

Teaching Assistant – Level 1 (part-time, fixed-term)

Candidate Information Pack



Small enough to care, big enough to deliver a positive impact

Executive Headteacher's welcome

Thank you for your interest in this opportunity to join Seaton Sluice Middle School as a **Teaching Assistant**. This is a fixed-term contract until April 2020, while we assess our future staffing needs. This candidate information pack will tell you much more about the school and the role.

Seaton Sluice Middle School is one of three schools within the Seaton Valley Federation of Schools, together with Astley Community High School and Whytrig Middle School which are co-located at Elsdon Avenue in Seaton Delaval. We share a single governing body.

I am immensely proud to be Executive Headteacher of all three schools. We strive for excellence in the education we provide for our students and are a focal point for the local community. All three schools are rated as 'Good' by Ofsted. I strongly believe that the relatively small size of our schools provides a great environment in which to know our young people well, so that we are able to understand and respond to each individual's needs and enable them to succeed.

I hope that the information within this pack will encourage you to apply for this opportunity. You are also welcome to arrange an informal visit to our school by contacting **Joe Elliott – Special Education Needs and Disabilities Co-Ordinator** on **0191 2370629**.



John Barnes

Executive Headteacher – Seaton Valley Federation of Schools

Our ethos and values

We have three main themes to our ethos:

- 1. To be a school that knows your child really well both academically and pastorally as a complete young person.**
- 2. Everyone within the school is treated with respect and we expect that respect to be mutual.**
- 3. We expect and strive for everyone associated with the school to be as good as they possibly can in all areas of school life. We do not accept not trying and we are never ashamed of doing well and being proud of doing well.**

Our schools are small enough to care but big enough to deliver a positive impact.



All three schools in the Seaton Valley Federation share a set of core values. We expect that all members of our school community will:

- develop their self-knowledge, self-esteem and self-confidence
- respect the laws of England and will know right from wrong and ensure their actions reflect this
- accept responsibility for their behaviour
- show initiative and contribute in a positive way to the school community, the local community and society in general
- show respect for each other and all other people
- show tolerance and respect for different cultures and traditions and will never act in such a way that these cultures or traditions are abused or attacked
- show respect for the rule of democracy and respect for the democratic principles of England.

About our schools

School	Age range	Total number of pupils	Number in sixth form
Seaton Sluice Middle School	9-13	333	N/A
Whytrig Middle School	9-13	218	N/A
Astley Community High School	13-18	550	167

About our performance

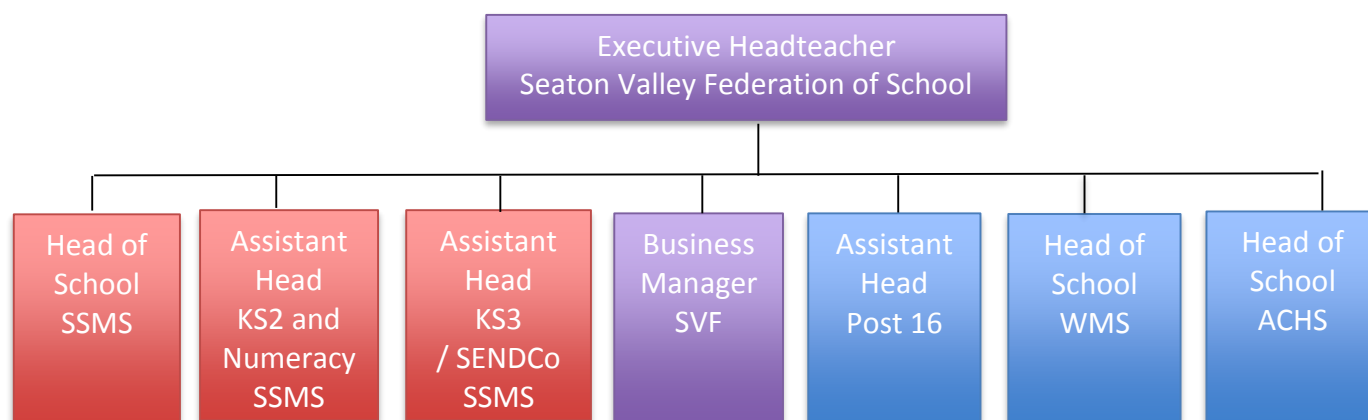
School	Overall effectiveness	Last Ofsted inspection
Seaton Sluice Middle School	Good	February 2013
Whytrig Middle School	Requires Improvement	February 2018
Astley Community High School	Good	January 2016

Latest Ofsted report for Seaton Sluice Middle School

Achievement of pupils	Good
Quality of teaching	Good
Behaviour and safety of pupils	Good
Leadership and management	Good

“Overall behaviour across the school is very good. Leaders and staff set pupils clear expectations and make effective use of the school’s behaviour management systems, including the merits rewards. Pupils engage well in lessons, are pleased to share their learning and work collaboratively with their peers. Pupils behave well at lunchtimes and breaktimes, socialising well with friends. Movement between lessons is orderly and pupils arrive promptly and ready to work hard.” Ofsted, 2018

About our structure



The team of Teaching Assistants at Seaton Sluice Middle School is led by the SENDCO, who reports to the Head of School.

