THE POST

We are seeking to appoint inspirational and dedicated Teaching Assistants to work under the direction and supervision of a teacher to assist with teaching and learning associated activities in accordance with school policies and procedures.

Learning Support is an exciting team in which to work where every day is different. We are dedicated, enthusiastic and hardworking.

Teaching Assistants generally are responsible for supporting students with learning, medical or emotional/behavioural difficulties throughout the school day enabling them to take a full part in school activities and aid their overall development and independence. The Teaching Assistants will support in class and with small groups across subject areas enabling all students to access the curriculum. Some roles will be linked to specific students.

Lutterworth College
Bitteswell Road
Lutterworth
Leicestershire
LE17 4EW

LUTTERWORTH COLLEGE

TEACHING ASSISTANT(s)

Permanent positions to start as soon as possible
5 days per week: 8:30am - 3:20pm Monday to Friday with a 40 minute unpaid lunch break, term time only plus a balance of 18 hours to attend training days and other events that may take place outside normal working hours.
Grade 6 (Pt 9-10): £15,438 - £15,720 per annum, actual salary

"Pupils are friendly and outgoing. They are curious and have excellent study habits"
(Lutterworth College Ofsted, November 2017)

We are seeking to appoint inspirational and dedicated Teaching Assistants to work under the direction and supervision of a teacher to assist with teaching and learning associated activities in accordance with school policies and procedures. The post holder will also support in classes with small groups across subject areas enabling all students to access the curriculum.

We would like from you:

- To have excellent communication and interpersonal skills.
- To have GCSE A*-C or equivalent in Maths and English.
- To be a team player with loads of energy and enthusiasm.
- To have the ability to make a significant contribution to the personal development and progression of our SEN students.

We can offer you:

- A strong commitment to your training and development.
- Fantastic students who are a pleasure to work with.
- Excellent facilities & resources.
- The opportunity to make a real difference to students' lives.
- Automatic enrolment to the Local Government Pension Scheme.
- Free on-site parking.
- Ensuring good staff wellbeing providing access to a free Staff Counsellor service.

For further information and details of how to apply please visit the vacancies page of our website www.lutterworthcollege.com and return completed application forms to:
d.orton@lutterworthcollege.com

Closing date: Friday 10th February 2023 (9am)
Interview Date: w/c 13th February 2023

The Lutterworth Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be conditional upon a variety of pre-employment checks including an enhanced DBS disclosure, satisfactory references, evidence of your right to work in the UK and a Health Check

JOB DESCRIPTION

Post Title:	Teaching Assistant
Purpose of Post:	To work under the direction and supervision of a teacher to assist with teaching and learning associated activities in accordance with school policies and procedures. To contribute to enabling students to enjoy learning and achieve educational targets. To assist in ensuring students stay safe and make a positive contribution in and out of school. To assist with the inclusion of all students. The Teaching Assistant will support in class and with small groups across subject areas enabling all students to access the curriculum.
Reporting To:	HLTA (SSC) on a day-to-day basis, in association with the (SENCO)
Responsible For:	Supporting students with learning, medical or emotional/behavioural difficulties throughout the school day enabling them to take a full part in school activities and aid their overall development and independence.
Grade:	6 (Points 9-10)
Hours:	1190 per annum. 8:30am - 3:20pm Monday to Friday with a 40-minute unpaid lunch break, term time only plus a balance of 18 hours to attend training days and other events that may take place outside normal working hours. Working patterns are reviewed on an annual basis and may need to be varied to meet operational needs.

Main (Core) Duties

- Assist with the delivery and monitoring of appropriate learning activities (upon which the postholder will be briefed), meeting the learning objectives for individuals and groups of students.
- Contribute to planning and preparation of work programmes, support learning activities (especially Literacy and Numeracy), monitoring progress and providing feedback on achievement.
- Under direct supervision of the Teacher, deliver some pre-determined elements of the school curriculum to individuals or groups of students, assess progress and record information as appropriate.
- Undertake a key worker role, attend reviews and liaise with parents/carers and other professionals, sharing information and keeping confidences as appropriate.
- Be aware of confidentiality issues linked to home/pupil/teacher/school work. Acknowledge and respect the important and vital part played by parents in the process of the child's learning.
- Have high expectations of, build and maintain successful relationships with students; respect their social, cultural, linguistic, religious and ethnic backgrounds and be committed to raising their educational achievement.

- Prepare learning materials; monitor the condition of learning resources to ensure adequate stocks in good condition.
- Supervise students during social times, carrying out duties around school as directed .
- Ensure equal access to learning and development opportunities whilst promoting independent learning.
- Develop inclusion by facilitating participation and learning, help build confidence, self-esteem, a sense of independence, understanding of diversity and access to the curriculum so that all pupils are enabled to reach their full potential alongside their peers.
- Support strategies to encourage a high standard of behaviour, develop relationships with others and recognise and deal with emotions.
- Develop and maintain positive relationships with colleagues and other professionals.
- Use ICT to support learning.
- As a fully integrated member of the School's staff team, be responsible for working to and upholding School policies, procedures and statutory frameworks that directly impact on work with students. Contribute to development where appropriate.
- May be required to support students with physical mobility issues and personal care. This could include but is not limited to assisting with toileting, changing for practical lessons and supporting wheelchair users to access the site and curriculum.
- May be required to act as a Mentor (attached to a tutor group), monitoring and recording.
- student progress and attending target setting days as appropriate.
- Maybe expected to cover absence of other TA colleagues at times.
- Carry out Clerical/Administrative work as appropriate.

Additional duties to include:

- As part of a team of support staff, provide assistance with the invigilation of examinations if required.
- As a member of staff working in an educational setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students.
- To ensure awareness of and compliance with personal responsibilities and requirements communicated to me in School policies and procedures including Health & Safety.
- As a member of staff in an organisation that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.
- May be required to be an appointed person for first aid.
- May be required to accompany and supervise students on educational visits.
- As a member of staff in an educational setting you will have the opportunity to participate in programmes for mentoring students and to participate in extracurricular activities.
- To carry out such other duties which may be required from time to time within the grading of the post.
- To work across Lutterworth College where appropriate – this may mean working in more than one school.