

# **Application Pack for Educational Teaching Assistant - ASC**





## Welcome from the CEO

Academic Year 2022 /2023

Dear Applicant,

Thank you for taking an interest in the vacancy of Educational Teaching Assistant at Thornhill Community Academy. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post.



Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

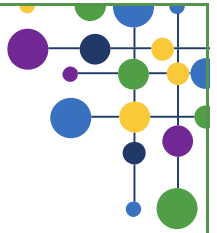
I very much hope you are encouraged to apply for the position and look

forward to meeting you soon.

Yours faithfully,

**John McNally**  
CEO





SHARE Multi-Academy Trust is a charitable trust currently consisting of four secondary and five primary academies in West Yorkshire. Our academies are: Shelley College, Huddersfield; Royds Hall Academy, Huddersfield; Thornhill Community Academy, Dewsbury; Whitcliffe Mount School, Cleckheaton, Heaton Avenue Primary Academy, Cleckheaton; Millbridge Primary Academy, Liversedge; Woodside Green Primary Academy, Cowlersley; Lily Park Primary Academy, Huddersfield and Luck Lane Primary Academy, Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. Shelley College is the Teaching School Hub for Kirklees and Calderdale and as such, we can offer our teaching staff a wealth of first class, personal development opportunities as well as providing an excellent induction programme for Early Career Teachers. All staff receive full induction training and ongoing support to ensure they enjoy working for the trust.

More than seven hundred people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

At SHARE MAT, we aim to:-

- Encourage all our students/pupils to go beyond what they think they can achieve, to enjoy learning, helping them to lead healthy and happy lives;
- Equip our staff to deliver their best every day, our belief is that by Valuing People, Supporting Personal Best is the key;
- Ensure our staff are happy at work, taking pride in students/pupils progress and development;
- Deliver training and guidance relevant to job role so expectations are understood and staff feel motivated;
- Offer great benefits making us the employer of choice, including outstanding CPD, supportive line management and networking opportunities across the MAT to aid personal development.



Dear Applicant,

Thank you for your interest in the post of Educational Teaching Assistant within our Specialist Provision, a role we are excited to be recruiting to.

At Thornhill Community Academy our rules are very simple: be nice, and work hard. We believe in the power of clarity; we believe in doing a few things which have a genuine impact, but doing them exceptionally. We have a firm commitment towards achieving our goal of becoming an outstanding Academy, and we are proud to serve the community that we do.

We are also proud to be a part of SHARE Multi-academy trust and Calderdale and Kirklees Teaching School Hub, meaning we can offer the successful candidate access to a fantastic support network, CPD and opportunities to develop practice across the trust.

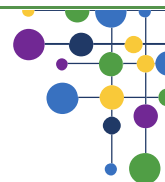
We are 'A School, A Family, A Community', and our mission is to improve the life chances of every single one of our students. We are proud of the excellent teaching and learning which happens on a daily basis, which is supported by exceptional standards of behaviour within a safe and inclusive environment.

Before applying, I encourage you to come and visit us, speak to our brilliant staff, meet our wonderful students, and see what goes on every period of every day. If you have any questions about this post, please do get in touch and ask us.

I look forward to meeting you, and to you joining our school, family and community.

A handwritten signature in black ink, appearing to read 'MCB', with a stylized flourish at the end.

Mr Matthew Burton  
Headteacher  
**Thornhill Community Academy**



## Educational Teaching Assistant - ASC

### Role Profile

<b><i>Role Title</i></b>	Educational Teaching Assistant - ASC	<b><i>Accountable to</i></b>	Teacher in Charge of ASC/Advanced ETA
<b><i>Academy /Section</i></b>	Thornhill Community Academy	<b><i>Responsible for</i></b>	Not applicable
<b><i>Contract type</i></b>	Fixed term until August 2023	<b><i>Band including scale points</i></b>	Band D, SCP: 7-11

## Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	<p>To work under the guidance of teaching/senior staff to implement and oversee agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.</p> <p>Ensure, promote and help maintain good standards of behaviour and conduct from students in all areas of the Academy and at all times</p> <p>To have high expectations of our students and be committed to raising their achievement;</p>
<b>Safeguarding Responsibility</b>	<p>Committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.</p>

### Key Outputs

1. This post is sited in the Specialist Provision within Thornhill Community Academy which provides support for students with complex needs, their families and designated local mainstream schools.
2. This Specialist Provision is part of a range of provision for students with Autistic Spectrum Conditions.
3. This role is required to work as part of a specialist team including teachers, support staff and a range of other professionals to support the learning and welfare of all targeted children and where appropriate ensure smooth transition of children to their designated local school
4. This role includes organising and providing learning and educational activities, developing skills, supporting integration and transition, securing children's physical and emotional well-being, whilst raising self-esteem and encouraging independence.
5. This role will involve delivering support for children with complex needs on a one to one and small group basis either in or out of the classroom or specialist provision base. It also involves working with children who are in the process of transition from the specialist provision to their designated school and working with other schools delivering outreach support. This means working with staff from other schools in order to prepare them to fully meet the needs of the students with complex needs in their local mainstream school. The post also involves working in partnership with parents/carers and families in order to build confidence and trust.
6. To provide support to achieve positive outcomes and meet the needs of the students, their families and school.

