



Wyvern St Edmund's
Learning Campus

APPLICATION PACK



TEACHING ASSISTANTS X2 ROLES

REQUIRED FOR:
1ST DECEMBER 2021, IF AVAILABLE

CLOSING DATE FOR APPLICATIONS:
9AM FRIDAY 29TH OCTOBER

GENEROSITY RESPECT ASPIRATION COURAGE EMPATHY



Welcome from the Head of School



Dear Prospective Applicant,

Welcome to Wyvern St Edmund's (WSE). As Head of School, I am immensely proud to lead the school and serve its community of students, staff and parents/carers. WSE is a founding member of the Magna Learning Partnership, situated on the eastern outskirts of Salisbury with beautiful views over the Laverstock Downs to the east and Salisbury Cathedral to the southwest. We are proud of our reputation for high-quality teaching, excellent academic outcomes for our students and strong, effective pastoral care.

Wyvern College and St Edmund's School were formally two separate schools, just a few yards apart: Wyvern for boys and St Edmund's for girls. Over the past 15 years the schools have worked closely together, sharing: expertise, staffing resources and mixed GCSE classes. More recently, we have merged in all ways, except a legal change in status, taking full advantage of the benefits associated with inclusive coeducational learning and social development. Subject to approval from the Regional Schools Commissioner, we will formally become Wyvern St Edmund's Academy in September 2022.

We have a tremendous team of support staff, teachers and teaching assistants - some of the most talented professionals I have ever worked with - all of whom are proud to work at WSE and passionate about educating, supporting and nurturing our young people. Our collective vision of helping each student to develop into the best version of themselves is at the heart of everything we do and motivates us to provide impactful teaching, comprehensive pastoral care and extensive extra-curricular provision. Moreover, our vision is rooted in Christian beliefs and values whereby we expect our students to use their developing gifts, talents and character to serve others in the local community and beyond (1 Peter 4:10).

Being a vibrant, happy and forward-looking school, WSE is without doubt a great place to teach. Our parents and carers are hugely supportive of the school and we pride ourselves on forming strong and effective partnerships with young people and their families: we work collaboratively throughout any challenges and rejoice in the many successes which come from being part of a wonderful school.

New staff joining the school can be assured of a warm, supportive environment along with excellent professional opportunities for all staff and a strong sense of shared vision and ethos: we help our students to become the best version of themselves in order to serve others. We want all of our students to use their gifts and talents to serve other people well. We are very proud of our caring Christian ethos that runs through every aspect of school life.

We have a close and positive relationship with Salisbury Sixth Form College (S6C) which is a short drive away from WSE. Our partnership with the college means that there are opportunities to work collaboratively with KS5 students and teachers - we also anticipate the possibility of some WSE staff teaching across KS3-5 in the future.

I look forward to meeting you so that you can see for yourself just how great Wyvern St Edmund's is.

Yours sincerely

Mr B E Burley
Head of School

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About this Role

Thank you for your interest in applying for this post. This is an exciting opportunity to join a happy and successful school with excellent achievement and delightful students. St Edmund's Girls' School and Wyvern College have co-located to share facilities and teachers to create a large mixed setting. We operate as one school: Wyvern St Edmund's.

We require two organised and proactive individuals to join our Learning Support team at the Wyvern St Edmund's Learning Campus from 1st December 2021. We are particularly looking for people who are passionate about working in a school environment and supporting our students to enable their access to learning.

You will join an outward-facing, passionate and very supportive team right at the heart of our flourishing school.

These positions are:

- Permanent;
- 23 hours, 20 minutes over 4 days per week. This includes an unpaid 30 minute break each day;
- Term time only (39 weeks per year);
- Required for 1st December 2021, if available;
- Salary: MLP Grade D, FTE salary £19,123. Pro rata salary £10,325;
- Closing date for applications: 9am Friday 29th October

We are hoping for someone energetic, passionate and fun to work with. We are a creative and forward-thinking team who pride ourselves on developing positive relationships with students; we believe that being approachable and caring is what helps us safeguard students and drive progress.

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Why work at WSE

We are committed to a staff culture where people feel well-supported, professionally engaged, challenged and valued. In turn, this culture enables our students to become the best versions of themselves because they are nurtured and inspired by a committed, happy staff team. We are very proud of the progress that students make here at WSE. We are committed to a process of constant school improvement so that our students are afforded every opportunity.

Staff wellbeing is at the heart of our vision and all staff, as our most important resource, are to be valued, supported and encouraged to develop personally and professionally within a vibrant, empathetic and caring community.

There are some additional perks that we are able to offer such as the reduced corporate gym membership, free car-parking and the Wiltshire Rewards cashback programme, which staff really appreciate. Staff also benefit from our commitment to professional development and, in working as part of a multi-academy trust with four secondary schools, groups of subject leaders and teachers are able to meet regularly to share ideas, schemes of work and to moderate together.

