Appointment of Support Assistant- Higher Level

37 hours per week, Permanent
Term time plus 5 training days and 10 Additional Days
Grade N6: Actual Salary £23,770 to £26,222 pa
Closing Date: 10th October 2022

=[]

Kenton School, Drayton Road, Newcastle upon Tyne, NE3 3RU, Telephone: 0191 214 2200.

Introduction from the Principal

Dear Applicant

At Kenton we are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

Following the promotion of our team members into teaching roles, we are seeking applications to join our team of Support Assistant Higher Levels providing high quality cover for absent teachers across the school.

The role of Support Assistant Higher Level is a challenging yet rewarding one. It is an ideal opportunity for those with a strong academic background in one or more national curriculum subjects, who may wish to enter into teaching at some point in the future, to gain valuable experience whilst supporting our students through the delivery of high-quality lessons. An equally an exciting opportunity for those who do not wish to pursue teaching but are seeking a career where they can positively impact on the progress and wellbeing of children and young people.

In addition to delivering sessions our SAHL's also play a key role inputting and analysing progress data, supporting teachers to prepare resources for lessons, carrying out other admin tasks, liaising with parents/guardians and supporting all aspects of school life.

We are seeking applications from candidates with not only a minimum of an A-level qualification in a national curriculum subject, ideally combined with previous experience working with secondary school age children, but the flexibility, initiative, interpersonal skills and confidence to design and deliver high quality sessions to meet the needs of all our students, whatever their barriers.

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

Bill Jordon CBE
Principal

Support Assistant- Higher Level

Job Description

GRADE: N6

RESPONSIBLE TO: Head of Department/Senior SAHL

JOB PURPOSE:

- To provide high quality cover for absent teachers.
- To work with identified classes to improve standards of literacy across the curriculum.
- To support and assist teachers as part of a professional team including the delivery of learning to agreed objectives.
- To help raise standards of pupil's achievement and to undertake a range of teaching and learning activities under the professional direction and supervision of a qualified teacher, in line with the school's policies and procedures.

Main Responsibilities:
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) Teaching and Learning

To provide cover for absent teachers and other colleagues where necessary under an agreed system of supervision.

To help pupils make progress in the designated lesson.

To be aware of national frameworks, typical curricula and teaching methods and expectations in the relevant key stages and make effective use of other learning activities to support the development of pupil's skills.

In line with the school's policy and procedures, to use appropriate behaviour management strategies to contribute to a purposeful learning environment.

To organise and manage safely the physical teaching space and resources available and to use ICT to effectively support learning activities and develop pupil's competence and independence.

(b) Planning, monitoring and Assessment

- Within an agreed system of supervision, to plan and deliver interventions and learning activities to pupils, making adjustments according to pupil responses/needs as appropriate.
- To support teachers in selecting and preparing teaching resources that meet pupil's needs and interests.
- To support teachers in evaluating pupil's progress through a range of monitoring and assessment activities.
- To maintain and analyse records of pupils progress.
- To provide feedback to pupils and colleagues on pupil's learning and behaviour.
- To contribute to identifying and to undertake appropriate out of school learning activities which consolidate and extend work carried out in class.

(c) Support for pupils

- To communicate effectively and sensitively with pupils to support their learning.
- To respond to pupils individual needs and promote inclusion and acceptance of all pupils in the classroom.

(d) Other Duties

- To invigilate internal and external examinations under appropriate supervision.
- To undertake supervisory duties before, during and after school and lunchtime supervision, in line with the school's duties policy.
- To undertake planned supervision of pupil's out of school hours learning activities and supervise pupils on visits and trips, including driving the minibus as necessary.
- To administer, assess and mark tests.
- To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and pupil progress.
- Contribute to the development and application of priorities, policies and activities in order to enable the achievement of whole school aims.
- Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.

Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

Support Assistant Higher

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	An A-Level or equivalent qualification in a national curriculum subject.
2	Ability to work effectively with secondary school age children to advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes.
3	Good understanding of child development and learning processes.
4	Awareness of relevant legislation relating to safeguarding and child protection.
5	Effective analytical skills with the ability to analyse and interpret data.
6	Effective written communication skills.
7	Excellent ICT skills and ability to use them effectively to support learning.
8	Committed to achieving further professional development.

Desirable

8	Experience working with secondary age children.
9	Degree level qualification in English.
10	Experience delivering learning interventions and strategies to improve numeracy.
11	Experience producing lesson plans, worksheet plans, etc.
12	Experience using/implementing behaviour management strategies.

Part B: Assessment Stage
The criteria below will be further explored at the assessment stage in addition to the criteria listed above:

Essential

1	Effective oral communication and presentation skills.
2	Ability to deliver a lesson to agreed objectives.
3	Ability to persuade, influence and gain co-operation.
4	Effective analytical skills.
5	Understanding of the barriers to learning.
6	Effective ICT and organisational skills and the ability to prioritise to meet deadlines.
7	Ability to work effectively with minimal supervision on own initiative and as a member of a team.

8	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 and attitude to use of authority and maintaining discipline.
9	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

Desirable

10	Working knowledge of relevant polices/codes of practice/legislation within a classroom setting.
11	Working knowledge of the current issues facing education with specific reference to the workplace.

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Lesson observation	Yes
Task	Yes		

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 *
2	Additional criminal record checks if applicant has lived outside the UK
3	Children's Barred Persons List check
4	DfE Prohibition and GTCE List Check (including additional checks for those who have taught outside the UK)
5	Medical clearance
6	A minimum of two references from current and previous employers (or education establishment if applicant not in employment)
7	Proof of qualifications as outlined on application form

*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).

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

Additional Information for Applicants: Main Terms and Conditions of Employment

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 set by Northern Leaders Trust

Working Hours
The working hours for this post are 37 per week. Normal working hours are Monday to Thursday 8 am to 4 pm and Fridays 8 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), and 10 additional days as allocated and agreed with the Principal/Senior SAHL.

Annual Leave Entitlement
As this is a term time only post, annual leave entitlement is incorporated into annual salary. This equates to an additional 5.74 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 6.57 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 N6, equivalent to local government pay spine points 20 - 24, with current corresponding full time all year round salary of £26,446 to £29,174 pa. The actual salary for this post including annual leave entitlement as outlined above and 5 training days/10 additional days is as follows:-

Less than 5 years' continuous local government service: £23,770 to £26,222 pa
5 or more years' continuous local government service: £24, 193 to £26,688 pa

Employment Status
This is a permanent post.

Probationary Period
New entrants to Northern Leaders Trust 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 in our schools 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
The school 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.

Application Process
Candidates can apply by downloading a Word version application from our website ks.northernleaderstrust.org which can be returned by email to hr@northernleaderstrust.org

Closing date: 12.00 Noon 10th October 2022