



*Learning that Connects*

# Appointment of Teaching Assistant (SEND)

32.5 hours per week, term time plus 5 training days  
Permanent

Grade N2: Actual Salary £13,667 pa

Closing Date: 10<sup>th</sup> October 2022



# Introduction from the Principal

Dear Applicant

Thank you for your interest in the role of Teaching Assistant at Studio West. Further details including a detailed job description and person specification are enclosed for your information.

Studio West is an exciting studio school, which opened in September 2014. As part of Northern Leaders Trust, Studio West cater for around 400 students aged between 11 and 19 with student numbers increasing year on year. We are expected to reach 650 at full capacity.

Rated "Good" by Ofsted, Studio West offers students a robust academic suite of qualifications ranging from A Level to GCSE; we also offer specialist occupational and professional qualifications.

All students benefit from an innovative and bespoke curriculum with substantial emphasis on developing key employability and life skills that will see them through to HE, FE and employment. Much of our curriculum is delivered through Project Based Learning where 'learning connects' in a very real sense. We have close working relationships with our business partners and our mission is to make sure that every student who leaves Studio West, does so with a university place, an apprenticeship or employment.

Due to the ongoing expansion and success of the school, we are seeking applicants for some new roles to the school to work with individual students or small groups with a wide range of special educational needs. Working with our SEND Co-ordinator, Learning Coaches and Personal Coaches, the role involves delivering interventions and in-class support to help students access their lessons and embed their learning.

We are looking for candidates either with previous experience working with children and/or young people, preferably within an education setting, with a minimum of a level 2 qualification (GCSE) in English and Mathematics, or those with the minimum qualification level with an interest in starting a career in education. Previous experience working with children with special educational needs or social, emotional and mental health issues would be advantage, but is not essential as full training will be provided.

If you have the skills, commitment and enthusiasm to succeed in this role, we want to hear from you. In return we can offer you,

- Access to the Local Government' Pension Scheme
- Salary sacrifice schemes including Car Sacrifice, cycle to work and childcare voucher schemes
- Free on-site parking
- Free gym access at Kenton School

We look forward to receiving your application

Yours sincerely



Val Wigham  
Principal

# Teaching Assistant

## Job Description

GRADE: N2

RESPONSIBLE TO: SENDCo

JOB PURPOSE: To provide classroom support duties including curriculum related tasks under the direction of the SENDCo, Learning and Personal Coaches and responding to pupils' social, emotional, mental health, behavioural and physical needs.

MAIN DUTIES: The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

### (a) General

- 1 Supporting the Learning and Personal Coaches in the general management of the classroom.
- 2 Undertaking activities, as directed by the SENDCo, Learning and Personal Coaches, with individuals or small groups of pupils.
- 3 Providing clerical/admin support, eg photocopying, typing and filing
- 4 Setting and reviewing Student Learning Plans under the direction of the Learning and Personal Coaches.
- 5 Supervising groups of pupils and participating in general activities including giving sensitive support and intervention.
- 6 Undertaking routine invigilation supporting Access Arrangements and Reasonable Adjustments.
- 7 Undertaking duties and activities as directed by the Principal.

### (b) Classroom Organisation

- 1 To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- 2 Assisting in the preparation, maintenance and repair of books, apparatus and equipment, to include cataloguing and stocktaking of all resources.
- 3 Preparing pupils' work for display in the classroom and around the school.
- 4 Demonstrating creativity in assisting with the practical resourcing of the classroom.

### (c) Pupil Support

- 1 Working with pupils directly on curriculum related tasks under the direction of the Coaches.
- 2 Acting as Key Worker to a designated group of students, to monitor progress and contribute to the SEND review process.
- 3 Assisting in the delivery of all aspects of support to pupils including assessment, recording and reporting procedures and maintenance of Learning Plans under the guidance of a designated Coach.

- 4 Giving relevant feedback to the SENDCo, and Coaches regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.
- 5 Assisting with monitoring and evaluating the learning environment provided for the pupils in his/her care and use this evaluation to help make necessary changes and developments within the classroom.
- 6 Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation.

