

## **Educational Teaching Assistant**

Closing date: Friday 7 October 2022 at 9am

Interviews expected to take place: week commencing Monday 17 October 2022

Start date: November 2022



**Grow together.**

**Excel together.**

**Learn together.**

# When schools collaborate, incredible things happen.

Together Learning Trust is a thriving group of five schools, two secondary and three primary, inspiring over 3500 young people. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. **Creativity** is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to **excellence** that will enable them to thrive.

We cherish our staff, support their wellbeing and enable them to flourish. We never stop learning, so we invest in both our teachers' and schools' development and by reaching out to leading educational research to keep ahead of our game. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

**David Lord, Chief Executive Headteacher**

# Work together.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. The Trust schools work closely together to identify and then implement the best school development strategies across schools. Our aim is to grow great people and talent.

Together Learning Trust believes in great leadership that inspires staff to achieve more for their young people. Our teacher training programmes ensure staff are always at their best in the classroom. Being part of the Trust opens up new opportunities for staff development. We place young people front and centre in all we do and we expect them all to achieve great things. They lead and shape the progress of their school community. School life is enriching and purposeful for everyone and parents engage fully in supporting their children to achieve great things.

## **OUR CORE PURPOSE IS GROW, LEARN, ENJOY AND EXCEL TOGETHER.**

Together Learning Trust works from the ground up, not the top down. We place young people front and centre in all we do and we expect them all to achieve great things. They lead and shape the progress of their school community. School life is enriching and purposeful for everyone and parents engage fully in supporting their children to achieve great things.

## **OUR TEAM**

Together's school development strategy is based on **collaboration, integrity** and **creativity**. Central to that is valuing the unique strengths of our schools, and creating structures that harness and share expertise throughout the trust to enable everyone to learn and excel. Together we form a supportive structure which gives us all strength to flourish.

Our team includes all the staff at all the schools in our partnership, and everyone who shares our commitment to providing magical learning experience for all our children. Together Learning Trust believe in exceptional leadership that inspires staff to achieve more for our young people. We have a great leadership team in place, who bring a wealth of expertise and wisdom gained through many years in education and business.



# SEND at Honley High School

## Our Department

The SEND Department at Honley has 10 teaching assistants and three inclusion workers. We are a forward thinking team and we are always looking for creative approaches to support our students and teachers. There is a friendly and supportive working atmosphere where both new and experienced staff are encouraged to develop and excel. Student learning, engagement and support across the curriculum are the key priorities for the team.

We work across the curriculum but also have two designated teaching spaces and an Inclusion space where we deliver bespoke interventions.

There is a range of experience within the team and clear expectation that everyone shares approaches and collaborates to develop and review the interventions and support that we offer.

We offer committed, passionate and enthusiastic support and a role within the team is an ideal opportunity to develop in a school with a caring atmosphere. Our team are friendly and enthusiastic, we are united by our desire to ensure that all of our students be the best that they can be. If that sounds like you, come and help shape our team.

## Key Stage 3

In Year 7 and 8, we support our students in class but also offer specific literacy and numeracy interventions to small groups of students to allow them to fully access the curriculum. We also run many other interventions such as motor skills interventions, hand writing practice, typing club and homework support to name a few.

## Key Stage 4

At Key Stage 4 students are supported in class, with exam access arrangements and through extra literacy/numeracy/key skills support in our bespoke supported learning lessons.





# Discover a special place to work and study

For a really good sense of what our school and students are all about, explore our website at [www.honleyhigh.co.uk](http://www.honleyhigh.co.uk), read our prospectus, and visit our busy Facebook page <https://www.facebook.com/HonleyHighSchool/>.

If you think you'd be a good fit for our ambitious, exciting and caring school, apply now. Please contact [recruitment@honleyhigh.co.uk](mailto:recruitment@honleyhigh.co.uk) if you have any questions.

Honley High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an enhanced DBS check.