About the Inclusion Team

Over the next few pages you will find the advert, job description and person specification for the post of Teaching Assistant but we know that you will want to know more about the Inclusion Team.

The team at Seaton Sluice Middle School is co-ordinated on a day-to-day basis by an experienced SEND Support Officer. We have a very experienced and dedicated team of Teaching Assistants who work closely with all staff to ensure the best outcomes for our more vulnerable and less able students.

We have excellent facilities in terms of SEND teaching and an extensive range of intervention programmes to cater for the individual needs of our SEND students. The team has a regular time slot one evening per week where professional development takes place in the form of training sessions, team meetings or individual planning/work time in order to constantly improve the service we provide for the young people in our care.

Joe Elliott – Special Education Needs and Disabilities Co-Ordinator



Seaton Sluice Middle School

Alston Grove
Seaton Sluice
Tyne and Wear
NE26 4JS
0191 237 0629

Teaching Assistant – Level 1

Fixed-term contract until April 2020

26 hours per week Monday to Friday term-time

Band 2: £18,065 to £18,426 per annum pro-rata

Effective support for students with special educational needs and/or disabilities is a key priority across the Seaton Valley Federation of Schools in order to help all students to achieve their full potential. This role is within a team of Teaching Assistants who work in Seaton Sluice Middle School, working under the direction of the Special Education Needs and Disabilities Co-Ordinator.

With a track record of supporting students to achieve their targets and knowledge of strategies, you will have good numeracy and literacy skills and ideally hold a Teaching Assistant or Special Needs Support qualification. You will also need to be able to form effective relationships with students, staff, parents and fellow professionals.

This is a fixed-term contract until the 30 April 2020 while we assess our future staffing needs. The working hours of the post will be Monday to Friday.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced criminal records check is required for this post.

Interested in applying? A completed application form and criminal records declaration form must be submitted **by 9am on Wednesday 4 December 2019** by e-mail to ssmsjobs@svlp.org.uk.

Please indicate clearly the title of the role you are applying for in the subject field.

It is expected that interviews will be held on Thursday 12 December 2019.

Northumberland County Council
JOB DESCRIPTION

Post Title: Teaching Assistant (Level 1)		Director/Service/Sector : Children's Services		Office Use JE ref: SG16 HRMS ref:
Band: 2		Workplace: Seaton Sluice Middle School		
Responsible to: Assistant Headteacher		Date:	Manager Level:	
Job Purpose: To work under the direct supervision of teaching/senior staff, usually in a classroom with a teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils in the classroom				
Resources		Staff	Not Applicable	
		Finance	Not Applicable	
		Physical	Some shared responsibility for classroom equipment and materials.	
		Clients	Relevant School pupils	
<u>Duties and key result areas:</u>				
Support for Pupils				
<div>1. Attend to the personal needs of pupils including the implementation of personal learning programmes that may include social, health, physical, hygiene and welfare objectives.</div> <div>2. Supervise and support children in their access of learning.</div> <div>3. Establish good relationships with pupils, acting as a role model and responding to the needs of each individual child.</div> <div>4. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.</div> <div>5. Encourage children to play and interact with one another.</div> <div>6. Encourage children to engage in, and participate in learning activities lead by the class teacher.</div> <div>7. To encourage children to act independently as appropriate</div>				
Support for the Teacher				
<div>1. As directed by the class teacher:<div><div><input type="checkbox"/></div>Prepare the classroom prior to a lesson</div><div><div><input type="checkbox"/></div>Clear up after a lesson</div><div><div><input type="checkbox"/></div>Assist with the display of pupils' work</div></div> <div>2. Report to the classroom teacher, as agreed, on:<div><div><input type="checkbox"/></div>Pupil problems</div><div><div><input type="checkbox"/></div>Pupil progress</div><div><div><input type="checkbox"/></div>Pupil achievements</div></div> <div>3. Undertake the maintenance of pupils records as directed by the class teacher.</div> <div>4. Support the teacher in the management of pupil behaviour.</div> <div>5. Gather information from parents and carers as directed by the class teacher.</div> <div>6. Provide information to parents and carers as directed by the class teacher</div>				

7. Provide the classroom teacher with clerical and admin support, particularly:

- ☐ Undertaking bulk photocopying
- ☐ Word processing
- ☐ Filing
- ☐ Collecting money

Support for the Curriculum

1. Help pupils to understand instructions
2. Support pupil learning with respect to all of the local and national learning strategies
3. Support pupils in their use of ICT as directed by the class teacher
4. Prepare and maintain equipment and resources as directed by the class teacher.

