

One to One SEND Support – Grade 6

Information for Candidate



Netherton Moor Road  
Netherton  
Huddersfield  
HD4 7JE

Tel: 01484 661832

With Compliments

Emma Barker  
Headteacher

# Netherton Infant & Nursery School



Netherton Moor Road, Netherton, Huddersfield, HD4 7JE

Tel: 01484 661832

Email: [office@nethertonian.co.uk](mailto:office@nethertonian.co.uk)

Web: [www.nethertonian.co.uk](http://www.nethertonian.co.uk)

Headteacher: Mrs. Emma Barker

November 2022

Dear Applicant,

Thank you for your interest in the post on offer at our school. We hope this information pack containing details of the position and the school is helpful.

To assist you in making a successful application, the points below are given for your guidance:

- Please complete all elements of the application form fully
- A supporting letter should address all criteria in the Personnel Specification.
- This letter should be no more than two sides of A4 using Arial font no less than size 11
- Completed forms should be handed in at the school or emailed to [office@nethertonian.co.uk](mailto:office@nethertonian.co.uk) by 12.00pm on Friday 2<sup>nd</sup> December 2022
- A CV is not required.
- Please mention to your referees that references for shortlisted candidates will be requested at short notice.

Yours sincerely,

Emma Barker  
Headteacher



Netherton Infant and Nursery School is an infant and nursery school set in beautiful surroundings on the edge of the Peak District National Park. We have approximately 189 children in classes ranging from Nursery to Y2.

Our school vision statement is clear:

*"Our aim is to help the children to reach their full potential, to develop their social awareness and be happy individuals"*

Our values are:

*Achieve – Providing opportunities for our children to achieve their potential, academically, socially and emotionally.*

*Friendship – To engender lifelong friendships and positive relationships.*

*Respect – To encourage respect towards each other creating a safe, positive environment where children feel respected enough to appreciate themselves.*

*A love of learning.*

Governors and staff believe that children work better and learn more effectively in an atmosphere of friendliness but within a framework of good order which engenders good behaviour. Emphasis is placed upon the establishment of good relationships between staff and children and between home and school.

In September 2019, Netherton Infants entered the newly formed Together Learning Trust. Being part of the Together Learning Trust will enable our schools to continue to flourish and develop within a supportive school focused community, where the expertise of those who have a hands on understanding of our children will lead the way forward.

At Netherton Infants, we aim for children to develop awareness of responsibilities towards themselves, others and their environment. The children are actively encouraged to make positive contributions to their own education, school and community in general. We are a happy, positive school and we look forward to a productive time and successful future. We believe strongly in the partnership between home and school and want families to be actively involved in supporting children's learning and the school.

## **Applications are invited for the post of:**

One to One SEND Support  
Grade 6 -  
Term Time Only  
Fixed term until 31.08.2023

We are looking for a friendly, flexible and caring person to join our school team, providing excellent care to our children and providing one to one support. The hours are 30 hours 50minutes per week (8.45am – 3.25pm Monday to Friday). Ideally, the successful candidate will be available to start on 4<sup>th</sup> January 2023.

### **We would like you to:**

- be positive, with high expectations for children and their behaviour
- be professional and hard working
- have good verbal communication skills in order to liaise with children and other staff members
- have the ability to relate to children from diverse backgrounds, particularly with SEND.
- Have some SEND experience and the willingness to further develop in this area

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

If you require further information about the role, please contact the school on telephone 01484 661832 or you can visit the school website at [www.nethertonian.co.uk](http://www.nethertonian.co.uk)

Completed application forms must be returned directly to the Headteacher by 12.00pm on the closing date of Friday 2<sup>nd</sup> December 2022.

Interviews will be held on week commencing 5th December 2022.

# One to One SEND Support

## Job Description

| Job Title                             | Job Title Name  |
|---------------------------------------|---|
| <b>Responsible to:</b>                | Headteacher   |
| <b>Responsible for:</b>               | One-to-one SEND support   |
| <b>Main Purpose of the role</b>       | <p>We are seeking to appoint an enthusiastic and highly motivated ETA to join our SEN team.</p> <p>Netherton Infant &amp; Nursery School is an exceptional place to learn and our team work hard to ensure that pupils flourish and achieve their potential.</p> <p>We help children to grow in confidence and foster a lifelong love of learning, equipping them with the tools to succeed, both now and in the future.</p> <p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>Be an excellent practitioner with a commitment to raising standards.</li> <li>Have an understanding of barriers to learning across the whole spectrum of learning, physical and complex needs (including challenging behaviour).</li> <li>Have knowledge of the curriculum and assessment.</li> <li>Have a passion for children's learning and a creative approach.</li> <li>Have excellent communication and interpersonal skills, with an ability to work as part of a team, building positive relationships with children, teaching staff, other support staff and parents.</li> <li>Be committed to the further development of our school including extra-curricular activities.</li> <li>Be committed to the safeguarding of children.</li> </ul> <p>As a school we can offer:</p> <ul style="list-style-type: none"> <li>An opportunity to work in a nurturing, community infant school.</li> <li>Friendly, well behaved and enthusiastic children.</li> <li>A caring, friendly, committed team of colleagues.</li> <li>Supportive parents and governors.</li> <li>CPD opportunities.</li> <li>An opportunity to make a difference to the lives of our children.</li> </ul> |
| <b>Main Duties &amp; deliverables</b> | <p><b><u>Teaching Support</u></b></p> <ul style="list-style-type: none"> <li>• To undertake duties in accordance with school practices and procedures, ensuring the job holder actively upholds and promotes the philosophies of the school.</li> <li>• To work under the guidance of the Class Teacher/Line Manager to plan and monitor pupils learning. Ensuring the progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.</li> <li>• As appropriate to assist with the induction and mentoring of new staff within the remit of the role.</li> <li>• Under the guidance of the Teacher provide one to one support to pupils or working with groups of pupils on pre-planned activities, to reinforce the Teacher's approach.</li> <li>• To assist where required in the planning of learning activities.</li> <li>• Under the guidance of the Teacher, ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.</li> </ul>   |

