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| Teaching Assistant Vacancy |
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| **Wheatley Hill Community**  **Primary School** |
| |  | | --- | | **Head Teacher:** *Alan Scarr* | | **Chair Of Governors:** *Jayne Dinsdale* | | **Date:** *March 2020* | | **Appointment:** September 2020 or ASAP | | **Closing Date:** | |

**VACANCIES FOR TEACHING ASSISTANTS**

Grade: 3 (SCP 4 - 6 pro rata, starting £16,584)

Required from September 2020 (Or ASAP by Arrangement) – Term Time Only plus two additional weeks  
  
The Governing Body of this popular primary school seek to appoint excellent, enthusiastic, creative and motivated Teaching Assistants to support the excellent teaching & learning within our school as our school continues to grow.

We are looking for teaching assistants, who have a passion for working with children with additional needs. All of our teaching assistants will be well supported to develop into highly skilled practitioners and will receive a significant training package including curriculum, assessment, SEND support etc. We strongly recommend interested candidates to contact the school for a discussion around this exciting position and how the future of these roles could develop.

Our highly inclusive school is dedicated to delivering outstanding teaching & learning opportunities for all pupils regardless of needs through a culture of co-production, experiential learning and growth, where carers and professionals work together to support the holistic development of the child. Therefore, we are seeking to appoint at least one committed and passionate teaching assistant to work into one of our classrooms within Wheatley Hill Primary School. If possible, the successful candidate would also join our team of staff providing free pupil transport using school vehicles as either a driver (aged 25+) or as an escort.

The successful applicants will have a keen interest in predominantly working with children with SEND, mainly on a small group basis in a mainstream classroom or specialist setting. You will need to be wholly committed to becoming an integral member of our hard-working and dedicated team and will:

* Have high expectations and a strong commitment to raising standards for children with SEND;
* Will make learning exciting, memorable and enjoyable;
* Experience and a keen interest in supporting SEND pupils, including pupils with complex needs;
* Support pupils, who display complex and challenging behaviour;
* Support the free school transport system as a driver / escort.
* Fulfilment of the Durham County Council Grade 3 Job Description

There will be the opportunity to work with the mainstream provision in school as well as you support children with SEND to integrate into the mainstream classroom. We are looking for people who have a Level 3 or equivalent childcare / teaching assistant qualification and some experience working with young people. The candidate must be willing to work hard to develop their understanding of high quality teaching & learning strategies as well as knowledge of the supporting children with SEND in education. It is essential that the successful candidate has a clear desire to work with children with SEND.

Wheatley Hill Primary is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check. Applications are invited from prospective candidates who are able to demonstrate that they are able to meet the essential criteria set out in the person specification and who have the vision, values and tenacity to join an outstanding team and help continue the journey towards excellence. Visits for discussion with the Headteacher and to see excellent provision at Wheatley Hill are strongly encouraged and can be arranged by appointment with the school office. (TBC during the current circumstances)

For further information about this post please contact the Headteacher, Mr Scarr.  
Completed application and safeguarding forms are returnable to the school. If you wish to email your application send it to [wheatleyhill@durhamlearning.net](mailto:wheatleyhill@durhamlearning.net)   
  
Closing date: 1st May 2020  
Interviews: TBC - under current circumstances these may be by telephone/Skype or other remote method

The Governing Body is committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to receipt of a satisfactory DBS check.  
  
Durham County Council is an Equal Opportunities Employer. We want to develop a more diverse workforce and we positively welcome applications from all sections of the community.   
  
Applicants with disabilities will be invited for interview if the essential job criteria are met.  
  
Where our roles are customer facing and you are required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

This post is not open to job share.

**Job Description – Teaching Assistant Grade 3 (SCP 4 – 6)**

**Duties and Responsibilities - Support for Pupils, Teachers and the Curriculum**

•Work in partnership with teachers and other professional agencies to provide effective support with learning activities;

•Awareness of and work within school policies and procedures;

•Support pupils to understand instructions, support independent learning and to promote the inclusion of all pupils;

•Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate;

•Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress;

•Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils;

•Under the guidance of a teacher monitor, assess and record pupil progress/activities;

•Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher;

•Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and in line with health and safety requirements;

•Support pupils in their social development and their emotional well-being, reporting problems to the teacher as appropriate;

•Support pupils with SEND needs as appropriate;

•Contribute to pupils plans and reports;

•Support the work of volunteers and other teaching assistants in the classroom;

•Support the use of ICT in the curriculum;

•Work with pupils not working to the normal timetable using Teacher’s planning.