Visit our website and see what our staff say
about [working at WSE](#)



Ofsted

The February 2018 Ofsted inspection recognised our 'relentless drive to raise standards' and praised the 'clarity of vision' and 'inspiring' ideas that we have.

In January 2020, Ofsted also observed that 'the move to combine Wyvern College with St Edmund's School has widened the curriculum available to students. An effectively planned curriculum means that students are learning well and students feel well cared for and know that there is always someone to whom they can go if they have a problem.'

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How to Apply

Please take time to look at the information about WSE through our website. Should you have any specific queries that are not answered by the information we have provided, or wish to visit the school prior to making an application, please contact Rachel Ure, Operations Manager (rure@wyvernsted.org; 01722 328565).

Please email your application to Rachel, remembering to include three documents:

- Application Form, can be found on the [vacancies](#) page of our website.
- Equality & Diversity Form
- Letter of Application (no more than 2 sides of A4 paper) in which you should detail the skills, attributes and experiences which make you an appropriate candidate for the post. Please try to include information in this letter that helps us get to know you as well as your professional skills.

Disclosure & Barring Service

Wyvern St Edmund's are relentlessly focussed on safeguarding and promoting the welfare of its children and young people and expects all staff and volunteers to share this commitment.

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, you will be required to apply for clearance from the Disclosure and Barring Service if you are successful in your application. This will take place before your appointment is confirmed. The clearance process will disclose details of formal cautions, reprimands and final warnings, as well as convictions. Having a criminal conviction will not automatically exclude you from employment – this will depend on the nature of the position, and the circumstances and background of the offences committed.

Equality

Wyvern St Edmund's will not discriminate in any area of employment and confirms its commitment to equality of opportunity in all areas. Applicants will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

WSE are committed to supporting flexible working and will welcome applications from those that wish to work flexibly.

Job Description

Job Title: Basic Teaching Assistant

Grade: MLP Grade D

Main Job Purpose: Under the direction of the Teacher/s, to generally support students in a mainstream school to access learning.

Main Duties

1. Supporting students' learning, either in groups or through 1:1 work. The exact tasks will depend on the learning support needs of the student/s but may include:
 - clarifying and explaining instructions
 - ensuring students are able to use equipment and materials provided
 - motivating and supporting students
 - assisting in weaker areas, e.g. language, reading, spelling, handwriting, presentation
 - helping students to concentrate on and finish work set
 - meeting physical needs as required while promoting independence
 - liaising with class teacher and Special Educational Needs Co-ordinator about Care Plans
 - as specified by the Teacher, developing appropriate resources to support students
2. Supporting students' self-esteem, inclusion and behavioural development, e.g.
 - encouraging an acceptance and inclusion of the student with special needs
 - developing methods of promoting/reinforcing the student's self esteem and independence
 - providing individual supervision in and out of the classroom for students with behavioural problems
 - establishing a supportive relationship with students
 - reinforcing the school ethos, e.g. expectations of behaviour within class and elsewhere on the school site
 - supervising students on outings, school activities
3. Provide physical/personal care to students where required, e.g.
 - helping with dressing/toileting
 - undertaking physiotherapy and speech therapy exercises following instruction and advice from a qualified therapist
4. Supporting the Teacher/s, e.g.
 - As directed by the Teacher, adapting and interpreting lessons and instructions to students
 - In conjunction with the class teacher (and other professionals as appropriate) to develop system/s of recording student progress and contribute to the maintenance of this record
 - Providing regular feedback about students to the Teacher/s

Main Duties continued

5. Supporting the curriculum

- Support the delivery of the Literacy and Mathematics strategy along with other aspects of both the National Curriculum and the enhanced curriculum offered by the school.

6. Supporting the school, e.g.

- assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids, e.g. computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc.
- helping to ensure the hygiene of the teaching environment in cases of sickness or soiling
- administering minor First Aid under the guidance of a qualified person

Supervision and Management

The job holder has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits.

Creativity and Innovation (Problem Solving)

The job holder works within school procedures, policies and approved methods and under the supervision of the Classroom Teacher.

Key contacts and relationships

The jobholder has extensive contact with students, which involves mentoring, motivating and imparting skills and/or knowledge. Information is exchanged with Teachers and other school staff, school management, parents/carers and at times representatives of other Agencies e.g. Health, Social Care

Decision making

The jobholder is expected to follow school procedures, and plans made by the Classroom Teacher.

Resources

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

Working Environment

The jobholder is mainly based in a classroom setting and there is regular background noise. The work involves some crouching, stretching, or working in other constrained or awkward positions e.g. when dealing with students. There may be the need to deal with body fluids when giving personal care to students.

Knowledge and skills

New entrants are not required to have any background in Learning Support work but must have good general skills at dealing with children/young people and have the ability, through an extended induction period, to learn and apply learning support techniques. By the time the jobholder is fully competent in the job he/she will be operating at NVQ 2 (or equivalent) level with an understanding of different learning support needs and ways of meeting these.