Teaching Assistant

Application Pack

Contents

Page 1 Welcome from the Headteacher
Page 2 Job Advert
Page 3-4 Job description
Page 5-6 Person Specification
Page 7 Notes to applicants

THE COTSWOLD SCHOOL

Creating Brilliant Futures

Welcome from Will Morgan, Headteacher

Thank you for your interest in this post.

Based in the stunning village of Bourton-on-the-Water, Gloucestershire, The Cotswold School has earned an 'Outstanding' reputation as a popular and successful 11-18 comprehensive academy.

Please watch our video, Welcome to The Cotswold School, to find out more from teachers and students about what makes our school an inclusive, ambitious and happy place to learn.

I am proud to lead an incredible team of staff, who go the extra mile to provide our students with an inspiring education, fully equipping them for their future lives. The values of friendship and knowledge, symbolised on our badge, underpin all our learning and development activities and ensure that the wellbeing of our students and staff is also cared for.

At the heart of our school ethos is a commitment to excellent teaching and aspiration, which drives progress and attainment. Our students thrive academically and also personally, with opportunities to take part in musical performances and a huge range of extra-curricular clubs; writing competitions and debates; community fundraising; student leadership; and careers events.

We have an inspiring and caring school community, which includes families, local businesses, our staff, PTA and, of course, our students. Why not have a look at our website News pages, to see how we have found ways to support ourselves and others and develop our learning and talents?

Successful candidates who are shortlisted for an interview will be contacted by email or phone.

I look forward to hearing from you.

Will Morgan
Headteacher

Job advert

Role: Teaching Assistant
Reports to: Headteacher, Governors, SENDCO
Contract: Full Time, and Part-time Available Term Time Only
(core hours - 8.30am - 3.30pm)
Pay (depending on qualifications & experience): From Grade 3, point 4 of the NJC Local Government Pay Scale Grade 3, point 4 (£26,016 FTE) to Grade 5, point 14 (£30,515 FTE.)
Closing Date: Monday 9th November, 9am (we reserve the right to interview candidates before the deadline and encourage early applications)

We are looking to recruit an enthusiastic Teaching Assistant with a flexible attitude to support the inclusion of students at KS3-5.
The Teaching Assistant position will be working mainly in the classroom alongside the teacher and also supporting pupils during break and lunchtimes. Supporting a small number of students who require intimate care, including acting as the second member of staff where required in line with safeguarding and care procedure.
An interest in and experience of working with young people with associated conditions of autism, social and emotional needs, cognitive and learning needs as well as physical needs would be helpful. Experience working within a school environment would be an advantage.

WE ARE LOOKING FOR THE FOLLOWING SKILLS AND QUALITIES:
·The ability to work as part of a team to contribute to the quality of teaching and learning whilst supporting our students
·To work with students individually or as part of a group and encourage interaction with others
·Report back to teaching staff any issues or concerns with students and/or resources
·To set challenging expectations to promote self- esteem and independence
·A good communicator and team player

WE CAN OFFER YOU:
·The opportunity to be part of a dedicated team within a caring school environment
·Opportunities to develop your career
·Option to join a pension scheme with generous employee discount
·Employee benefits including an Employee Assistance Programme & Cycle to Work scheme
·A commitment to staff wellbeing
·Free onsite parking including electric car charging points
·Free annual flu vaccination

The candidate will contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to the Keeping Children safe in Education (KCSIE) guidelines and Area Child Protection Procedures.

Job description

Job Title: Teaching Assistant
Responsible to: Governors, Headteacher, SENDCo, Designated Teachers

Overall Responsibility
To work with a class, providing appropriate one-to-one support for an individual pupil (including SEN pupils), or support for a small group of pupils of any ability and in any curriculum area. This may include break and lunch times on direction from Line Manager.
Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Keeping Children Safe in Education (KCSIE) guidelines and Area Child Protection Procedures.

Job Outline
Support & Deliver Learning - Supporting Teachers
1.Work effectively as part of the teaching support team and with teaching staff in contributing to the quality of teaching and learning. This includes attending various meetings where there are relevant items on the agenda.
2.Under guidance from the teacher work, support and complement the teaching by:
·preparing practical resources for the lessons such as apparatus, differentiated worksheets or visual aids.
·supporting in behaviour management and reinforcing agreed rules when working with pupils.
3.Make use of a range of resources suitable for individual or small group needs, and use them to ensure pupil motivation.
4.Report to the teacher progress made, problems arising, and any difficulties with work and/or resources.
5.In accordance with the School's policies and procedures, report to the appropriate teacher any incidents of disruptive or unacceptable behaviour of pupils that may not be known to the teaching staff.
6.Arrive in class, at or before the start of the lesson.
7.Set a good example in terms of personal presentation, attendance, punctuality and behaviour.

Support & Deliver Learning - Supporting Pupils
1.Under guidance from the teacher:
·assist in the promotion of development and learning (physical, emotional and behavioural).
·work to develop inclusion of all pupils within a lesson. This may be done by encouraging pupils to work collaboratively, by ensuring equitable access to resources or by further developing the use of ICT in lessons.
·assist pupils with practical work.
·encourage pupils to work independently when appropriate so as to develop greater self confidence and independence.
2.Respond to individual pupil needs (including some SEN work), e.g. by preparing and using specialist materials to support individual pupils.
3. Support students with GCSE exams, including invigilating and scribing. Training will be given.

