



September 2023

Dear Applicant

Re: Teaching Assistant

Many thanks for expressing an interest in the above position. I hope you find the enclosed Job Description, Employee Specification and following information useful in preparing your application.

Wetherby High School is a vibrant and welcoming school with inclusive values at the centre of all our work. We believe all our students deserve to have adults around them that are committed to doing all they can to help them succeed in all areas of life. Wetherby High School is in an exciting phase of development, with a new state of the art building for the school community that will be ready in the near future.

- Know our children well
- Character for achievement
- Partners in learning
- Enjoy and aspire

The staff at Wetherby High School work exceptionally well together as a team and this post is a key role in providing support to colleagues in a number of different roles. This is therefore a very exciting position that will appeal to an ambitious individual seeking a varied and interesting opportunity to utilise and develop key skills.

If you believe that you have the skills and attributes required of this role, please forward a covering letter outlining the reasons for applying for this position, a copy of your CV and Application Form, via email to hr@wetherbyhigh.co.uk

Yours faithfully

A handwritten signature in black ink, appearing to read 'SJA', enclosed in a simple oval shape.

Samantha Jefferson
Headteacher



JOB DESCRIPTION

Job Title: Teaching Assistant

Grade: B3

Responsible To: SEND Leader

Purpose of job

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.

Responsibilities

- To supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
- To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- To establish constructive relationships with students and interact with them according to individual needs
- To promote the inclusion and acceptance of all students
- To encourage students to interact with others and engage in activities led by the teacher
- To set challenging and demanding expectations and promote self-esteem and independence.
- To provide feedback to students in relation to progress and achievement under guidance of the teacher.
- To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.
- To use strategies, in liaison with the teacher, to support students to achieve learning goals
- To assist with the planning of learning activities
- To monitor pupil's responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- To establish constructive relationships with parents/carers

- To administer routine tests and invigilate exams and undertake routine marking of students' work.
- To provide clerical/administrative support - photocopying, typing, filing, money, administer coursework.
- To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- To undertake programmes linked to local and national learning strategies.
- To support the use of ICT in learning activities and develop students' competence and independence in its use.
- To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To assist with the supervision of students out of lesson times, including before and after school and at lunchtime.
- To 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 ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake any other duties that are commensurate with the post

3. General duties:

- To fulfil the role of a coach to a small group of students and participate fully in training as required.
- To support and participate in the duty rota as required
- To support school events and attend as required.
- To provide cover as necessary for absent colleagues
- To undertake ad hoc duties as may be required by the Head of School or Executive Headteacher and / or Senior Leadership Team from time to time.
- To photocopy documentation as required maintaining confidentiality at all times. To adhere to school policies and procedures.



Personal Specification: Teaching Assistant

REQUIREMENTS: Certain aspects of the personal specification are essential, others are desirable. As indicated below. E = Essential D = Desirable

Method Of Assessment (MOA) – A = Application Form T = Test I = Interview C = Certificate

SKILLS AND KNOWLEDGE		
Requirements For Grade	E/D	MOA
Use basic technology, computer, photocopier	E	A/I
Ability to relate well to children and adults.	E	A/I
Working with or caring for children of relevant age	E	A/I
Understanding classroom roles and responsibilities and your own position within these	E	A/I
Awareness of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection	E	A/I
Ability to work on own initiative and as part of a team	E	A/I
Appropriate knowledge of first aid	D	A/I

QUALIFICATIONS & EXPERIENCE		
Requirements For Grade	E/D	MOA
Good numeracy/literacy skills – GCSE Maths and/or English grades	E	A/C
Participate in development and training opportunities	E	A/I
Completion of DfES Teacher Assistant Induction Programme	D	A/C

PERSONAL QUALITIES AND SKILLS		
Requirements For Grade	E/D	MOA
Proactive and positive approach to work	E	A/I
High degree of personal integrity with commitment to fairness, diversity and equality and to actively promote the school's Equal Opportunities Policy	E	A/I
Willingness to lead by example to promote excellence	E	A/I
Committed to carry out all duties having regard to an employee's responsibility under the Council's Health & Safety Policies	E	A/I
Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development	E	A/I
Undertake any other duties that are commensurate within the role	E	A/I



Privacy Notice for Applicants

Data Protection Legislation

In accordance with UK data protection law individuals have the right to know what personal data we hold about them, and for what purpose.

The school is registered with the information Commissioners Office (ICO) under the provisions of the UK GDPR and Data Protection Act 2018. We take our responsibilities under data protection law very seriously.

This Privacy Notice explains how we collect, use, store and share personal data about job applicants. In data protection law, these activities are called data processing.

What is this information?

We may collect some or all of the following information about you as part of our recruitment process:

- Name, address and contact details
- Application data and application history
- Education and employment details
- Gender, ethnicity, disability, sexual orientation and religion/belief
- Date of birth and national insurance number, Identification, Immigration and Asylum details, i.e. right to work in the UK
- References if you are invited to interview
- Right to work in the UK and supporting documentation if you are invited to interview
- Copies of qualifications if you are invited to interview

Who uses this information?

People involved in the recruitment process for example, School Business Manager, Headteacher and Governors.

What authority do we have to collect and use this information?

Under the GDPR we collect and use this information under powers given to schools for the legitimate interests of the controller or third party, where applicable.

The following categories of lawfulness apply:

- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
- Processing is necessary for compliance with a legal obligation

- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement
- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity

In rare circumstances where no legal authority exists to use your information, we will obtain your express consent first.

What is 'personally identifiable data' (PII)?

The term PII relates to any data that could potentially identify a living person. The following fields in Human Resources are classified as PII: name, age, address, place of birth, date of birth, gender, national insurance number, any application data and any information about an individual that can be used directly, or in connection with other data, to identify, contact or locate that person.

Why do we use this information?

We use this information in the course of recruiting members of staff.

Who are we likely to share this information with?

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, for the following reasons:

With the local authority and our HR services provider to allow managers to manage recruitment processes.

How do we keep this information secure?

Your information may be stored securely in electronic and paper document management systems with stringent limited access. All access to documents is limited to only those staff involved within the recruitment process.

How long do we keep this information?

Documents are kept for a period of 6 months following the end of the recruitment process. If you are successfully appointed into a post, your data will be held in line with school policies. A copy of the staff privacy notice will be provided to you upon appointment with full details.

What are your rights?

You have the right to request that we stop processing your personal data. Wherever possible, we will seek to comply with your request but we may need to hold or process information in connection with one or more of the school's legal functions.

If you have any questions about our use of this data, or you wish to request a copy of the information we hold about you, or you wish to discuss your rights in relation to opting out from these processes, please contact our **Data Protection Officer, Richard Lewis-Ogden** who can be contacted by email at dataprotection@carrmanor.org.uk .