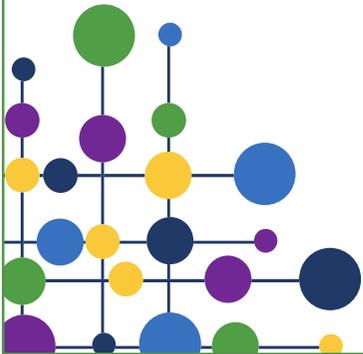
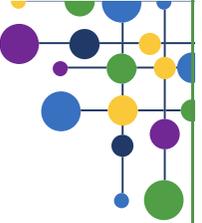


Educational Teaching Assistant - SEN

Application Pack





Welcome from the CEO

May 2021

Dear Applicant,

Thank you for taking an interest in the vacancy based 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. I hope you enjoy the visit if you are able to attend, please do not hesitate to contact us if you need anything further.



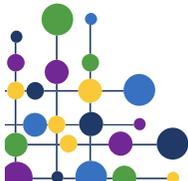
Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. 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.

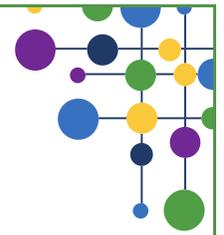
It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

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 three secondary and five primary schools in West Yorkshire. Our schools are: Shelley College, Huddersfield; Thornhill Community Academy, Dewsbury; Heaton Avenue Primary School, Cleckheaton; Millbridge Junior, Infant and Nursery School, Liversedge; Cowlersley Primary School, Cowlersley; Royds Hall Community School, Beech Primary School and Luck Lane Primary School, Huddersfield.

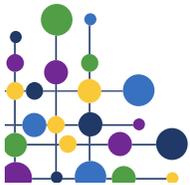
We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. As well as being part of the Trust, some of our schools are National Support Schools and National Teaching Schools and as such, we can offer our staff a wealth of career development opportunities and the support you need to enjoy your role.

More than six 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.

If you share our passion for challenging, improving and making our schools the best they can be, we'd love to hear from you.





Dear Applicant,

Thank you for your interest in the vacancy of Educational Teaching Assistant within our SEN department, 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 Green Light Teaching Alliance, 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 - SEN

Role Title	Education Teaching Assistant - SEN	Accountable to	Advanced ETA
Academy /Section	Thornhill Community Academy	Responsible for	Not applicable
Contract type	Permanent	Band including scale points	Band D

Part A – JOB DESCRIPTION

Overall purpose of role	<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>
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**Safeguarding
Responsibility**

Committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.

Key Outputs

1. To undertake duties in accordance with school practices and procedures, ensuring the post holder actively upholds and promotes the philosophies of the school.
2. To work under the guidance of the class teacher/line manager to plan and monitor students learning. Ensuring the progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for students.
3. As appropriate, to assist with the induction and mentoring of new staff within the remit of the role.
4. Under the guidance of the teacher, provide one to one support to students or working with groups of students on pre-planned activities, to reinforce the teachers approach.
5. To assist where required in the planning of learning activities.
6. Under guidance of the teacher, ensure equipment or materials are suitable for learning activities. Prepare materials and teaching aids where necessary.
7. Under the guidance of the teacher, work with individuals or groups of students in accessing the school library and in the use of ICT and other relevant resources to support learning.
8. To participate in and assist in the supervision of educational visits, in conjunction with the teacher/line manager.
9. Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their behaviour.
10. Provide support and guidance on a one to one basis or to teams of students in the core skills and curriculum needs as per school policies/practices.
11. To actively encourage the inclusion of all students to participate in the life and activities of the school and access the national curriculum to the best of their ability.
12. To provide individual assistance or assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc. to maximise their achievements.
13. As required, to deal with students who require intervention, using de-escalation techniques.
14. As required, to deal with personal care and comfort and necessary minor medical treatments of students, i.e. toileting and intimate care issues (as per school guidance and direction).
15. To contribute to plans, reviews and evaluations of students by writing reports on students' progress and attendance at meetings.
16. To provide lunchtime cover as required.
17. As required by the school, to assist under the direction of the school Welfare Officer with students who have Medical needs related issues
18. To maintain stock resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery service.

- 19.To contribute in the presentation of students' work and maintenance of display areas.
- 20.To assist with the preparation and tidying of the classroom and the upkeep of resources.
- 21.To attend and contribute to duty related meetings as required.
- 22.To assist in the planning and implementation of structured and agreed learning activities/teaching programmes.
- 23.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);
- 24.Deal with any immediate problems or emergencies in accordance with the academy's policies and procedures;
- 25.Provide feedback to teachers/Heads of Year/Mentors regarding the behaviour of students in the classroom as deemed necessary;
- 26.Attend training sessions, staff meetings and any department meetings as required;
- 27.Contribute to and uphold the vision and ethos of the academy;
- 28.Recognise own strengths and areas of expertise and use these to advise and support others;
- 29.Promote team work within the team, working in partnership to ensure effective working relations;
- 30.Treat all users of the academy with courtesy and consideration;
- 31.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.

