



## Teaching Assistant (TA2 with SEN allowance)

TA2 point 5-6 plus SEN allowance. (£20,278)  
32.5 hours per week, term time only plus 5 Training Days

This is a fantastic opportunity to really make a difference to young people's lives by supporting a range of pupils who experience barriers to learning. Come and join us and be part of a team where everyone plays a crucial part in raising aspirations so every pupil can achieve their potential. Classes are small allowing you to make more of an impact, you will be assisting Teachers in pupil learning and providing pastoral care and guidance.

We want to hear from you if you are passionate about making a difference and helping to improve the learning opportunities for our children. We want you to join us in ensuring pupils succeed both academically and pastorally. Our ideal candidate may already have experience working in our kind of setting or have worked with young people who have SEMH difficulties.

We have a vacancy for a Teaching Assistant as the school is going through an exciting period of development. Our pupils are 11-16 years and have been excluded or are close to being excluded from mainstream school. Pupils are referred to us by schools and the Local Authority. Our Teaching groups are small between 2 and 8 pupils per class. We currently have 38 pupils on role.

The Application Form and Job/Person Specification are available in the 'Documents' section of this job advertisement. Please read through the Job/Person Specification carefully and then complete the Application Form. Please send completed Application Form to our Business Operations Manager Simranjit Grewal on email at [sgrewal@theforge.worcs.sch.uk](mailto:sgrewal@theforge.worcs.sch.uk) or for further details please ring 01527 597936. We encourage all candidates to visit the school.

**SAFEGUARDING THE CONDITIONS FOR GROWTH AND DEVELOPMENT IS OUR PRIMARY CONCERN. ALL APPOINTMENTS ARE SUBJECT TO SATISFACTORY REFERENCES AND DBS CHECKS AND RIGOROUS INTERVIEW**

Return completed application forms to the school as soon as possible

Interviews will take place as soon as candidate is available.

Additional information:

- UK Applicants only. This role does not offer sponsorship.
- 3 years' experience is desired (not essential)
- SEN experience highly desirable
- With regards to the starting date, it will be as soon as possible- as soon as the successful candidate is able to start



## Teaching Assistant

**Conditions of Service:** NJC for Local Government Services

32.5 hours per week, Term Time only plus 5 additional training days

**Points Range:** TA 2 NJC point range 5-6 plus SEN allowance

### **Job Purpose:**

To support the ethos of the school and work collaboratively with the classroom teacher in their responsibility for the development and education process by providing care and supervision skills to children. To play a full role in implementing the school's agreed learning and behaviour policies. To provide support and guidance to pupils and those engaged with them, by removing barriers to learning to promote effective participation, enhanced individual learning, raise aspirations and achieve their potential.

### **Main responsibilities and tasks:**

- To provide support and guidance to all pupils, by removing barriers to learning to promote effective participation in lessons.
- To assist the classroom teacher with their responsibility for the development and education of children by utilising detailed knowledge and specialist skills.
- To work under the guidance of teaching/senior staff to implement agreed work programmes with individual groups, in or out of the classroom and sometimes off site. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the management/preparation of resources.
- Use ICT effectively to support learning.
- Manage the behaviour of pupils whilst they are undertaking work to ensure a constructive environment.

### **Support for the School:**

- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be able to understand and use a range of strategies to deal with classroom behaviour as a whole and individual behavioural need.
- Use skills and experiences to manage safely classroom activities, the physical learning space and resources for which you are responsible.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Adhere to and maintain school routines and codes of conduct.



- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher to support achievement and progress of pupils.
- Undertake duties as per the duty rota
- Cover for absence of other Teaching Assistants where appropriate.
- Ensure full and detailed records are maintained in line with school procedures
- Participate in meetings and briefings when required
- Support pupils via the 'Team Teach' approach as and where necessary.

#### **Other Duties**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and assist staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

I agree to the above

Signed :

Name :

Date :



## Personal Specification – Teaching Assistant

	Essential	Desirable
Qualifications	NVQ Level 2 or equivalent qualification, or equivalent relevant experience in working with young people.	Additional qualifications relating to working with young people.
Training	Willingness to undertake Professional Development courses as and when required.	First Aid Team Teach Any relevant courses undertaken in the last 3 years
Knowledge, Experience & understanding	<p>Experience of working with Young People</p> <p>Understanding of practice and principles for Safeguarding children within an educational setting.</p> <p>Understanding of relevant policies/codes of practice and awareness of relevant legislation</p> <p>Evidence of understanding and commitment to inclusion and respect for pupils' individual differences.</p>	<p>Knowledge of SEN code of practice. Knowledge of behaviour strategies and practice.</p> <p>Experience of working in an education setting.</p> <p>Experience of working with Special needs Pupils.</p> <p>Experience of working with outside agencies.</p> <p>Experience working in an alternative provision school</p>
Skills & Abilities	<p>Excellent communication both written &amp; verbal.</p> <p>Ability to work on own initiative or part of a team.</p> <p>An understanding of the importance of accurate and impartial record keeping.</p> <p>Ability to monitor &amp; record information.</p> <p>The ability to use ICT effectively.</p>	Ability to plan & adapt plans to individual pupils needs
Qualities & Values	<p>Commitment to valuing and showing respect to all individuals.</p> <p>Flexible approach to the role.</p> <p>Commitment to the protection and safeguarding of all young people.</p> <p>Reliable, trustworthy &amp; punctual.</p> <p>Enthusiastic</p> <p>Good sense of humour &amp; a 'can-do' attitude</p>	Driving licence and access to a car