



Information for Prospective Candidates



Gildredge
House

An Ofsted
GOOD
School



SEPTEMBER 15 2023

Gildredge House

Position: Teaching Assistant (TA) Full Time

Deadline: Please see website for closing date

An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of **Teaching Assistant**. We hope this pack is informative and useful, but if you require any additional information or have questions, please contact careers@gildredgehouse.org.uk

This post would also suit applicants who are considering a future career in teaching and we would be very glad to hear from you.

CLOSING DATE: Please see website for closing date

START DATE: As soon as possible

INTERVIEWS: In the week following the closing date

HOURS OF WORK: 35 hours per week, **Term-Time only** (43 weeks paid per year, including holiday pay).

We are looking to appoint an exceptional candidate to the post of Teaching Assistant in our Secondary phase for our 4-19 free school. The ideal candidate will be experienced in working with young children with ASD and have a person-centered approach. The general expectation of this role is that you can work on a 1:1 or small group basis, supporting the students with their SEMH needs. You will be working within a small team of highly dedicated and flexible staff who understand the need to be flexible in approach so that all children can be successful. Our 'Good' Ofsted judgement (November 2018) is a strong foundation on which to build and develop the school. The challenge is to sustain and further improve through every aspect of Gildredge House as the school continues to develop.

At Gildredge House each individual is known and valued. Students are inspired to discover their passions and realise their academic potential. You will join a strong team of inspirational Teachers and Teaching Assistants in an exciting environment where learning is fun. If you are an imaginative and dynamic practitioner - with the capability of engaging and enthusing all students and the belief that everyone can succeed - we want to hear from you.

As a Teaching Assistant at Gildredge House you will be expected to have the flexibility and skills to work within the department, providing appropriate support to the children and staff team in delivering the curriculum.

Gildredge House offers:

- continuity of education for boys and girls aged 4-19
- an expectation of high academic standards leading to Sixth Form studies
- strong discipline
- excellent pastoral care
- a range of extra-curricular activities
- parent and community involvement

Our school motto: 'Aspire'

- Do you want to be part of a school where your contribution is valued and celebrated?
- Would you like to support children with high aspirations who are keen to learn?
- Do you want to join a staff team that is diverse, collegiate and respected?

Salary:

TA2 Starting Salary: £20,812 FTE (Actual salary £16,238.95) which equates to Grade 3 point 7 on the Support Staff Pay Scale for 2022-23. You would be required to work 43 weeks per year (includes 36.4 weeks of term-time plus 1 week of INSET plus 5.6 weeks' paid holiday), and 35 hours per week.

TA3 Starting Salary: £21,189 FTE (Actual salary £16,524.90) which equates to Grade 4 point 9 on the Support Staff Pay Scale for 2022-23. You would be required to work 43 weeks per year (includes 36.4 weeks of term-time plus 1 week of INSET plus 5.6 weeks' paid holiday), and 35 hours per week.

Hours of Work: 8.00am-4.00pm Monday to Friday (including 1 hour unpaid break)

Teaching Assistant: Job Description

Responsible to Head Teacher

Main Responsibilities, Tasks and Duties

TA 2 -To assist in promoting the learning and personal development of all pupils, including, but not exclusively, those with special educational needs.

TA 3 - Working under guidance: implement work programmes for individuals/groups which could include those requiring detailed and specialist knowledge in particular areas. To assist in the whole planning cycle and the management/preparation of resources. To provide cover for whole classes under a system of supervision for up to 30% of employed time throughout the school year.

KEY TASKS

1. To aid pupils to learn as effectively as possible both in group situations and on his/her own.
2. To establish supportive relationships with the pupil(s) concerned.
3. To promote the acceptance and inclusion of the pupil(s) with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner.
4. Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes. Give feedback on achievements in order to reinforce and develop self reliance and self-esteem, including marking children's work.
5. To support the pupil(s) in developing social skills both in and out of the Classroom.
6. To support the use of ICT in learning activities.
7. Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development. Provide this feedback on the pupil(s)' learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted.
8. When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance.

9. To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment as required i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of classroom appearance.

10. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information.

11. To take part in training activities offered by the school and the county to further knowledge (within employed hours).

12. To be willing to support playground/break time supervision e.g. educational games, homework clubs etc. (within employed hours).