Support for the School

1. Comply with all school policies relating to:
 - ☐ Health and Safety
 - ☐ Equal Opportunities
 - ☐ Child Protection
 - ☐ Confidentiality and data protection.
2. Work in such a way that you promote the ethos and vision of the school.
3. Participate in training and development and activities that contribute to the management of performance.
4. Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.
5. To undertake other duties and responsibilities as required commensurate with the grade of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:
Working patterns:
Working conditions:

Northumberland County Council
PERSON SPECIFICATION

Post Title: Teaching Assistant -General (Level 1)		Director/Service/Sector: Children’s Services	Ref: SG16
Essential		Desirable	Assess by
Knowledge and Qualifications			
Good numeracy and literacy skills;	Completion of DfES Teaching Assistant Induction Programme;		(a), (i), (t)
Experience			
Working with or caring for children of the relevant age	Basic clerical duties Working as a member of a team		(a)
Skills and competencies			
Appropriate First aid knowledge; Basic ICT skills Basic office skills: <ul style="list-style-type: none">• Photocopying• Filing Can relate well to both children and adults Can work as a member of a team	CLAIT Level 1 Current restraint techniques		(a), (r)
Physical, mental and emotional demands			
An active post involving periods of standing with some kneeling, bending and stretching. Need to remain alert to monitor pupil activity, learning and health and safety risks. Some pupil and family contacts may occasionally prove upsetting.			
Other			
Willingness to participate in training and personal development			(i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

Working in the Seaton Valley Federation of Schools

We always look to strengthen our highly dedicated team of staff with people who have high expectations of students and themselves, can work cooperatively and make a positive contribution to the life of the school. In return we can offer:

- opportunities for continuing professional development
- membership of the Teachers' Pension Scheme (for teachers and tutors) or the Local Government Pension Scheme (for support staff), which the school also contributes to on your behalf
- between 25 and 30 days' annual leave for support staff who work full year
- good transport connections from the A1 and A19 for easy access to Seaton Delaval and Seaton Sluice
- ample staff car parking

Living and working in Northumberland

If you are new to the area, we can assure you that south east Northumberland is a great place to live and work. Seaton Delaval has its own National Trust property, Seaton Delaval Hall, and Seaton Sluice overlooks the coast with its beautiful sandy beaches. It is only a short drive from the Seaton Valley area to enjoy the spectacular scenery of the Cheviot and Simonside Hills and the Northumberland National Park beyond. We are also conveniently located within ten miles of both Newcastle City Centre and Newcastle Airport.



Take a look at www.visitnorthumberland.com for more information.

Our commitment to professional development

We are committed to the continuing professional development of all of our staff.

- There is a weekly session for teachers to undertake Continuing Professional Development focused on teaching and learning. These sessions are led by internal and external providers and we expect all teachers to contribute to these sessions so that we can share and build upon good practice and innovative ideas.
- We hold joint training days for the three schools in the Seaton Valley Federation to facilitate an integrated approach across all phases and stages.
- Staff are given the opportunity to work in other schools at specific times of the school year to develop their skills and knowledge of other key stages.
- We provide opportunities for teaching staff to observe at least one other colleague of their choosing during the school year to support staff to reflect on their own practice.
- North-east teaching schools and Durham County Council provide a range of CPD opportunities so that we can learn from, and develop our professional practice with, other professionals.
- Each member of staff has a CPD plan to address areas for development identified through the annual appraisal process and we support staff to develop their skills and knowledge.
- There are many examples of how we have enabled teaching and support staff to undertake courses of further study either through financial assistance or time off.

Our commitment to equal opportunities

We seek to employ a workforce which reflects the diversity of the communities we serve. We understand and value the added contribution that individuals can make when we recognise and embrace individual differences in age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Our recruitment and selection process is designed to be fair and avoid discrimination. Our Equality and Diversity in Employment Policy is available from:
<http://www.svf.org.uk/our-federation/equalities>

Our commitment to safeguarding children and young people

Keeping our children and young people safe and secure is crucially important. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

It is important during the recruitment process that we ensure candidates support this commitment. We will ask all applicants to tell us in confidence about any criminal convictions they have and the successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS). This does not mean that you cannot work here if you have a criminal conviction as we will take into account factors such as the age of the conviction, its relevance to the job and any mitigating factors before making a decision.

However we are aware that not everyone who is a risk to children will have a criminal conviction and therefore you should expect at interview that we will explore any gaps in your employment record, your motivations for working with children and young people and your ability to keep them safe from harm. We will also check this information in any references we receive, one of which must be from your current or last employer.

How to apply

Please read the job description and person specification for the post carefully before completing an application form.

Your completed application form including the names and contact details of two referees and your criminal record declaration form must be **e-mailed** by **9am** on **Wednesday 4 November 2019** to: ssmsjobs@svlp.org.uk. **Please indicate clearly the job title for the role you are applying for in the subject of your email.** In exceptional cases we will accept applications by post however please contact us to discuss this in advance.

Please note that we do not accept CVs.

Contact us

Address: Seaton Sluice Middle School, Alston Grove, Seaton Sluice, NE26 4JS

Telephone: 0191 237 0629

Website: <http://www.svf.org.uk>