(d) Welfare and other duties

- 1 Under overall control, accepting shared responsibility for the creation of a safe environment for pupils within and outside the classroom.
- 2 Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.
- 3 Providing of general care and welfare by responding appropriately to the social, emotional and physical needs of pupils. This might include attending to sick or injured pupils, taking sick pupils home and investigating reasons for absence.
- 4 May be required to administer medication to pupils by agreement with the jobholder in accordance with the school's policy on this issue.
- 5 Actively promoting anti-discrimination practices and the School's/Council's Equal Opportunities Policy in all aspects of employment and service delivery.

(e) Child Protection

The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

# Teaching Assistant

## Person Specification

### Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

1	Level 2 qualifications (GCSE Level 4/Grade C) or equivalent in English and Mathematics.
2	Demonstrable experience working effectively with children and/or young people or an interest in working with children and young people.
3	Knowledge of a range of special educational needs and barriers to learning for SEND students.
4	Ability to work effectively as a member of a team.
5	Effective written communication skills with the ability to produce high quality written resources.
6	Effective ICT skills using Microsoft Word and Outlook.
7	Effective organisational skills with the ability to prioritise to meet deadlines.
8	High standards of literacy and numeracy, i.e. a Level 2 (GCSE level A*-C) qualification in Maths/English or be able to offer evidence of competence.

#### Desirable

10	A Level or equivalent in a National Curriculum subject.
11	Experience of working within a secondary school.
12	Degree level qualification
13	Experience in supporting children/young people with special educational needs.

Items above will be further explored at the assessment stage.

### Part B: Assessment Stage

#### Essential

1	Effective oral communication and interpersonal skills.
2	Understanding of the barriers to learning for students with SEND and the ability to work with teachers to ensure students can access learning.
3	Ability to demonstrate empathetic qualities.
4	Ability to work effectively on own initiative.
5	Ability and willingness to assist children and young people with changing and other personal care needs as required.
6	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including motivation to work with children and young people, ability to form and maintain appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours understanding of behaviour management strategies.
7	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

The above will be assessed through a selection process of talking through scenarios and experience and formal interview.

### Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service, including Children's Barred List Check, and additional criminal record checks if applicant has lived outside UK
2	Medical clearance
3	Proof of qualifications as outlined on application form
4	A minimum of two references including your previous employer or last employer/educational establishment where not currently employed. Where you are not currently working with children but have in the past, a reference from that employer will also be required. Please note where references are required from school settings, we will only accept references from the Headteacher/Principal.

\*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website ([www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974](http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be protected/filtered, prior to the date of interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against the information from the Disclosure and Barring Service before your appointment is confirmed.

## Additional Information for Applicants

### Terms and Conditions

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions.

### Working Hours

The working hours for this post are 37 hours per week. Normal working hours are Monday to Thursday 8.00 am to 4.00 pm and on Fridays 8.00 am to 3.30 pm with a 30-minute unpaid lunch break each day. The post is term time only which equates to 38 working weeks per year. In addition, staff will be contracted to work 5 additional training days (allocated at the start of each year – one or more of which will be disaggregated into 'twilight' evening sessions).

### Annual Leave Entitlement

As this is a term time only post, annual leave entitlement is incorporated into annual salary. This equates to an additional 5.46 weeks pay (24 days plus 8 public holidays pro rata to weeks worked) for staff with less than 5 years' continuous local government service, and 6.25 weeks pay (28 days plus 8 public holidays pro rata) for staff with 5 years' or more continuous local government service.

### Pay and Grading

The grade of the post is N4, equivalent to local government pay spine points 5-8, with current corresponding salary of £19,650 to £20,852 pa. Incremental progression through the pay range takes place on 1 April each year until the top of the grade is reached. The actual salary for this post, term time and including annual leave entitlement as outlined above and 5 training days is as follows:-

Less than 5 years' continuous local government service:	£16,800 to £17,828 pa.
5 or more years' continuous local government service:	£17,099 - £18,145 pa

### Employment Status

This post is permanent. New entrants to Studio West are subject to a six month probationary period.

### Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

### Equal Opportunities

Northern Leaders Trust is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

### Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at [www.twpf.info](http://www.twpf.info).

### Application Process

Candidates can apply by downloading a Word version application from our website [sw.northernleaderstrust.org](http://sw.northernleaderstrust.org) which can be returned either by email to [hr@northernleaderstrust.org](mailto:hr@northernleaderstrust.org) or by post to Studio West, West Denton Way, Newcastle upon Tyne NE5 2SZ

Closing date: 12.00 Noon on 10<sup>th</sup> October 2022