Other Specific Duties
·Undergo Basic First Aid training and update courses.
·Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
·Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development
·In conjunction with your line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School
·Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available
·Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post
·Maintain a professional portfolio of evidence via School IP to support the Performance Management process- evaluating and improving own practice

The Cotswold School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, Governors, visitors and volunteers, to share the same commitment.

This position is subject to an enhanced DBS check, satisfactory references and checks regarding suitability to work with children. This post is in regulated activity and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, amended 2013 & 2020). The successful applicant will be subject to all necessary checks and be required to provide evidence of identity, right to work in the UK and professional qualifications (where relevant). In line with KCSIE 2023, we will conduct an online search for all shortlisted candidates. Any relevant information will be discussed further with the applicant during the recruitment process.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.
Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Department information

The Cotswold School welcomes students with a wide range of abilities and learning needs. Pupils with SEND are admitted on the same basis as all other children. It is an aim of the school to encourage all children to take part in the full range of activities, educational and social, on offer at the school. Physically disabled pupils have easy access to all ground floor areas. All upper floors are accessible by lift. We ensure appropriate help is given to children whose learning and progress are a cause for concern.

The SEND Team:
Our special educational needs co-ordinator, or SENDCO, Mrs Nikki Thomas has a National Award in Special Educational Needs Coordination and manages SEND provision. Our Deputy SENDCO is Mrs Claire Thomas who has a Level 7 Postgraduate Award of Proficiency in Assessment for Access Arrangements. Our Assistant SENDCO is Mr Nick Stewart Hodges with a BA Primary Education degree with QTS. Our Exams Access Assessor is Miss Jo Machnica who is qualified at Level 7 in Postgraduate Award of Proficiency in Assessment for Access Arrangements.

We have a team of 23 TAs, including one higher-level teaching assistant (HLTA) who is trained to deliver specialised Maths SEND provision. We have several teaching assistants who are trained to deliver interventions such as numeracy, literacy, handwriting and social emotional and mental health interventions, The interventions are run in communication with heads of departments and use of assessment data. In the last academic year, the TAs have all done a range of training to update their skills and offer the best possible support for students, in particular, ADHD and anxiety training and managing social, emotional and mental health needs.

Person specification

Qualifications and Experience		
Essential	Desirable	Evidence
• Educated to GCSE grade C in English and Mathematics, or equivalent • Experience of working with young people in a paid or voluntary environment	• A relevant qualification in Childcare and/or Education • Experience of working in a secondary school • First Aid Trained	Application form Letter of Application References Interview Certificate/s (to be available at interview)

Knowledge and Skills		
Essential	Desirable	Evidence
• An understanding of the needs of young people • Excellent literacy and numeracy knowledge and skills • Ability to work as part of a team	• Experience in teaching and supporting children/young people with SEN • Experience in assessing student progress and keeping up to date records	Application form Letter of application References Interview

Personal Qualities		
Essential	Desirable	Evidence
• Enjoy working with young people • Ability to have a good rapport with young people • Dedication to safeguarding and promotion of welfare in young people • Enthusiastic, hardworking, flexible and motivated • Team player with excellent interpersonal skills		Application form Letter of application References Interview

Personal Qualities		
Essential	Desirable	Evidence
• Excellent verbal communication skills including ability to communicate effectively with parents and carers • Ability to take initiative • Confidentiality and sensitivity Good organisational skills • Ability to liaise with colleagues in all departments • Good classroom/group management of behaviour skills		
Other		
Essential	Desirable	Evidence
• Willingness and ability to undertake lunchtime duties • Willingness to undertake professional and personal development to include in-service training days		
Safeguarding		
Essential	Desirable	Evidence
• Subject to Enhanced DBS clearance • A commitment to the safeguarding, welfare and achievement of the pupils		

Notes to applicants

• Please do not use the TES or Gloucestershire County Council application form. Please use The Cotswold School Application Form which can be downloaded via our website
• Please complete the application form in full to ensure that full consideration can be given to all candidates and to comply with legal requirements relating to recruitment in schools
• Please do not include a CV or write 'see CV' in any sections on the form
• Please ensure that you include the title of the post that you are applying for (Section 1)
• Please provide an explanation for any gaps in chronological dates relating to education and employment history (Sections 4,5 & 6)
• If you are not writing a covering letter to submit with your application, then please complete Section 10, in full
• Please provide full details of two referees (Section 11)
• Both declarations (Sections 15 & 16) must be signed and dated
• Once completed, please return your application form by email to Mrs C Chapple, cchapple@thecotswoldschool.co.uk
• If returning by post, please send to Mrs C Chapple, The Cotswold School, The Avenue, Bourton on the Water, Cheltenham, Gloucestershire GL54 2BD
• The closing date and time must be strictly adhered to
• All information given will be treated as confidential

The Cotswold School is committed to being an Equal Opportunities Employer and welcomes applications from people with disabilities. If you require additional help with our recruitment process, please contact Mrs C Chapple, HR Officer (contact details above).

The Cotswold School
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