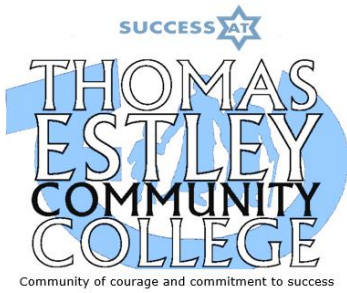


TEACHING ASSISTANT

THE OAKS

CANDIDATE INFORMATION PACK



**Station Road
Broughton Astley
Leicestershire LE9 6PT
Telephone: 01455 283263
Fax: 01455 285758
admin@thomasestley.org.uk
www.thomasestley.org.uk
Principal: Mandi Collins**

August 2022

Dear Applicant,

Teaching Assistant – The Oaks

The Oaks ASD provision at Thomas Estley Community College provides specialist support for pupils aged 11 to 16 years (years 7 – 11), with significant, complex and high-functioning autism, but of mainstream ability, who require highly specialised individual arrangements which cannot be practicably or reasonably put in place by a mainstream school through normal provision. Pupils are expected to attend mainstream lessons within school and as part of their timetable and will remain part of the Oaks provision throughout secondary school.

We are looking for an enthusiastic and motivated candidate who has experience working with pupils with SEN and is ready for an exciting new challenge. We are a strong learning community that strives to make what we offer to our staff, pupils and families the best it can be. If you share these values, then we want you to join our team.

The successful candidates will make an important contribution to the school ethos. Their role will include supporting pupils on a daily basis, supporting small learning groups, working with staff to ensure an inclusive approach and working collaboratively to support the learning needs of pupils on the autistic spectrum.

The successful candidate will have:

- Some experience of working with pupils with additional needs including autism
- A flexible and proactive approach to supporting pupils
- Ability to communicate well with pupils, teachers and adults
- Completion, or the readiness to complete, the LSA induction programme
- Some understanding of the issues relating to child development and inclusion
- A commitment to safeguarding children

Thomas Estley Community College is a thriving, well-established Leicestershire 11-16 Community College, with around 900 pupils on roll. It is also the lead school in the Thomas Estley Learning Alliance (over forty primary and secondary schools) as well as a lead school for School Direct teacher training placements across Leicestershire. The college is a leading member of many local networks with a high local profile. The College is very strongly committed in principle and practice to its role as a Community College and to inclusion for all, including adult learning, before and after school clubs and an onsite preschool, as well as an onsite base for pupils from a local special school. We are proud to have received many awards for excellent practice, we regularly welcome local, national and international visitors, and our Station Road Broughton Astley Leicestershire LE9 6PT Telephone: 01455 283263 Fax: 01455 285758 admin@thomasestley.org.uk www.thomasestley.org.uk Principal: Mandi Collins practice in leading training, from School Direct PGCE to middle and senior leadership level, is well embedded.

This position will require a high level of communication skills and the ability to prioritise effectively, as well as a passion for working with young people to help them enjoy learning and achieve their goals. The successful candidate can expect an interesting, supportive and lively environment in which to work and contribute within a supportive team ethos.

The closing date for applications is Monday 12th September 2022.

I look forward to receiving your application.

Yours faithfully

Mrs M Collins
Principal

Success Academy Trust

Registered in England

Company No: 8135389

Registered Office: As above

VAT Registration No: 153 2274 31

Vice-Principals: C. Cornelius, M. Young

Assistant Principals: J. Hartley, E Timmins

College Manager: A.M. Willett



Community of courage and commitment to success



Aiming to **achieve our best**.

Taking full advantage of every **learning opportunity**.

Showing **resilience** through our experiences and challenges.

Seeking out our **talents** and following our dreams.

Reaching out for opportunities to **lead and encourage others**.

Making a **positive difference** and celebrating success.

Including the **whole community**, sharing, caring and giving time as needed.

Treating each other with **kindness, fairness and respect**.

Finding space in our lives for **fun, joy, praise and laughter**.

Featuring additional entitlement to our 'Three Steps to Success' for all our Success Academy Trust Staff

 **ENTITLEMENT TO OUR TRUST TRAINING PACKAGE AS APPROPRIATE TO CAREER STAGE DEVELOPMENT, ROLE AND EXPERIENCE**

 **TALENT MANAGEMENT DEVELOPMENT ROUTES WITHIN THE TRUST WITH A PERSONALISED CAREER PLAN**

 **WELLBEING FOR SUCCESS – OUR OWN PERSONAL WELLBEING AND SUPPORT PACKAGE TO HELP YOU FLOURISH**



THOMAS ESTLEY COMMUNITY COLLEGE
SUPPORT TEAM
JOB DESCRIPTION

- Job Title:** SEN TEACHING ASSISTANT - The Oaks
- Salary:** Local Government Pay Scale Grade 6 - £20,046- £20,448
30 hours per week, Term time only, with an additional 30 hours to work across the year as directed by Line Manager
Pro rata 69.07% FTE £13,845 - £14,123
- Working Hours:** 30 hours per week worked between 8.30am – 3.00pm
(Due to the nature of the funding of these hours (directed by the number of hours issued for statements hours may fluctuate). Four weeks' notice of any change will be given.
- Responsible to:** Department Lead and SENCo
- Other Functional Relationships:** SEN/Inclusion Manager, other members of the SEN team, the College Manager, Teaching staff, College Principal, Vice Principal, other members of the support staff, College members, pupils, parents, local community.
- Job Purpose:** To support and deliver learning within The Oaks unit and in Mainstream.