**Job Title:** Educational Teaching Assistant

**Salary Grade:** Grade 6 (SCP 7-11) £13,349 - £14,450 (pro rata if part time)

**Line Manager:** Assistant SENDCO / SENDCO

**Start Date:** November 2022

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### **Purpose of the post:**

- To deliver high quality education to all students and is part of the Special Educational Needs and Disability team.
  - To be part of the SEND team within the school where you will support students both within the classroom setting and also in small group interventions
  - To work within a wide range of subject areas and support staff to deliver Quality First Teaching to our students.
  - To communicate effectively with students, colleagues and their parents to effectively promote and support the wellbeing and safeguarding of all
  - To engage fully with the school's professional development, quality assurance and performance management processes in order to develop practice and provide the highest standards of education and care for our young people
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### **Key responsibilities:**

#### **Learning Support & Student Engagement**

- To support students in lessons, under the direction of the class teacher, to achieve their full potential
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- To deliver small group interventions delivering bespoke intervention
- To assist in the provision of an effective learning experience for students with a variety of special educational needs and disabilities.
- Ensure progress of students is recorded in an appropriate way and relates to the individual student targets.
- Promote good behaviour and assist students to follow the school behaviour policy.
- To assist with target setting and completion of Additional Needs Plans in order to maximise student achievement
- To contribute to reviews and evaluations of pupils by completing reports on pupil progress
- To provide lunchtime cover/intervention activities if required
- To assist with the preparation and tidying of workspaces and upkeep of resources.
- To maintain knowledge of the range of curricular and extra-curricular activities available within the school to provide additional support for children
- To actively encourage the inclusion of all children to participate in the life and activities of the school and access the national curriculum to the best of their ability
- To take part in whole school INSET activities to enhance job effectiveness.
- To accompany students on trips, visits and other educational activities.

**Other Activities**

- To support students with access arrangements during internal and/or external examinations.
- To support with the preparation and maintenance of learning and social spaces prior to their use by children
- To attend and contribute towards team meetings as required

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**Other Specific Duties**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check.

## Person Specification

To be assessed through application, reference and interview

Criteria	Essential	Desirable
<b>Qualifications</b>		
Functional literacy and numeracy skills – GCSE Grade C or above in English and Mathematics (or equivalent)	✓	
NVQ Level 3 Teaching Assistant (or equivalent)		✓
Training in the relevant learning strategies e.g. literacy		✓
Recent and relevant training or CPD	✓	
A full driving licence		✓
Current First Aid Qualification		✓
<b>Experience</b>		
Experience of working with children/young people in a school environment preferably with specific numeracy/literacy experience	✓	
Experience of assisting class teacher in delivering the curriculum.	✓	
Previous experience of working in a school environment	✓	
<b>Knowledge and skills</b>		
Knowledge of National Foundation Stage curriculum and other basic learning programmes/strategies.	✓	
Knowledge of child protection and health and safety procedures	✓	
Knowledge of the understanding of child development and student learning	✓	
Ability to support the teacher in classroom-based activities.	✓	
Ability to communicate clearly and articulately when dealing with children, parents, staff and the wider community	✓	
Ability to effectively manage pupil behaviour in accordance with school policy and procedures	✓	
Ability to use own initiative to work flexibly and respond positively to a range of situations	✓	
Ability to contribute to effective use for ICT to support learning	✓	
Ability to work effectively as part of a team	✓	
Understanding of and commitment to the school Equality policy and how this relates to the duties associated with the role	✓	
Commitment to continuous professional development and coaching	✓	
<b>Personal Qualities</b>		
Commitment to promoting the ethos and values of the school and getting the best outcomes for all children	✓	
Passionate belief in the potential of all young people	✓	
Ability to relate to children/young people from diverse social backgrounds	✓	
Ability to work on own initiative and as part of a team	✓	
High expectation of self and others	✓	
Listen to and reflect on feedback from others	✓	
Excellent punctuality	✓	
Energy, imagination, enthusiasm and dynamism	✓	
Integrity, loyalty and personal commitment	✓	
Sense of humour and ability to maintain a sense of perspective	✓	