



GREENSHAW
LEARNING TRUST



Teaching Assistant Recruitment Pack

**ALWAYS
LEARNING**

Sept 2021

Dear Candidate

Thank you for your interest in the post of Teaching Assistant Yate Academy

We are looking for Teaching Assistants to join our team on a permanent basis. The successful candidate will be committed to learning, self-motivated and hardworking. This position would suit a graduate looking to progress into teaching. If you can deliver high quality TA support then we would like to hear from you

Our school is a well-established secondary school and sixth form, which caters for up to 900 pupils. We have achieved a set of outstanding GCSE results which put them well above the national average for progress. A relentless focus on high expectations has resulted in this exceptional GCSE performance. The results are not only the best in the school's history but will put Yate Academy amongst some of the best schools in the country. As well as having the full support of an active Teaching Team and Leadership team the school benefits from the experience and support that comes with being part of the Greenshaw Learning Trust.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours. If you would like an opportunity to visit our school, please contact Mrs K Sims on 01454 333592 to arrange a suitable time.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race. We are committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

How to apply

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website www.yateacademy.co.uk under 'About us' > 'Current Vacancies'

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Closing date: 30/09/2021

Interview date: TBC

Start Date: ASAP

Yours sincerely

Natalie Wilcox

Headteacher

Greenshaw Learning Trust – About us

The Greenshaw Learning Trust (GLT) provides an effective structure for schools to achieve real benefits from school-to-school collaboration, and a culture of trust and openness that promotes honest and transparent dialogue and mutual support.

At the heart of the Trust is proven school improvement advice and guidance – with regular meetings with school leaders, input from specialist primary and secondary experts and staff training and development in all our schools.

All schools in the Trust receive expert advice and fast-response support on budget planning and monitoring, payroll, human resources, employment and legal advice, purchasing, capital projects, admissions, policy development and audit. Our catering team provides advice and guidance on meeting the statutory responsibilities for food standards, healthy eating and safety, and helps our schools achieve higher take-up of meals and significant cost savings through quality improvement and the central procurement of food supplies.

Each school's local governing body receives support and advice to ensure that they can contribute effectively to the governance and leadership of their school, including tailored guidance to chairs and clerks and governor training.

The Greenshaw Learning Trust is committed to meeting the needs of every student – our schools offer a wide range of special needs provision and across the Trust we have extensive expertise in behaviour, attendance, family liaison and therapies to support our students and their teachers.

The Greenshaw Learning Trust Mission Statement

- *We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*
- *We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*
- *We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises that our employees are our most important asset and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- Excellent CPD opportunities and career progression.
- Employer Contributions to Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.

Job Description – Teaching Assistant

Reporting to: SENCO/Teacher
Salary: £17,185.49 - £18,601.93 per annum
G10 SCP 7 -11 Term time only plus all INSETS
Hours: 36 Hours per week
Mon-Friday (to be worked flexibly between hours of 08:00-16:00)

Strategic Direction

- To contribute to the evaluation of the school's SEN Policy and Inclusion Policy and practice through discussions with relevant staff
- To attend appropriate in-service training provided by the school or local authority
- To attend school team meetings and meetings with external agencies as required and to prepare reports for these meetings, if required

Key Duties

- To provide in-class support for identified individual students or small groups of students (e.g. 4-5 students), including specialist subject support as appropriate.
- Under the direction of the class teacher, to assist in the management of the whole class through the overt modelling of effective behaviour management techniques.
- Small group intervention.
- Under the direction of a class teacher, SENCo or Specialist SEN Teacher, to develop and lead small group work for identified students (e.g. reading schemes, phonics, spelling, numeracy, speech and language and social skills to groups of 4-5 students) and to contribute to the appropriate paperwork for these groups
- To assist in the production of teaching and learning materials for students, including differentiating the materials.
- To provide support, to include personal care, for student(s) experiencing physical or medical difficulties (following training), and physio/transferring of students as appropriate.
- To provide after school support for identified students as required.
- To provide regular feedback to the class teacher and to the SENCo or the relevant line manager.
- To provide support with emotional literacy/mentoring within a small group (e.g. 4-5 students) or on an individual basis as directed by the SENCo or relevant line manager
- To use appropriate systems for recording the progress of students with behavioural and learning difficulties.
- To provide data and information to inform Annual and Transition Review paperwork, PSPs (Pastoral Support Programmes), Student Profile documentation and Academic Reporting.
- To undertake assessment of students and to provide data to the relevant member(s) of staff for analysis.
- To provide support to identified students undertaking tests/exams to enable them to make full use of their access arrangements.

Other job requirements

Safeguarding Children

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

Special Notes on Conditions

There may be occasions when the attendance outside of your normal working hours is necessary to fulfil this role therefore flexibility is required.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Qualifications	Essential	Desirable
At least five GCSE's or equivalent which must include at least a C grade in maths and English.	●	
Minimum Level 3 vocational training/qualification in the care, development and education of children.	●	
Evidence of personal commitment to CPD.	●	
Experience and Knowledge	Essential	Desirable
Previous experience of working with children in an educational setting.	●	
Successful experience of working within a Secondary school		●
Experience of using Information Technology to support students in the classroom.	●	
Experience of supporting SEN students in a mainstream classroom environment.	●	
Experience with physical disability		●
Skills and Abilities	Essential	Desirable
Knowledge of strategies to recognise and reward efforts and achievements along with the ability to encourage students to become self-reliant and independent learners.	●	
Knowledge of SEN	●	
Excellent communication with children and parent/carers	●	
Good behaviour management.	●	
Able to adapt activities to suit the child.	●	
Possess strong interpersonal skills	●	
Be dependable, able to follow instructions and respond to management directions.	●	
Have a willingness to extend skills through appropriate training.	●	
Have good working ICT knowledge including Microsoft Office.	●	
Personal	Essential	Desirable
A strong character who is able to organise, motivate and lead a large team so that they succeed.	●	
A passion and desire to drive things forward.	●	
The confidence to take risks and do things differently		●
Commitment to working within the School's Safeguarding Policy and Procedures.	●	
Commitment to high standards and expectations.	●	
High levels of professional integrity, energy and enthusiasm.	●	
Flexibility to undertake any role within the department.	●	

