for students in tests and exams, as necessary.
- To follow safeguarding procedures to ensure pupil welfare and well-being.

THE HOURS + SALARY

Permanent and Temporary contracts available /Term Time only

Flexible hours are available and will be discussed at interview

This is a Grade 4, Point 4/5 £9.99-£10.19 per hour depending on experience
Annual salary will be payable in twelve equal instalments (monthly).
You will be expected to attend INSET days for which you will be paid.

THE ATTRIBUTES OF THE IDEAL CANDIDATE

When making appointments of this nature we look for people who have themselves the sound educational background that enables them to be able to help students. They also need to feel comfortable working and co-operating with varying numbers of adults. A supportive, caring approach to the student is important, as well as the need to help develop independent learning. A willingness to be flexible when working across different areas of the curriculum is a requirement. Sensitivity and discretion are important attributes.

GENERAL POINTS

- You will be able to contribute to the Local Government Superannuation Scheme.
- Merchant Taylors' Oxfordshire Academy Trust is an equal opportunities employer.
- Applicants should be aware that we operate a non-smoking policy on site.

Merchant Taylors' Oxfordshire Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to child protection vetting process along with all other relevant employment checks.

Pension Details

Please visit www.lgps.org.uk and www.oxfordshire.gov.uk/pensions for details of our Local Government Pension scheme.

Terms & Conditions

Merchant Taylors' Oxfordshire Academy Trust employs support staff on the conditions or service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26 week probationary period for new employees. This can be found through <http://www.oxfordshire.gov.uk/cms/content/schools-conditions-employment-green-book> . <http://schools.oxfordshire.gov.uk/cms/content/contracts-staff>

Closing date – we will be continuing to advertise this post until we have appointed suitably for this post.

We look forward to receiving your application.