- Under the guidance of the Teacher, work with individuals or groups of pupils in accessing school library and in the use of ICT and other relevant resources to support learning.
- To participate in and assist in supervision of educational visits, in conjunction with the Teacher/Line Manager.
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

**Pupil Support**

- Provide support and guidance on a one to one basis or to teams of pupils in their core skills and curriculum needs as per school policies/practices.
- To actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- To provide individual assistance or assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc, to maximise their achievements.
- As required to deal with pupils who require physical restraint and intervention, using such methods as TEAM-TEACH, under the direction of the Headteacher.
- As required, to deal with the personal care and comfort and necessary minor medical treatments of pupils, i.e. toileting and intimate care issues (as per school guidance and direction).
- To contribute to plans, reviews and evaluations of pupils by writing reports on pupils' progress and attendance at meetings.
- To provide lunchtime cover as required.
- As required by the school to assist under the direction of the School Nurse and/or Physiotherapist in medically related issues eg. Administer medication-dosage already drawn up by the Nurse, gastrostomy feeding and preparing to care for children requiring other medication administered and Physiotherapy treatment.

**Curriculum Activities**

- To maintain stock of resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of service.
- To contribute in the presentation of pupils' work and maintenance of display areas.
- To assist with the preparation and tidying of the classroom and upkeep of resources.
- To attend and contribute to duty related meetings as required.
- To assist in the planning and implementation of structured and agreed learning activities/teaching programmes.

**Expected Behaviours**

- To work as a member of designated team(s) and to contribute positively to effective working relations within the school.
- Support the ethos, vision, principles and values of the School.
- Treat colleagues, students and all members of the community, with respect and consideration.

|   |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>• Treat all students fairly, consistently and without prejudice.</li> <li>• Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.</li> <li>• Support the ethos of the School by upholding the code of conduct, uniform rules, etc.</li> <li>• Take responsibility for own professional development and participate in arrangements adopted by the School for the assessment of his/her performance and that of other teachers.</li> <li>• Reflect on own practice as well as the practices of the School with the aim of improving all that we do and achieving excellence.</li> <li>• Read and adhere to School policies and implement School improvement plans.</li> <li>• Participate in the development and management of the School by attending various team and staff meetings.</li> <li>• Undertake duties as prescribed within the School's policies.</li> <li>• Undertake professional duties reasonably assigned to them by the Headteacher.</li> <li>• Be proactive and take responsibility for matters relating to health and safety.</li> <li>• To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage and ensure staff and students to follow this example.</li> </ul> |
| <p><b>Other specific duties</b></p>   | <p>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 Chief Executive Officer and Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>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 Chief Executive Officer or Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>  |
| <p>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. Please be aware that <b>it is an offence to apply for the role</b> if you are barred from engaging in regulated activity relevant to children.</p> |  |

# One to One SEND Support

## Person Specification

To be assessed through application, reference and interview

| CRITERIA   | ESSENTIAL | DESIRABLE |
|--|-----------|-----------|
| <b>Qualifications</b>  |           |           |
| Educated to A'level or equivalent in (or closely relating to) the identified subject   |           | ✓         |
| Numeracy and Literacy skills to a level to assist pupils with their work   | ✓         |           |
| NVQ 3 for Teaching Assistants or equivalent qualifications or experience   | ✓         |           |
| <b>Experience</b>  |           |           |
| Experience of supporting children/young people in a school environment   | ✓         |           |
| Experience of assisting a class teacher in delivering the curriculum   | ✓         |           |
| Training in the relevant learning strategies e.g. literacy Computer literate   |           | ✓         |
| Understanding of Child Development and Learning Understanding and commitment to Equal Opportunities and how this relates to the duties of the post |           | ✓         |
| <b>Skills and Abilities</b>  |           |           |
| Excellent written and verbal communication skills, including appropriate ICT skills  | ✓         |           |
| Ability to work with children exhibiting behavioural difficulties  | ✓         |           |
| A secure knowledge of the importance of data as a means both to measure and to extend progress   |           | ✓         |
| Excellent organisational and planning skills   | ✓         |           |
| <b>Personal Attributes</b>   |           |           |
| A commitment to inclusive education  | ✓         |           |
| Ability to build positive working relationships with students, colleagues and parents  | ✓         |           |
| Self-driven, results-orientated with a positive outlook  | ✓         |           |
| A natural forward planner who critically assesses their own performance  | ✓         |           |
| Mature, credible with excellent interpersonal skills   | ✓         |           |
| Reliable, punctual, tolerant and determined  | ✓         |           |
| Empathetic - able to see things from another person's point of view  | ✓         |           |
| Able to motivate and persuade, negotiate and influence others  | ✓         |           |
| Well-presented and professional  | ✓         |           |
| Keen for new experiences, responsibility and accountability  | ✓         |           |
| Able to get on with others and be a team player  | ✓         |           |
| Ability to evaluate own learning needs and actively seek learning opportunities  | ✓         |           |
| Integrity and exercises confidentiality  | ✓         |           |
| Ability to think pragmatically and be solutions focused  | ✓         |           |

