

Bishop Justus CE School

[www.bishopjustus.bromley.sch.uk](http://www.bishopjustus.bromley.sch.uk)

# Application Pack

Teaching Assistant (including  
Provision Support)

Required: Immediate start





## Teaching Assistant (including Provision Support)

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Bishop Justus is seeking to appoint an enthusiastic, energetic and adaptable Teaching Assistant who will also have responsibility for leading a provision group across Key Stage 3 and 4. The provision group will cover either Literacy, Numeracy, Social Communication or Critical Thinking. We are driven by a pursuit of high academic standards regardless of background and a desire for all students to experience an exceptional education. We are open to applications from all who have relevant experience, ideally holding a similar role.

### **Our ideal candidate will:**

- Have a flexible attitude;
- Be an excellent Teaching Assistant;
- Be enthusiastic, energetic and open to innovation;
- Have a passion for either for supporting learners with Social and Emotional needs and/or providing Literacy or Numeracy support;
- Possess effective communication skills and be emotionally intelligent;
- Possess effective ICT skills and be open to new uses of technology in the workplace;
- Be committed to continuing professional learning.
- Sound literacy and numeracy skills;
- Good time management skills and the ability to prioritise tasks;
- Possess a friendly and helpful demeanour;
- Has passion and motivation within their role and
- integrity, optimism and a good sense of humour;

### **In return, we offer:**

- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A skilled and experienced team of teachers and other professionals;
- A motivated leadership team leading rapid improvement to the students' life chances;
- A school in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

*We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.*

*As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.*



## THE APPLICATION PROCESS AND TIMETABLE

### CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- **Closing date for applications:** 13<sup>th</sup> January 2025  
*We reserve the right to close a vacancy advert prior to the closing date, should we find a suitable candidate.*

### SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

### INTERVIEWS

Candidates will be invited for interview.

- **Interviews:** 22<sup>nd</sup> January 2025

### APPOINTMENT

All candidates will be contacted following interview.

- **Appointment to commence:** Immediate start

### APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to [recruitment@bishopjustus.bromley.sch.uk](mailto:recruitment@bishopjustus.bromley.sch.uk)

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview.

**Bishop Justus is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.**



## JOB DESCRIPTION

### DETAILS

**Job Title:** Teaching Assistant (with Provision Support)

**Grade:** Aquinas 3

**Full-Time Salary:** £23,355.00 p.a - £24,646.00 p.a

**Pro Rata Actual Salary:** £17,777.79 p.a - £18,760.50 p.a

**Hours:** 32 hours per week x 39 weeks per year

**Allowance (for provision):** A2 £1,763.00

**Contract:** Permanent

**Accountable to:** SENCO

### THE ROLE

To work under the instruction of the SENCO to support a named pupil / pupils with Special Educational Needs in the Learning Access Area. You will be required to work with children who have a range of difficulties that affect their learning. This may be within the class setting under the supervision of the class teacher, or in small group enhancement work, or individually.

In addition to general TA responsibilities, the role will allow the successful applicant to be responsible for leading small groups of learners in a bespoke provision group in a small class setting. The provision group will cover either Literacy, Numeracy, Social Communication or Critical Thinking. The successful applicant will be responsible for leading the provision in one of these areas. Please see below for further details.

#### Basic requirements

Ideally applicants will have a recognised qualification and experience of working with students who have a broad spectrum of learning difficulties at Key Stages 3, 4 and 5, including those with Statements of Special Needs. [Training will be given where necessary.]

- Candidates should have a qualification in English and Mathematics equivalent to at least NVQ level 2.
- Knowledge of the key factors that can affect the way students learn.
- Sound literacy and numeracy skills.
- Ability to make use of ICT to support students' learning.
- Able to confidently and competently apply knowledge and skills acquired from training into a practical classroom context.
- Good planning and organisational skills.
- Ability to motivate and encourage students.
- Awareness of child protection and bullying issues.
- Aware of and willing to promote the school's inclusion policies and practices.
- Ability to use intermediate technology resources.
- Be willing to work flexible hours to assist with examination periods.



## SUMMARY OF RESPONSIBILITIES AND DUTIES

The following list of responsibilities and duties are not exhaustive.

### Support for the students

- Supervise and provide particular support for the pupil, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Health Care Plans/ Individual Education/Personal Education Support Plans and Pastoral Support Programmes.
- Establish constructive relationships with the pupil and interact with them according to individual needs.
- 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 be able to understand and facilitate external agency advice
- Invigilate during examination periods especially for those students with access arrangements (may require working beyond usual hours).

### Support for the Teacher

- 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 where possible, to ensure students make progress.
- Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- Provide 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.
- Administer routine tests and invigilate exams as requested. To undertake the routine marking of student's work.

### Support for the Curriculum

- Work with subject teachers to support the students within the class setting using agreed activities and strategies so that they are able to undertake the set tasks. It may be necessary to adjust the activity according to student responses.
- Undertake programmes linked to national and local learning strategies, recording achievement and feeding back to the Learning Support Manager and subject teacher as required.
- Support the use of ICT in learning activities and develop students's competence and independence in its use.
- Prepare and maintain and use equipment/resources as directed by the teacher and assist students in their use.

### Support for the School

- 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.
- 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.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes as requested.
- Accompany teaching staff and students on visits, trips and out of school activities as required.

