



**QEGSMAT**

**Teaching Assistant**

**Chellaston Academy**

**Required to work 32.5 hours per week 39 weeks per year**

Do you want to make an impact and motivate others within a Multi-Academy Trust learning and teaching environment that is moving forward with exciting times ahead?

We have an exciting opportunity to join our learning support team at Chellaston Academy and are looking for committed and enthusiastic professionals to join our team.

As a Teaching Assistant, you will work closely with teachers in a supportive role, assisting with the planning and delivery of learning activities for those students with special educational needs. You will have great interpersonal skills, enjoy working as part of a team and want the very best for young people.

**The successful applicant will:**

- Be able to promote inclusion, independent learning, self-reliance and equality
- Be able to communicate effectively with a range of people both verbally in writing and can demonstrate literacy skills
- Have the ability to diffuse conflict and with support, manage inappropriate patterns of behaviour
- Have a Teaching Assistant NVQ Level 2 or equivalent
- Have GCSE grade A\* to C in Maths and English (or equivalent)

We welcome applications from colleagues with a primary and/or nurture background.

QEGSMAT vision is to 'Question, Explore; Give; Succeed' and our exceptional staff, strong leadership and motivated children and young people, as well as excellent facilities, provide the successful formula for this.

**We offer candidates:**

- Support, mentoring and professional learning appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has a highly successful school, with an aspirational ethos which leads to excellent levels of achievement.
- Staff, students and governors are committed to working together to build a positive learning environment, ensuring continuing success for all students.
- Our core values include hard work and personal courtesy. We firmly believe that the aim of always doing one's best is the key to sustained success.

**The application process:**

At present, we welcome school visits for interested parties, or if you wish to have an informal conversation to discuss the role in more detail, we would be happy to arrange this. Please call 01332 702502.

Further details about our school can be found on our website: [www.chellaston.derby.sch.uk](http://www.chellaston.derby.sch.uk)

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found - <https://www.gegsmat.com/documents/safeguarding>.

To apply for this position please visit [www.gegsmat.com](http://www.gegsmat.com) where you can apply via TES. Alternately, you can contact us at [hr@gegsmat.com](mailto:hr@gegsmat.com).

**Closing date for applications: 10<sup>th</sup> October 2021**

**Interview date: 15<sup>th</sup> October 2021**

**Salary: Level 2 TA £19,312 – £20,092 FTE (pro rata £14,330 - £14,909 per annum)**

**Start date: ASAP**



## JOB DESCRIPTION

<b>Post Title:</b>	Teaching Assistant
<b>Responsible to:</b>	Assistant Headteacher - SENCO
<b>Scale:</b>	Level 2 TA
<b>Weeks Per Annum:</b>	39
<b>Post Objectives:</b>	To support teachers in assisting with the planning and delivery of learning activities for those students with special educational needs.

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## DUTIES AND RESPONSIBILITIES

- Assist the SENDCO and class teachers with the planning and delivery of learning activities for those students with special educational needs (differentiation), including assisting with planning appropriately for different teaching styles and subjects across the school;
- Promote inclusion, independent learning, self-reliance and equality;
- Work closely with the SENDCO, class teachers, and nominated departments to support students' learning needs. Support will be within the classroom, or as directed by the classroom teacher;
- Make observations and report on student progress, assisting the SENDCO and class teachers with student records;
- Contribute fully to the activities offered at lunchtime and supervise, reporting to line managers only when events of significant importance occur;
- Accompany teaching staff and students on educational visits taking responsibility for student welfare for named students and supporting medical needs and where necessary assisting with personal and intimate care including toileting of students with specific needs;
- Support students with arrangements regarding transport to and from school;
- Prepare for and attend INSET and Faculty/Departmental meetings as noted on the school calendar;

- Attend and contribute to review meetings accompanying the SENDCO as required; within the school day to report on student progress;
- Mentoring of key students liaising with parents to develop case study notes and checking of family histories for EHC plans; maintain appropriate regular contact with parents/carers to support progress
- Support students in examinations, including scribing, reading and invigilation;
- Adapting lessons and supporting students with additional educational needs;
- Where necessary, assist with the personal and intimate care including toileting of students with identified specific needs. Have responsibility for or support others in the administration of medicine to students as directed;
- Follow the moving and handling plan for those students with physical disabilities including the use of mobility aides and hoists and liaise with Manual Handling advisor as appropriate. Where necessary act as lead TA when following a plan, showing others a known routine.

## **METHODS OF WORKING**

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- To maintain an awareness of Safeguarding Children and GDPR processes;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



## PERSON SPECIFICATION

### Teaching Assistant

	ESSENTIAL	DESIRABLE
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Highly motivated with the ability to motivate and enthuse others</li> <li>• Able to work as an individual or as part of a team</li> <li>• Able to communicate effectively with a range of people both verbally, in writing and can demonstrate literacy skills</li> <li>• Positive listening skills</li> <li>• Able to form and maintain professional relationships and boundaries with young people and adults</li> <li>• Able to diffuse conflict and, with support, manage inappropriate patterns of behaviour</li> <li>• Able to use ICT effectively</li> <li>• Record keeping</li> </ul>	<ul style="list-style-type: none"> <li>• Able to use a wide range of resources including ICT to enable children with special educational needs to access the curriculum</li> </ul>
<b>QUALITIES</b>	<ul style="list-style-type: none"> <li>• Able to deal with confidential information in a sensitive manner</li> <li>• Patient and approachable</li> <li>• Calm and reassuring particularly when under pressure</li> <li>• Adaptable and flexible</li> </ul>	
<b>KNOWLEDGE &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Completion of appropriate training programmes/experience of working with children or adults in a learning environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a support staff role within an educational setting</li> </ul>

	<ul style="list-style-type: none"> <li>• Awareness of different teaching styles and subject curriculums across age groups and departments within the Key Stage 3/4/5 setting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children with a range of specific learning difficulties</li> <li>• Knowledge of strategies to support children with special educational needs</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• NVQ Level 2 Teaching Assistant, or equivalent</li> <li>• GCSE grade A* to C in Maths and English, or equivalent</li> <li>• Involvement in recent, relevant professional development</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid</li> </ul>

**Print Name:**

**Signed:**

**Date:**