**Teaching Assistants (Level 1)**

**Part time, term time only, 28.5 hours per week over 5 days**

**1 year fixed term contract in the first instance**

**Subject to ongoing funding**

**Scale: Band C Point 3-4**

**Salary: £20,812 - £21,189 pro rata**

**Actual Salary: £13,871 - £14,123**

We are seeking to appoint a Teaching Assistant (Level 1). The successful candidates will undertake a wide-ranging role working with young people and supporting the work of staff, parents and external agencies. They will possess an understanding and empathy towards young people in need of additional care. A good general education and experience of working with children are desirable. Teaching Assistant qualifications are an advantage.

Stanley High school is part of the Southport Learning Trust, which currently includes, Greenbank High School, Maghull High School, Birkdale High School and Kew Woods Primary School. Our Trust welcomes staff who are enthusiastic, energetic and dedicated individuals with a talent for working with young people and a love of education. We are seeking colleagues who can build robust and effective relationships with staff, parents, students and the wider community in order to further the ethos of the Trust.

Candidates are strongly encouraged to visit our website at [www.stanleyhigh.co.uk](http://www.stanleyhigh.co.uk) to learn more about Stanley High School and download an application form. Potential candidates are asked to email completed application forms to [recruitment@stanleyhigh.co.uk](mailto:recruitment@stanley.sefton.sch.uk)

The application form should be downloaded and submitted electronically **no later than 9am on 13th February 2023.**

Southport Learning Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

In accordance with our statutory obligations under Keeping Children Safe in Education Southport Learning Trust is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Southport Learning Trust might want to explore with you at interview.

A copy of our child protection and safeguarding policy can be found on our website.

### JOB DESCRIPTION

**Post Teaching Assistant (Level 1)**

**Grade Band C (SCP3 – 4)**

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**Responsible to Assistant Headteacher, SENDCO**

**JOB PURPOSE**

To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of physical and general care and basic classroom management techniques.

**MAIN DUTIES**

# Support for the Pupil

* Establish good working relationships with pupils, acting as a role model
* Be aware of and respond appropriately to individual pupil needs
* Promote inclusion and acceptance of all pupils
* Encourage pupils to interact with others and engage in activities led by the teacher
* Encourage pupils to act independently as appropriate

## Support for the Teacher

* Provide minimal clerical/administration support (e.g. photocopying, typing, filing, etc)
* Assist with the display of children’s work
* Prepare classroom as directed for lessons and clear afterwards
* Report pupil achievements, progress and issues as appropriate in agreed format.
* Undertake pupil record keeping as requested
* Manage pupil behaviour in line with school policy and ensure reports are made in agreed school format
* Gather/report basic information from/to parents/carers as directed

## Support for the Curriculum

* Prepare and maintain equipment and resources as directed
* Assist pupils in the use of appropriate resources within appropriate lesson plan

## Support for the School

* Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
* Contribute to the school ethos, aims and development/improvement plan
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Participate in training and other learning activities as required
* Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
* Accompany teaching staff and pupils on visits, trips and out of school activities as required

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

**SPECIAL CONDITIONS**

The post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory enhanced criminal record disclosure in order to be appointed to the post. In this respect, a criminal record check will be undertaken prior to confirmation of appointment.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, their colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the Health & Safety arrangements and systems to ensure that appropriate improvements are made where necessary.

PREPARED BY: Neil Moore

DESIGNATION: Headteacher

DATE: 5th June 2021

Person Specification

|  |  |
| --- | --- |
|  | **Essential (E)**  **or**  **Desirable (D)** |
| Skills  * Ability to work effectively within a team environment, understanding classroom roles and responsibilities * Ability to build effective working relationships with all pupils and colleagues * Ability to promote a positive ethos and role model positive attributes * Good personal numeracy and literacy skills | **E**  **E**  **E**  **E** |
| Knowledge and Understanding  * Awareness and basic understanding of school curriculum (with specified age range or subject area) * Basic awareness of inclusion, especially within a school setting * Understanding of basic technology – computer, video, photocopier * Experience of working with and/or caring for children (with specified age range) * Above within an educational setting | **E**  **E**  **D**  **E**  **D** |
| Qualifications and Training  * Requirement to complete DfES Teacher Assistant Induction Programme * Willingness to participate in relevant training and development opportunities * Willingness to undertake appointed person certificate in first aid administration | **E**  **E**  **D** |
| Professional Values and Practice Must be able to demonstrate the following:   * High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements * Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners * Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work * Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice * Able to liaise sensitively and effectively with parents and carers, recognising role in pupils’ learning * Able to improve their own practice through observations, evaluation and discussion with colleagues | **E**  **E**  **E**  **E**  **E**  **E** |