



St Richard's Catholic College
A High Performing Specialist Science College
Ashdown Road, Bexhill on Sea
East Sussex TN40 1SE
www.strichardscc.com

Teaching Assistant Year Co-ordinator
Single Status 4 £21,189-£21,575 per annum pro rata.
required for September 2023

A TA Co-ordinator is required to promote the learning and personal development of SEN pupils in a particular year group. Ideally, the post would suit a person who has experience of working with young people or who is considering a future career in teaching.

Further details and an application form are available from our website.

Closing date: Friday, 7th July 2023

St Richard's is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment.



St Richard's Catholic College

A High Performing Specialist Science School

Ashtown Road
Bexhill-on-Sea
East Sussex
TN40 1SE
Tel: 01424 731070

Principal: D. Cronin, N.P.Q.H., M.A., B.Ed.



Email: admin@strichardscc.com
Web address: www.strichardscc.com

June 2023

Dear Applicant

Thank you for your interest in the post of Teaching Assistant Year Co-ordinator at St Richard's Catholic College.

I hope you will find the enclosed information informative and that you will decide to apply for the post.

You would be joining an experienced dedicated and highly flexible Learning Support team of Teaching Assistants, Year Co-ordinators, Individual Needs Assistants, a Learning Support Co-ordinator and myself as SENCo.

Our support of pupils varies significantly to plan for and respond to their needs in all areas of SEND, including pupils with more than one area of need.

Our team provide a range of valuable input around the school on a daily basis:

- in-class assistance;
- supervised lunchtime and after-school homework clubs;
- regular pastoral support to pupils, including as their key worker;
- support for extra-curricular activities; and
- providing support for pupils to access tests and examinations.

We also provide dedicated interventions in Literacy, Numeracy, social skills, art therapy, handwriting and support following loss or bereavement.

Specialisms within our team include: Emotional Literacy Support Assistants, Mental Health First Aiders and Mental Health Champions. We work closely with external agencies to put in place bespoke interventions and develop our offer to pupils frequently. We would also be delighted to add to our collective skillset with specific interventions or extra-curricular interests which you feel you could offer as part of this role.

If you would like any further details before making your application, please contact mrsmithi@strichardscc.com. The closing date for applications is Friday, 7th July 2023.

Yours sincerely

Mr Ian Smith

SENCo





JOB DESCRIPTION

Post title	TA Year Co-ordinator
Responsible to	SENCO
Salary	Single Status 4
Main Purpose of the Job	<p>To co-ordinate and promote the learning and personal development of pupils, including those with special educational needs (SEN). To co-ordinate and support the inclusion of pupils with SEN</p> <p>To monitor the progress of pupils in their year group(s) who are on the SEN register by:</p> <ul style="list-style-type: none"> • being actively involved in the process of preparing, writing and monitoring Pupil Passports; • attending Pastoral Year Team meetings, pastoral meetings, parent meetings, Senco surgery, consultation evenings as required; • keeping Senco and the Learning Support Co-ordinator, Pastoral Leader and subject teachers informed of issues in relevant year group affecting pupils' progress; • being actively involved in attending and preparing for Annual Reviews and monitoring progress.
Duties and Responsibilities	<ol style="list-style-type: none"> 1. To aid pupils to learn as effectively as possible both in group situations and on his/her own by, for example: <ul style="list-style-type: none"> • clarifying and explaining instructions; • ensuring the pupil(s) is able to use equipment and materials provided ; • motivating and encouraging the pupil(s) as required; • assisting in weaker areas eg. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc.; • helping pupils to concentrate and finish their work; • liaising with class teacher, Senco Learning Support Co-ordinator and other professionals about Pupil Passports, contributing to the planning as appropriate; • helping to make appropriate resources to support the pupil(s); • assisting pupils for whom English is an additional language; • meeting pupils' physical needs while encouraging independence. 2. To establish supportive relationships with the pupil(s) concerned. 3. To promote the acceptance and inclusion of the pupil(s) with SEN. 4. To give the pupil(s) feedback on achievements in order to reinforce and develop self-esteem. 5. To support the pupil(s) in developing social skills both in and out of the classroom.

	<ol style="list-style-type: none"> 6. To provide regular feedback on the pupil(s)' learning and behaviour to the LMT/staff/subject teacher/Senco/Learning Support Co-ordinator/TAs. 7. To use the school's system for recording progress. 8. To know and actively apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities. 9. Where appropriate and in liaison with Pastoral Leader/Senco/Learning Support Co-ordinator/LMT to develop a relationship to foster links between home and school, and to keep the school/home informed of relevant information. 10. To be aware of confidential issues linked to home/pupil/teacher/school. 11. To contribute towards reviews of pupil(s)' progress as appropriate. 12. To undertake regular safeguarding training so as to safeguard and protect all pupils that you meet and to have a clear understanding of the Prevent agenda. 13. To attend relevant training. 14. To accompany teacher and pupils on educational visits. 15. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy. 16. To support Prep Club Plus on four nights per week (3.15-4.15pm). 17. To provide additional pastoral support to pupils in their year group. 18. Complete SEN Pupil Voice questionnaires with pupils. 19. Any other reasonable task as requested by the Principal.
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This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.



PERSON SPECIFICATION

TA Year Co-Ordinator

	Essential criteria
Knowledge	1.1 NVQ Level 3 for Teaching Assistants or equivalent based upon experience. 1.2 English and Maths GCSE at grade 4 and above or equivalent 1.3 Sound knowledge of SEN Code of Practice 1.4 Knowledge of school policies on Child Protection, Health & Safety, Behaviour, Teaching and Learning and Equal Opportunities. 1.5 Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment 1.6 Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils 1.7 Sound knowledge of literacy and numeracy strategies
Experience	2.1 Experience of working as a Teaching Assistant (or equivalent) supporting pupils in a classroom environment, including those with special educational needs 2.2 Experience of using Information Technology to support pupils in the classroom
Skills & Abilities	3.1 Ability to take a lead role in co-ordinating reviews of pupils' progress, including liaising with other agencies as appropriate 3.2 Ability to produce accurate and up-to-date records and reports as required 3.3 Ability to undertake observations and assessments of pupils including those with special educational needs 3.4 Ability to differentiate learning resources to meet the complex needs of the pupils
Personal Qualities	4.1 Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge 4.2 Willingness to attend INSET days and some after school meetings on a paid basis 4.3 Willingness to maintain confidentiality on all school matters
	Desirable criteria
	5.1 STAC or other NVQ Level 4 equivalent courses 5.2 NVQ assessor qualifications D32 and D33