#### **Provision Groups – specific provision interest to be discussed at point of interview**

- To lead daily small group interventions in either Literacy, Numeracy, Social Skills or Critical Thinking to groups across Key Stages 3 and 4.
- Have all resources and interventions ready to start in a prompt and structured manner.
- To ensure tracking records of pupils are kept up to date each term, working in cooperation with the Learning Access Director.
- To support the SENCO and Class Teacher in following designated systems to audit, monitor and evaluate the relevant provisions for targeted students, adopting and adapting improvement strategies as required support a range of students requiring intervention within the School.
- To attend and contribute to meetings relevant to post - SEND and English / Maths (as applicable to Provision).

#### **In addition for Literacy or Numeracy Provision**

- Facilitate twice weekly Booster group interventions with pupils identified as needing Literacy or Numeracy Support.
- To attend Maths or English Subject meetings to gain an overview of the curriculum.

#### **In addition for Social Skills or Critical Thinking Provision**

- Facilitate daily Social Skills Lunchtime Support (Social Communication provision role only)
- To ensure that the Social Skills or Critical Thinking curriculum is adhered to and developed.
- Ensure that external agencies/ Inclusion Team including The Restorative Centre, TRC, are coordinated with and facilitated appropriately.
- Have all external advice reviewed and disseminated amongst staff.
- Attend Local Authority and Trust Training for SEND and SEMH or Social Communication as a focus.
- To coordinate and refer learners to the LA Authority using bespoke toolkits and professionals' advice

#### **Training**

Bishop Justus Church of England School has been recognized as an Investor in People and is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate may be required to undertake training to fulfil the requirements of the post.

#### **Special Conditions:**

- Well presented and of smart professional appearance.
- Responsive to various changing and often conflicting demands.
- Diplomacy, tact and discretion.
- Willingness and ability to work flexible hours and across a range of work areas to meet service requirements.
- Respect the confidentiality of information handled, and to observe the principles of the Data Protection Act.



- Must be willing to undertake future relevant training.
- Empathy with the aims and ethos of a Church school.

**Other:**

- Ability to get things done correctly and on time.
- Willingness to be flexible with time.
- Enjoy the presence of young people.
- To impress those around you with a sense of purpose and commitment to the school and team.
- A knowledge of health and safety in the workplace.
- A knowledge of equal opportunities.
- A sense of humour.

## **FLOURISHING PEOPLE AND PROFESSIONAL DEVELOPMENT**

Once your probation period is completed successfully, you will transfer to the Aquinas Trust “Flourishing people CPLD cycle.” This will involve:

- Self-evaluation
- Development goal setting
- Termly check in’s

Along with this work you will, with the support of your appraiser, you have the opportunity to “Research, Train and have a go” – this would be a project that you can complete about an area of education you are interested in.

***At Bishop Justus School staff are expected to work in line with the school’s Ethos.***

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require.



PERSON SPECIFICATION

TEACHING ASSISTANT (WITH PROVISION)

<b>Key Skills &amp; Abilities</b>	Be confident in the use of Word, Excel, email and database programs	E
	Excellent communication skills, both verbal and written	E
	Sound literacy and numeracy skills.	E
	To be able to understand and facilitate physiotherapist/external advice	D
	Effective time management and organisational skills	E
	Ability to prioritise and able to effectively accommodate ad hoc demands to existing workload	E
	Portray a professional image	E
	Ability to work well under pressure	E
	Flexible and 'can do' attitude	E
	Excellent team player	E
	Is flexible and willing to adapt to the needs of the school and students	E
<b>Knowledge/ Experience/ Qualifications</b>	Qualification in English and Maths to GCSE standard/equivalent to at least NVQ Level 2 (Grade A to C / 9 to 4 or equivalent).	E
	NVQ 3 in teaching assistant or equivalent qualification or experience	D
	Knowledge of SEND provision	E
	Knowledge of the key factors that can affect the way students learn	E
<b>Experience</b>	Experience of working with children with special educational needs	E
	Experience of working with pupils with challenging behaviour	E
	Experience of working in a similar setting	D
	Experience of teaching individuals, groups and whole classes	D
<b>Personal Attributes</b>	To impress those around you with a sense of purpose and commitment to the school and team	D
	Possess a friendly and helpful demeanour	E
	Ability to concentrate even with frequent interruptions and unpredictable working pattern	E
	Able to work independently but also as part of a team	E
	Able to maintain successful working relationships with colleagues	E
	Be willing to undertake further training	E
	Have the ability to understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion	E



# Benefits of Working with Aquinas

## LEASE AN ELECTRIC VEHICLE...

**We have joined the Octopus Energy Scheme to give you the option of leasing an electric vehicle.** Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car. Available to eligible staff.



octopus  
electric vehicles

## TREATING YOU AS A PROFESSIONAL...

**Aquinas committed to national and local agreements affecting employment** as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.

## HELPING YOU STAY RELAXED...

**Working with us gives you discounted access to a range of leisure activities.** CSSC is an exclusive membership for public sector employees. For less than £5 a month, families and individuals can save much more on a range of pursuits including...



- Free entry to 280 English Heritage sites for you and your family;
- Cinema tickets from £5 including all top chains;
- Reduced price days out, trips and theme parks;
- Subsidised sports training and entry into select events;
- Special offers on new and used vehicles;
- Discounts in high street shops, on holidays, eating out and more.

## LOOKING AFTER YOUR WELL-BEING...

**We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care.** Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.

health assured