DUTIES AND RESPONSIBILITIES

SPECIFIC DUTIES

- Supervise and provide particular support for pupils within the Oaks and at times pupils within the mainstream setting.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement.
- Provide feedback to parents in relation to progress and achievement under the guidance of a teacher.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Plan and deliver of learning activities to small groups.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Administer routine tests and invigilates exams and undertake routine marking of pupils' work
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

- Is aware of and complies with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.

GENERAL DUTIES

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.
- The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school.
- To promote the School's Equal Opportunity Employment Policy.
- The Health and Safety at Work etc. Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees.

Safeguarding Children:

Thomas Estley Community College is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced.

OTHER DUTIES

- Undertake other duties as required commensurate with the grade of the post.
- This job description sets out the duties of the post at the time when 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.
- It is vital to the ethos of the LSA team that the postholder is flexible in taking on additional tasks, willing to offer help to and cover for other members of the Team and treats co-operation and support for colleagues as a top priority.

SPECIAL INSTRUCTIONS

- To ensure a safe working environment in accordance with Health and Safety Regulations
- To attend fire drills and staff meetings as required
- To attend training events as required
- To maintain total confidentiality with regard to pupils and other personal information
- Participation in, contribution to and evaluation of training and development opportunities including those arising from annual staff review.

COMMUNICATIONS

- In consultation and partnership with the SENCo and other members of the TA team and wider teaching staff, support and sustain effective communications including providing input for all reviews.

TEACHING ASSISTANT – The Oaks

PERSONNEL SPECIFICATION

	Essential	Desirable	How assessed
<u>Qualifications</u>			
GCSE or equivalent, English and Maths	✓		Doc/App
Good numeracy/literacy skills	✓		Doc/App
NVQ – Teaching Assistant or equivalent		✓	Doc
<u>Knowledge/Skills</u>			
Ability to develop excellent relationships with young people	✓		App/Test/ Int
Well-developed interpersonal and communication skills	✓		App/Test/ Int
Knowledge of the requirements needed to achieve outstanding pupil progress and personal development	✓		App/Test/ Int
Demonstrable knowledge and understanding of equality issues and legislation	✓		App/Test/ Int
Working knowledge of National Curriculum and other relevant learning programmes	✓		App/test/ Int
Experience of teaching small groups of pupils		✓	Int
Experience of CPD relating to education and in particular special education needs		✓	
An ability to improve and track pupil progress using new technologies		✓	Test/Int
Understanding of current education legislation, priorities and trends, specifically to the curriculum and qualifications structure		✓	

	Essential	Desirable	How assessed
<u>Experience</u>			
Experience of working with children and young people	✓		App/Int
Experience of meeting with and liaison with parents	✓		App/Int
Understanding of principles of child development and learning processes	✓		App/Int
The ability to inspire, develop, empower children and young people	✓		
Experience of working with children and young people with Autism, social and communication difficulties		✓	App/int
Experience of working with children with Special Educational Needs		✓	App/Int
<u>Interpersonal/communication skills</u>			
Be a team player	✓		Int
Ability to motivate and inspire pupils	✓		Int
Ability to use tact, diplomacy, sensitivity and good humour			
Effective written and spoken communication	✓		Int
Awareness of the need for attention to detail	✓		App/Int
Ability to demonstrate personal and emotional resilience when working in a range of challenging situations	✓ ✓		Int
Personal commitment to extra-curricular activities		✓	App/Int
Motivation to work with children and young people			
Commitment to safeguarding and promoting the welfare of children and young people.	✓ ✓		Int App/Int
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		Int
Emotional resilience in working with challenging behaviours	✓		Int

	Essential	Desirable	How assessed
<u>Personal Attributes</u>			
Good health and an excellent attendance & punctuality record	✓		App
Commitment to their own personal and professional development	✓		Int
Passionate belief in the potential of all young people to aspire and achieve	✓		Int
Relentlessly positive attitude towards young people and colleagues	✓		Int
Ability show mutual respect for and trust of pupils and adults	✓		Int
Energy & enthusiasm	✓		Int
Eligibility to work in the UK	✓		App/Int

Key:

App = Application Form

Pre = Presentation

Test = Test

Med = Medical Questionnaire

Int = Interview

**Dc = Documentary Evidence (E.g.,
Certificates)**

Thomas Estley Community College and Learning Alliance seeks to promote the employment of people with disabilities and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable candidate with a disability