•Undertake pupil record keeping and maintenance of records as requested;

•Support the school free transport offer as a driver / escort;

•Provide cover to supervise a class and/or small group on an unexpected non timetabled basis only;

•Assist in escorting and supervising pupils on educational visits and out of school activities;

•Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, but not as a supervisory assistant;

•Maintain a clean, safe and tidy learning environment;

•Support children’s learning through play and planned learning activities;

•Support pupils in developing and implementing their own personal and social development;

•May be asked to administer medications subject to agreement and in line with school policy;

•Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;

•Provide basic first aid, if appropriate, ensuring timely referral to the health service in emergency situations;

•Monitor and manage stock and supplies for the classroom;

•Prepare and present displays;

•Provide support to pupils who have communication difficulties also where English is an additional language; Support for the School;

•Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person;

•Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;

•Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;

•Contribute to the overall ethos, work and aims of the school;

•Maintain good relationships with colleagues and work together as a team;

•Appreciate and support the role of other professionals;

•Attend relevant meetings as required;

•Participate in training and other learning activities and performance development as required;

•Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.

**Person Specification – TA Grade 3**

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| **Category** | * **Essential** | * **Desirable** | * **Evidence** |
| **APPLICATION** | * Completed application form (supporting letter to be no longer than 750 words) * Fully supported in reference |  | * Application Form |
| **QUALIFICATIONS** | * A teaching assistant qualification at NVQ Level 3 or   NVQ Level 3 in Early Years or Child Care or a relevant equivalent | * A valid Paediatric First Aid Certificate * Good numeracy /literacy skills * Early Years Degree * HLTA qualification * Food Hygiene certificate * Any further SEND qualifications | * Application Form * References * Certificates |
| **EXPERIENCE** | * Experience of working with young children * Experience of effectively supporting teaching and learning, skills reflective of the DCC grade 3 job description * Experience of planning and evaluating learning activities * Involved in planning programmes of learning for individuals, groups and whole class * Experience of assessment and recording assessments * Experience of working successfully and co-operatively  as a member of a team * Experience of supporting SEND pupils * Experience of record keeping systems and accurately updating information | * Experience of supporting pupils with SEND * Experience of working with pupils with challenging behaviour needs * Experience of Visual timetables, TEACCH, ASC Support systems * Experience of dealing with the general public * Experience of working in a school environment | * Application Form * References * Interview |
| **SKILLS AND KNOWLEDGE** | * Ability to relate well with children and adults * Ability to work independently with individual children, small groups of children and whole class * Ability to use initiative when required * Ability to work as a member of a team * A willingness to work co-operatively with a wide range of professionals * Good communication skills – written and verbal * Use ICT effectively to support teaching and learning * Excellent organisational skills * Excellent communication and interpersonal skills * Ability to plan and prioritise workload and meet deadlines * Ability to collate data * Ability to communicate effectively both verbally and in writing * Demonstrating an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English. * Ability to build and sustain effective working relationships with a wide variety of people e.g. .staff, pupils/children, Governors, parents and the wider community * Ability to share good practice * Ability to meet the learning needs of pupils | * Ability to work within the LA and School’s policies and guidelines * Working knowledge of foundation, national curriculum key stages and government strategies * To be able to provide advice, guidance and information to various audiences * Knowledge of the SEND Code of Practice * Knowledge of effective learning strategies for SEND children aimed at improving behaviour and participation | * Application Form * Reference * Interview |
| **PERSONAL QUALITIES** | * Sensitive to the needs of children and their parents/carers * Ability to work as part of a team * Calm and positive approach * Committed to professional development * Ability to use own initiative * Ability to work under pressure * Ability to be flexible and adaptable * Be committed to attending any training courses relevant to the post, ensuring continuing personal and professional development. * Be a good role model to pupils in speech, dress, behaviour and attitude. * Ability to support our school ethos * Ability to demonstrate enthusiasm and sensitivity whist working with a SEND pupil | * Evidence of commitment to continuous professional development * Clean Driving License * Ability to support as a driver / escort | * Application Form * Reference * Interview |