

ADVANCED TEACHING ASSISTANT

RICHMOND SCHOOL

Application Pack



Richmond School & Sixth Form College

Being the best we can be

July 2021

Dear Colleague

Thank you for your interest in joining our team at Richmond School and Sixth Form College. This is an exciting time in terms of our development and a fantastic opportunity for a keen and talented teaching assistant to help shape our future.

Richmond School and Sixth Form College is an exciting, forward- thinking, inclusive and caring place to work and study.

On visiting, there's an immediate sense that it is more than just a school, it is a community within a community and students, visitors, parents and staff often comment on the special 'buzz' they feel when they are here. It's hard to pinpoint, but it's a combination of many factors that unite to make this such a special place. Dedicated staff, fabulous facilities, a wonderful heritage, a sense of belonging and incredible students all combine to make the school the exceptional place that it is. Our broad, rich curriculum and extra-curricular provision mean there is a genuine culture of constant improvement and going over and above for the students we teach and anybody appointed to this role would need to be of a similar mindset.

Students work hard to demonstrate and develop the school's six values - Creativity, Excellence, Independence, Resilience, Respect and Teamwork. Our values are integral to each child's education, both academically and in extra-curricular activities and they underpin everything we do. We encourage our students to apply these values every day. As a result of a positive culture and the rigorous application of our policies, students learn well and behave well. There is a calm atmosphere in the school and students tell us they feel safe and well supported.

I do hope the above inspires you to apply for the post being advertised.

I look forward to reading your application and to welcoming a creative and dynamic colleague to Richmond School. If you would like to know more about the school, please visit our website richmondschool.net and our short video <https://www.richmondschool.net/about-us/transition/> which will give you a flavour of the school. If you have any questions about the role then please contact admin@richmondschool.net and they will guide your query to the most appropriate person.

Yours sincerely

A handwritten signature in black ink that reads "J Potter".

Jenna Potter
Headteacher

Job Description for:	Advanced Teaching Assistant
Grade:	Grade D (points 4 - 6) £13,586 - £14,135
Contract:	Initially 1 year fixed term contract, term time only + training days
Hours:	31.25 hours per week
Responsible to:	SENCO
Responsible for:	Working in the Learning Support Department to support, both directly and indirectly, students with additional needs including those with EHCPs.
Required:	September 2021

Job Purpose:

To work, under the direction of the class teacher and other appropriate staff, in assisting in and contributing to the planning, delivery and evaluation of the learning process. The post holder will work in classes or other appropriate locations with access to support and guidance, supervising groups and /or individual pupils and will contribute to the line management system within Learning Support.

Accountabilities/Main Responsibilities:

Effective Communication and engagement with children, young people, their families and carers:

- Establish rapport and respectful, trusting relationships and communicate effectively with children, young people, their families and carers.
- Know that communication is a two way process.
- Know how to listen to people, make them feel valued and involved, and know when it is important to focus on the individual rather than the group.
- Supervise groups and individual pupils as required.

Child and young person development:

- Assist in and contribute to the planning and evaluation of the learning process.
- Assist in the delivery of the learning process under the direction of the class teacher and other appropriate staff.
- Provide educational, emotional and physical support to pupils.
- Appreciate the impact of transition on child development.
- Understand and take account of the effects of different parenting approaches, backgrounds and routines.
- Know how to interact with children in ways that support the development of their ability to think and learn.
- Support and assist in the development and implementation of appropriate behaviour management strategies.

Safeguarding and promoting the welfare of the child:

- Be responsible for promoting and safeguarding the welfare of children and young people you are responsible for, or come into contact with.
- Have an awareness and basic knowledge, where appropriate, of the most recent legislation.
- Undertake break time supervision as required.

Supporting transitions

- Contribute to the provision of advice and guidance as required and appropriate.
- Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.
- Understand your own role, its limits and the importance of providing care or support.

Multi-agency working

- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children, young people and families.
- Have a general knowledge and understanding of the range of organisations and individuals working with children/young people and those caring for them, and be aware of the roles and responsibilities of other professionals.
- Know how to work within your own and other organisational values, beliefs and cultures.

Sharing information

- Provide structured judgement and feedback on pupils' attainment and progress through assessment and reporting processes.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security.
- Ability to use clear language to communicate information unambiguously to others including children/ young people, their families and carers.
- Understand the importance of sharing information, how it can help and the dangers of not doing so.
- Be aware of own (and others') professional boundaries.
- Attend staff meetings, training days and management team meetings by agreement with the Headteacher.

Administration/Other

- Plan and prepare materials, and undertake minor clerical duties.
- Participate in the School's performance management scheme.
- Supervise pupils sitting internal and external examinations and facilitate access arrangements(eg acting as reader/scribe) when required, ensuring that examinations comply with Examination Board Regulations.
- Participate in training and other learning activities and performance development as required.

Health & Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Equalities

- Ensure services are delivered in accordance with the aims of the equality Policy Statement.
- Develop own understanding of equality issues.

Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Areté Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to satisfactory completion of all pre-employment checks including an enhanced DBS

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
<p>Qualifications & Training</p> <p>Childcare Qualification at Level 3 (or equivalent or enhanced qualification)</p> <p>Teaching Assistant/Supporting in Schools qualification.</p> <p>Appropriate first aid training</p>	<p>X</p>	<p>X</p> <p>X</p>
<p>Experience</p> <p>Experience appropriate to working with children in an education setting.</p>	<p>X</p>	
<p>Skills & Knowledge</p> <p>Demonstrable IT skills and ability to use them as part of the learning process, or, the ability to develop IT skills in a reasonable timeframe.</p> <p>Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, children, young people, their families and carers.</p> <p>Good understanding of child/ young people's development and learning processes.</p> <p>Understanding of individual children and young people's needs.</p> <p>Behaviour management skills.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	

APPLYING FOR A JOB WITH ARETÉ LEARNING TRUST IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

Rehabilitation of Offenders

If the post you are applying for requires you to have a Disclosure and Barring Service (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

Canvassing

You must not try to influence any staff members, governors or directors of Areté Learning Trust to act in your favour, as this will disqualify you. If you are related to a trust member, director, employee or governor you must indicate this in the relevant section of the application form.

How to apply

Please forward your completed application form to recruitment@aretelearningtrust.org stating the title of the post you are applying for in the subject box.

The closing date for receipt of applications is 9.00am on Friday 13 August 2021 with interviews taking place the following week.