***Teaching Assistant***

***(Term Time only, temporary – 1 year)***

***Start Date: 2nd September 2024***

***A group of people standing together

Description automatically generated with low confidence***

If you would like any further information on the role, please contact Sharon Bailey, HR on [sbailey@crypt.gloucs.sch.uk](mailto:sbailey@crypt.gloucs.sch.uk) or T: 01452 530291.

**The closing date for applications: Noon, Wednesday 19th June 2024**

**Interview date: w/c 24th June 2024**

***The Crypt School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants and expects all staff to share this commitment.***

***As part of due diligence, shortlisted candidates will be subject to an online search and the successful candidate will be required to undergo an enhanced DBS check***

***Message from the Headmaster – Mr. Nicholas Dyer***



I am delighted that you are considering applying for this important role here at The Crypt School. I do hope that you find this information helpful and we look forward to receiving your application.

Founded in 1539 and set in nearly 30 acres of grounds, The Crypt School’s vision is derived from its Latin motto, “Floreat Schola Cryptiensis”: floreat means “to flourish” and at The Crypt we wish all our students, as well as our staff, to flourish in all that they do. In order to achieve that vision, we strive to create the best possible environment and culture within which our students can learn, develop essential key skills and personal attributes, make friends and enjoy their school lives; equally, we wish for our staff to flourish in their work at school, and always strive to place their welfare at the centre of our work and planning. The School has grown significantly over the last five years, especially since the admission of girls into the main school in September 2018. Today, The Crypt School is Gloucester’s only co-educational selective school with a student roll of over 1100. The student body is a diverse, caring and enthusiastic one and our staff are a highly professional, caring and generous group of people who commit themselves fully to the academic, pastoral and extra-curricular life of the School. The School is a vibrant place to both learn within and to work at; it is a place where learning is valued for its own sake, within an environment of strong pastoral care. At the centre of our school life, is a powerful sense of community, where students are supported and encouraged to learn and engage with each other. Confident, friendly and respectful, the high quality of our student’s personal development is remarkable and is one of the greatest strengths of the School.

The School has benefited from significant capital investment over recent years which has enhanced the learning environment for both students and staff alike. Recent projects have included the building of two new teaching blocks and a sports pavilion; the refurbishment of the sports hall, the creation of an outdoor netball and tennis area and giving enhanced facilities to our growing sixth form, which now numbers over 330 students. Later this year, and thanks to a recent Wolfson Fund grant, two science laboratories will be completely refurbished.

In March 2024, the School received an outstanding ofsted report in all areas and our extra-curricular programme was singled out as being a particular strength: *“Pupils make exceptionally good use of the extensive range of extra-curricular activities on offer. For example, pupils take part in engineering challenges, enjoy crochet, or learn sign language. They attend plays, lead debates, or compete in one*

*of the many sporting activities on offer.*

Staff work hard and give generously of their time to the life and wellbeing of the School. Time and money is invested in their professional development, and each member of the teaching staff is equipped with a laptop and iPad; other benefits also enhance the working experience of colleagues at the School (<https://www.cryptschool.org/welcome/working-at-the-crypt-school>)

The Crypt School is located just outside of the City of Gloucester in the West of England. Gloucester is known for its 11th century Cathedral and close; for Blackfriars, which is a stunning example of a 13th century mediaeval priory site; the British Waterways Museum, which celebrates the city’s industrial past, and now the vibrant Gloucester Quays, which has a selection of shops and restaurants. Gloucester is a vibrant and growing city, and the School is conveniently located close to the City, and close to good road and rail links to Cheltenham and the surrounding region, including Bristol for example.

We recognise the time and thought that goes into an application and we will certainly give yours our serious consideration.

If you have any further questions or wish to visit the School prior to sending in an application, please contact Sharon Bailey via [sbailey@crypt.gloucs.sch.uk](mailto:sbailey@crypt.gloucs.sch.uk) who will be able to assist you.

With best wishes,

Diagram

Description automatically generated  
Nicholas Dyer

**Job Description**

**Teaching Assistant (Term Time only, Temporary – 1 year)**

|  |  |
| --- | --- |
| **Name** |  |
| **Post** | Teaching Assistant |
| **Scale** | 28.5 hrs./week, worked Monday to Friday, term time only,  37.4 weeks term time only (including inset)  FTE 0.634  Grade 5.11 - 5.14 - Full Time £25,979.00 to £27,334.00  **Actual Salary (28.5 hrs./week) £16,471.00 to £17,300.00** |
| **Relationships** | SENCo, Deputy SENCo, Pupil, Classroom Teacher/Supervisor, Teaching Assistants & Parents |
| **Purpose** | The main purpose of the role is to support pupils with a range of special educational needs in addition to supporting teaching staff with their responsibility for the development and education of children who have special educational needs. |
| **Duties and responsibilities** | Outlined below |

# Main duties and responsibilities

# Under the direction of, and within an educational plan provided by a qualified teacher or designated supervisor:

* Provide support for the SEND department and specific pupils in accordance with My Plans and EHCPs.
* Act as key worker for designated pupils.
* Ensure the pupil’s needs are met and liaise with staff as appropriate to ensure the pupil is able to make progress with their learning.
* To actively engage in the delivery of the educational work programme and activities developed by teaching staff within competence.
* Take in class notes where needed for specific pupils
* If needed, act as scribe in GCSE and GCE A level exams. Appropriate training will be given.
* To develop and maintain learning support materials such as Social Stories, Contingency Planning, etc
* To supervise the activities of individuals or groups of pupils to ensure their safety and to facilitate their physical and emotional development.
* To undertake those activities necessary to meet the physical and emotional needs of individuals or groups of pupils including children with special educational needs.
* To undertake those activities necessary to foster the intellectual and social development of children.
* To monitor individual pupils and to report problems and concerns to designated supervisor.
* To keep up to date records and produce reports on pupil progress covering educational, behavioral, and emotional needs, and attend review meetings when appropriate.
* To attend TA meetings and Inset training (including Twilight sessions).
* To liaise with parents of designated pupils.
* To accompany and supervise pupils on extra-curricular activities and visits.
* To maintain working knowledge of health issues affecting pupils such as ADHD, asthma, epilepsy, diabetes, and autism.
* To maintain working knowledge of health and safety issues and good practice in specific learning environments e.g. Science laboratories, Design Technology workshops, Food Technology areas.

### Supervisory Responsibility

None

### Supervision Received

SENCo

Deputy SENCo

# Principal Contacts

SENCO, Deputy SENCo, Pupil, Classroom Teacher/Supervisor, Teaching Assistants, Parents.

This job description sets out the main duties of the post at the date when it was drawn up.  Such duties may vary from time-to-time without changing the general character of the post or the level of responsibility entailed.  Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post will be subject to an enhanced DBS disclosure. The Crypt School values the diversity of our workforce and welcomes applications from all sectors of the community.

Please read our **Safeguarding Policy** and **Recruitment, Selection and Disclosure Policy and Procedure** which can be found on our school website by clicking on the link below.

<https://www.cryptschool.org/welcome/policies-forms>

The Crypt School is an equal opportunity employer, and we value having a workforce as diverse as the city and region we serve. We therefore welcome, develop and promote people from all sections of the community, and we particularly welcome applications from groups who are currently under-represented within our workforce such as from Black, Asian and Minority Ethnic candidates and disabled candidates. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Our recruitment selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities and that no applicant or employee is disadvantaged by provisions, criteria or practices which cannot be shown to be justified."

**The Crypt School**

June 2024