



Teaching Assistant

Term Time Only

Candidate Information Pack

Advert Posted: Tuesday 22nd June 2021

Closing Date: Wednesday 7th July 2021



Dear Prospective Applicant,

Thank you for your interest in the post of Teaching Assistant at The King's. This is a really important appointment for us to make and an exciting opportunity for the successful applicant, as we move into the next phase of our school development.

Two years on since the last Ofsted inspection, the drive to be a brilliant school continues. Several areas of the school were recognised as 'Good' whereas in other areas significant improvement was acknowledged. We are confident now that our school is consistently good and better in all areas however we remain ambitious and confident about the journey to secure a truly outstanding education for all our pupils. One of the major priorities is securing excellent teaching and learning in all subjects and key stages.

You will be joining us at a really exciting time and will be able to make a massive difference. In return for your dedication, commitment and expertise you will benefit from working in a very positive, friendly and welcoming school with a great ethos and a real team approach. Our pupils are extremely welcoming and friendly and thrive on opportunities and good teaching. We are a truly comprehensive school with below average attainment on entry across all year groups but excellent destination data for school leavers including many successful applications, year on year, to Russell Group universities and Oxbridge and a growing number of pupils who take up apprenticeships at all levels. We are fully staffed and have strong and improving leadership in all areas.

At The King's School, staff wellbeing is given a high priority and we regularly review our practices and approaches to make sure that it is fully considered. We work in a close partnership with the Diocese and Local Authority and have benefitted from our growing relationships with them. We also believe in developing our team of staff and have an outward facing approach to professional development and partnerships. We believe that through having the right tools, the right training, hard work and commitment, everyone associated with the school can 'do a better job tomorrow than today' and gain a sense of professional satisfaction in delivering the best possible education for our pupils.

We would love you to come for a visit, however during these unprecedented times it may be difficult. If you would like to talk through the position prior to applying please arrange a phone call with me by emailing my PA at the following address: l.gauld-crichton@kingswolverhampton.co.uk. This is entirely optional. Please contact Ms Rae Claramunt, for any questions regarding the application process and to submit any application documents at the following address: r.claramunt@kingswolverhampton.co.uk.

I look forward to hearing from you if you are considering applying, and I sincerely look forward to working with the successful applicant as we continue our school's pathway of improvement. Applications should be submitted no later than 9.00 am on Wednesday 7th July 2021.

Yours faithfully,

Joy Langley

Interim Principal



Job Description

Job Title: Teaching Assistant

Responsible to: SEND Co-Ordinator

Salary: Grade 3

Hours available: There are two posts within this vacancy. Please clearly indicate which post you are applying for.

Post 1 – 8.30am – 1.30pm Monday through Friday

Post 2 – 12.30pm – 4.30pm Monday through Friday

There may be an opportunity for the hours to be combined for the right candidate who would be willing to work 8.30am – 4.30pm.

Job Purpose:

- To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom
- To provide general support to the class teacher in the organisation and management of pupils and the classroom
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment
- To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

Support for the Teacher

- Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use given strategies, in liaison with the teacher and under their guidance, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Provide clerical/administrative support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, making minor adjustments to activities according to pupil responses
- Undertake pre-defined programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use routine equipment/resources that are required to meet the given lesson plans/relevant learning activity and assist pupils in their use

Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities

- Assist with implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Deliver given strategies that set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for the School

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

To undertake all duties reasonably requested in a manner consistent with the vision and mission of The King's as a Church School. This general Job Description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the level of appointment as the Principal may reasonably require.

Person Specification**Teaching Assistant****June/July 2021**

The following person specification indicates those areas of skills and personal characteristics, qualifications training and experience that are either desirable or essential in the candidates being interviewed.

PERSON SPECIFICATION			
	Essential	Desirable	Method of Assessment
Qualifications and Training	<ul style="list-style-type: none"> NVQ Level 2 or equivalent in a related area Good Numeracy and Literacy Skills 	<ul style="list-style-type: none"> Ability and willingness to participate in training First Aid 	Application Form Certificate
Knowledge and Experience	<ul style="list-style-type: none"> Experience of working with relevant age groups within a learning environment Understanding of Classroom roles and responsibilities Knowledge of school policies and procedures 	<ul style="list-style-type: none"> Experience of providing one to one support 	Application Form Selection Process References
Skills and Abilities	<ul style="list-style-type: none"> Ability to encourage pupils to participate in or complete tasks Ability to work as part of a team Ability to relate well to children Able to use basic ICT including computer, audio, video equipment and photocopier Ability to provide necessary personal care to children Ability to communicate clearly 		Application Form Selection Process References
Personal Characteristics	<ul style="list-style-type: none"> Displays sensitivity to pupils needs Ability to maintain confidentiality 		Selection Process References

Other	<ul style="list-style-type: none">• To be responsible for promoting and safeguarding the welfare of children and young people		Selection Process References

The King's CE School is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.