

### Teaching Assistant

£14,415 per annum, £9.74 per hour (Band 5 SCP 5)

Permanent & Temporary , Part Time

33 hrs/week - Term Time Only + 5 PD Days

Ref: 2020005

Catcote Academy provides learning for a wide range of students with Learning Difficulties or Disabilities from age 11 to 19.

**We are looking to appoint experienced and enthusiastic Teaching Assistants with specific experience of working with children with complex needs.** Applicants with previous experience working within a SEN environment are preferable. You must be strongly motivated and possess the character needed to work in a demanding and often challenging environment.

**Closing date:** Tuesday 7<sup>th</sup> July 2020 3.00 pm  
**Interview Date:** Friday 10<sup>th</sup> July 2020  
**Start Date:** Tuesday 1<sup>st</sup> September 2020

**Completed application forms to be sent to:**  
C Smith, Catcote Academy, Catcote Road, Hartlepool, TS25 4EZ  
[carla.smith@catcote.co.uk](mailto:carla.smith@catcote.co.uk)

You will need to meet the requirements of the person specification in order to be offered an interview. Only applications submitted on the Trust's application form will be accepted. **Application forms can also be found at [www.catcoteacademy.co.uk](http://www.catcoteacademy.co.uk).**

We welcome applications regardless of age, gender, disability, ethnicity or religion.

Please see our website for our Privacy Notice (Job Applicants) regarding how we will use your personal information.

**The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.**

Any offer of employment is subject to an Enhanced Disclosure and check of the Children's/Adult's Barred list via the Disclosure and Barring Service (DBS).

## Job Description – Teaching Assistant Level 1 (TA1)

### Main Duties

Under the guidance and direction of teaching staff and/or senior colleagues:-

#### General Responsibilities

- Work as directed by senior staff
- Adhere to all Trust policies and college development plans including confidentiality, vulnerable adult protection, H&S, equal opportunities, SEN etc
- Maintain a safe working and teaching environment including adhering to policies on safeguarding of students and behaviour management
- Attend and participate in CPD activities as required
- Attend meetings and liaise with colleagues in school and parents/careers as required
- Be an effective role model for pupils by demonstrating and promoting positive values, attitudes and behaviours
- Engage with all pupils as directed by the Trust in line with the overall goals of the Trust and the needs of all pupils
- Work at multi-site locations as directed

#### Core Responsibilities

- Support students with their learning and well-being including whole classroom, 1 to 1 and small group environments, under the direction of a Teacher / Tutor
- Have knowledge of individual students in order to assist with learning and behaviour in line with any plans
- Feedback to teaching staff on progress and behaviour of students and effectiveness of learning activities
- Feedback to students in relation to learning and behaviour
- Assist in preparing student reports and other administrative tasks including outcome plans, end of year reports, behaviour reports/plans and third party assessments
- Support the assessment and recording of student progress and attainment
- Support students in any location as directed, indoor and outdoor, including outdoor learning, educational visits, after school clubs, activity centres, vocational areas etc.
- Supervision and support of students during break and lunch times including feeding where necessary
- Assist and take part in physical activities as directed e.g. walking, swimming, trampoline etc
- Preparation of learning resources, equipment and displays including cleaning, tidying & organising
- Ensure cleanliness of equipment, resources and learning areas
- Use ICT effectively to support learning activities
- Escort students to and from college transport and escort pupils with an appropriate colleague if required
- Accompany teachers/senior colleagues and students on educational visits and assist in the supervision of students
- Carry out tasks for the general health, domestic care and welfare of pupils including toileting/changing, cleaning, using specialist equipment when necessary (this may include administering medicine under guidance and training on a voluntary basis)

**Person Specification – Teaching Assistant (TA1)**

	Criteria No.	Essential	Stage Identified	Criteria No.	Desirable	Stage Identified
<b>Qualifications</b>	E1	NVQ Level 2 or equivalent qualification in relevant discipline OR appropriate experience	AF,C	D1	Relevant Teaching Assistant Qualification	AF,C
	E2	GCSE Grade C or equivalent in Maths and English	AF,C	D2	First Aid training	AF,C
			AF,I	D3	Safeguarding training	AF,C
				D4	Training in Special Needs Education	AF,C
<b>Experience &amp; Knowledge</b>	E3	Experience of working with children / young people with learning difficulties	AF,I,R	D5	Experience of working in a school or college environment	AF,I,R
	E4	Effective use of ICT to support learning	AF,I,R	D6	Team Teach training or equivalent	AF,I,C
	E5	General understanding of basic learning programmes/techniques	AF,I,R	D7	Knowledge/experience of using TEACCH and PECS	AF,I
	E6	Manage the behaviour of students with a positive attitude and supportive manner		D8	Understanding of key characteristics of different types of learners (PMLD, SLD, MLD)	AF,I,R
<b>Skills</b>	E7	Work with children/young people at all levels regardless of specific individual needs	AF,I,R			
	E8	Ability to follow the direction of a Teacher to support all aspects of learning and wellbeing of students in a variety of activities, locations and environments				
	E9	Work effectively within a team environment, understanding classroom roles and responsibilities	AF,I,R			
	E10	Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work	AF,I,R			
	E11	Good communication and listening skills	AF,I,R			
<b>Special requirements</b>	E12	Interest in working with adults with learning difficulties to promote their development and educational needs	AF,I			
	E13	Ability to form and maintain appropriate effective working relationships and personal boundaries with vulnerable adults	AF,I			
	E14	Emotional resilience when faced with challenging behaviour	AF,I			
	E15	A commitment to working as part of the whole college team and supporting the vision and aims of the college	AF,I			
	E16	Respect for their social, cultural, linguistic, religious and ethnic backgrounds	AF,I			
	E17	Ability to liaise sensitively and effectively with parents and carers	AF,I			
	E18	Enhanced Disclosure and check of the Children's and Adult's Barred List	D			

AF	Application Form
C	Certificates
I	Interview
R	References
D	DBS disclosure