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

- Range of teachers and support staff approximately 125 across the academy.
- Range of pupils approximately 800 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 GCSE 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 challenging behaviour	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

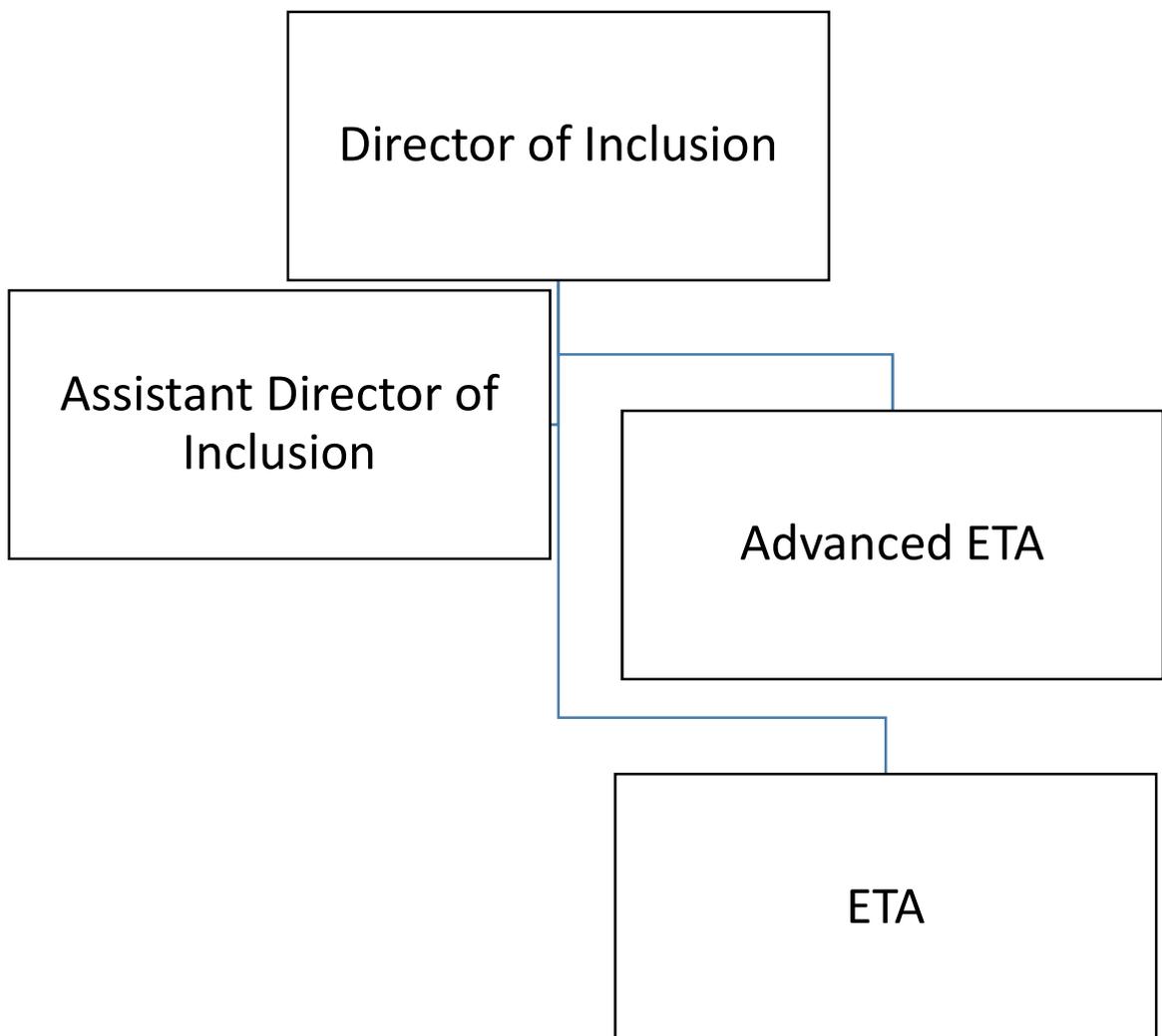
Characteristics of Post

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





Signatures

Approved by: Headteacher

MCB

Approved by: Post Holder/or Representative

Revised Sept 2020

For more information or to request an application form please contact
Julia Wood, Administration Manager on 01924 324890 or email
julia.wood@sharemat.co.uk. Application forms can also be downloaded
from the TES website.

Closing date: 12pm Wednesday 23rd June 2021