7. To support schools and other external agencies, as appropriate, in the assessment of children's needs, in developing effective support strategies, and in the implementation of additional needs and other plans.
8. To support the successful transition of the students to their designated local school within agreed timescales.
9. To implement appropriate communication and access arrangements and to enable access to learning.
10. To implement relevant and appropriate support processes under the direction of the teacher, advanced or senior ETA.
11. To use the latest materials, resources and approaches, under the direction of the teacher, advanced or senior ETA, in order to best meet the needs of the students with ASC.
12. To assist with the preparation and tidying of the classroom and upkeep of resources.
13. To participate in and assist in the supervision of educational visits
14. As required, to deal with the personal care and comfort and necessary minor medical support of students.
15. Managing the behaviour of students to ensure a constructive environment whilst undertaking work.
16. Provide objective and accurate feedback to the teacher on student achievement, progress and other matters within the lesson (ensuring the availability of appropriate evidence when relevant).
17. Deal with any immediate problems or emergencies in accordance with the academy's policies and procedures.
18. Provide feedback to teachers/Heads of Year/Mentors regarding the behaviour of students in the classroom as deemed necessary.
19. Attend training sessions, staff meetings and any department meetings as required.
20. Contribute to and uphold the vision and ethos of the Academy.
21. Recognise own strengths and areas of expertise and use these to advise and support others.
22. Promote team work within the team, working in partnership to ensure effective working relations.
23. Treat all users of the Academy with courtesy and consideration.
24. Be aware and comply with all Academy policies at all times. As part of your wider duties and responsibilities you are required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury and creating safe places, being vigilant and responding to concerns.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

### **Outcomes**

- Students are able to play a full part in school, community and family life.
- Individuals and groups of children are engaged in all learning activities, learn effectively and make good progress.
- Staff maintain high expectations of all children to achieve as well as possible.
- Students are managed effectively and appropriately during lessons, break times, lunchtimes and when required travel to and from school or out of school visits and activities.
- Teaching resources are used to meet the diversity of student needs and interests.
- Information Communication Technology (ICT) is used effectively to support learning activities.
- Students competence and confidence is increased as a result of staff encouragement and feedback student records of progress, attendance and attainment, including observations, target setting and review notes, are maintained and analysed in order to evidence outcomes of interventions and actions taken.
- Relevant training and development opportunities are taken up in order to improve practice as required by your line manager. This may include shadowing, attending at training courses, participating in coaching and discussion with colleagues.
- Positive and quality working practices are in place with host schools.
- The Specialist Provision and school policies are adhered to and implemented consistently.
- Other duties and responsibilities of an equivalent nature are undertaken, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.

### **Dimensions** (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Range of teachers and support staff approximately 125 across the academy.
- Range of pupils approximately 900 the number of SEN pupils varies.

### **Work/Business contacts**

**Internal:** All teachers and support staff including liaising with other MAT staff as required;

**External:** Parents/Carers, Agencies.



### **Responsibilities**

- For People – the job holder works closely with parents/carers and students;
- For Policy Development - the job involves no direct responsibility for policy development, however all staff are expected to be involved in policy consultation;
- For Student Outcomes - The job involves substantial impact on the educational outcomes of students;
- Financial and physical responsibilities – nil, however all post holders should ensure all work is carried out cost effectively.

### **Person Specification**

Requirements for the Job	Essential or Desirable	How assessed Application (A) / Selection process and Interview (I) /References (R)
Maths and English GSCE to grade C or equivalent	E	A
NVQ 3 for Teaching Assistants or equivalent qualifications or experience	E	A
Considerable experience of working within an Academy or equivalent including experience of working as a Teaching Assistant	E	A/ I/ R
High levels of numeracy and literacy	E	I
Knowledge of strategies to support students in the classroom with ASC.	D	A/ I/ R

The jobholder must be able to react to situations/instances occurring in the classroom, able to "think on their feet"	E	I
Excellent interpersonal skills with an ability to coach and persuade	E	I
Significant emotional resilience is required to ensure student learning is maintained in accordance with the curriculum and academy expectations	E	I
Ability to work on own initiative and be able to respond independently to unexpected problems	E	I
Knowledge and commitment to safeguarding and promoting the health, safety and welfare of young people.	E	A / I / R
An interest in educational issues and a belief that everyone can benefit from, and has entitlement to, high quality educational opportunities.	E	I
A genuine belief in our philosophy of Valuing People – Supporting Personal Best	E	I
Driving License with business use insurance	D	A

### ***Characteristics of Post***

The employment checks required of this post are:

- Evidence of entitlement to work in the UK;
- Evidence of essential qualifications;
- Two good references demonstrating suitability to work with children;
- An Enhanced DBS Disclosure;
- Confirmation of medical fitness for employment as required;
- Registration with appropriate bodies (where applicable).

This is a description of the job as it exists at present; all academy job specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

### *Structure*

**Teacher in Charge  
of Specialist  
Provision**

**Advanced  
ETA**

**Senior ETA**

**ETA**

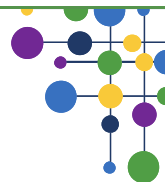
### *Signatures*

Approved by: Headteacher

MCB

Approved by: Post Holder/or Representative

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To apply, please complete an application form on the TES website, which can be found on our career site here:

<https://www.tes.com/jobs/employer/-1082675>

**Closing date: 12pm Tuesday 7<sup>th</sup> February 2023**