13. To accompany teacher and pupils on educational visits.

14. To carry out the above duties in accordance with the Children's Services Equal Opportunities Policy.

Addendum progression to TA3 (Grade 4) due to experience, skill set and or Qualifications:

KEY TASKS

1. To work with the teacher to establish an appropriate learning environment.

2. To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.

3. To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives and provide feedback to pupils in relation to progress and achievement.

4. To use specialist (curricular/learning) skills to support pupils.

5. To assist with the development and implementation of IEPs.

6. To establish productive working relationships with pupils, acting as a role model and setting high expectations.

7. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.

8. To promote independence and employ strategies to recognise and reward achievement and self-reliance.

9. To implement agreed learning activities/teaching literacy and numeracy programmes, adjusting activities according to pupils' responses/needs.

10. To support the use of ICT in learning activities and develop pupils' competence and independence in its use.

11. To determine the need for, prepare and maintain general and specialist equipment and resources.

12. To be responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested.
13. To undertake marking of pupils' work and accurately record achievement/progress.
14. To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
15. To liaise sensitively and effectively with parents/carers, as agreed with the teacher, within your role/responsibility and participate in feedback sessions/meetings with parents as directed.
16. To administer and assess routine tests and invigilate exams/tests.
17. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
18. To supervise pupils on visits, trips and out of school activities as required.
19. Complete routine classroom administration and display work.
20. To be willing to support playground/break time supervision e.g. educational games, homework clubs etc. (within employed hours).
21. To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment i.e. photocopier, laminator, making books, labels, signs, and undertaking practical tasks to maintain a good standard of classroom appearance.
22. To participate in training and other learning activities offered by the school and county to further knowledge (within employed hours).
23. To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

General Expectations

To abide by and apply all school policies e.g. Behaviour and Exclusions, Health and Safety, Equal Opportunities and Data Protection etc.

To perform such other tasks as may reasonably be required by the line manager or by Head Teacher.

Maintain confidentiality at all times and uphold the professional standards of the school both in and out of the workplace.

Professional Development

- Attend relevant training as instructed by the school to improve self-performance.
- Take ownership of performance management targets, achieve and review with the Line Manager through to successful annual completion.

Additional Information

- All School based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the School's Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.
- All School based staff will be subject to a full Enhanced DBS check.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
- 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, including the provision of high-quality teaching and learning and the safeguarding, wellbeing and care of students.
- The post-holder is expected to carry out such duties as may reasonably be required by the Head Teacher from time to time, which are commensurate with the grade.

Teaching Assistant: Person Specification

EXPERIENCE & QUALIFICATIONS	Essential	Desirable
Experience of supporting students	✓	
A willingness to undertake professional qualifications to support the needs of our children	✓	
Experience of supporting children with managing their behaviour	✓	
Evidence of supporting children with emotional needs	✓	
A proven ability to engage with primary and or senior aged children	✓	
SKILLS AND KNOWLEDGE		
A knowledge and understanding of school curriculum	✓	
A knowledge and understanding of assessment, monitoring, target-setting and evaluation, using this information to inform future planning.		✓
PROFESSIONAL SKILLS		
Able to reflect on and analyse own practice	✓	
High expectations of achievement and behaviour	✓	
Flexibility and desire to work as part of a team	✓	
Good organisational skills in work-related matters	✓	
A good level of ICT skills		✓
A good understanding of the principles of positive behaviour management	✓	
PERSONAL QUALITIES		
A caring nature and a genuine love of children	✓	
An enthusiasm and desire to provide the best possible experience for the children	✓	
The willingness to challenge yourself and achieve excellence	✓	
Able to show resilience and sense of humour	✓	
Able to work to deadlines and to work well under pressure	✓	
The ability to inspire confidence in parents and colleagues in equal measure	✓	
Tactful, respectful and sensitive to the needs of others	✓	
Flexible and adaptable in approaching new ideas	✓	
Strong commitment to the values and ethos of Gildredge House	✓	

“Our vision is for all students to be co-operative, confident, ambitious and successful members of our community”

If you think like us, share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that are extraordinarily hardworking and most importantly make sure each child reaches their full potential.

The deadline for applications is shown on the website. If you are interested in the position, please complete an Application Form, available from the school website:

<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please complete the Application for Employment and return to careers@gildredgehouse.org.uk by 9.00am on the closing date on the website.

We look forward to hearing from you.