

The Bishops' Blue Coat CE High School

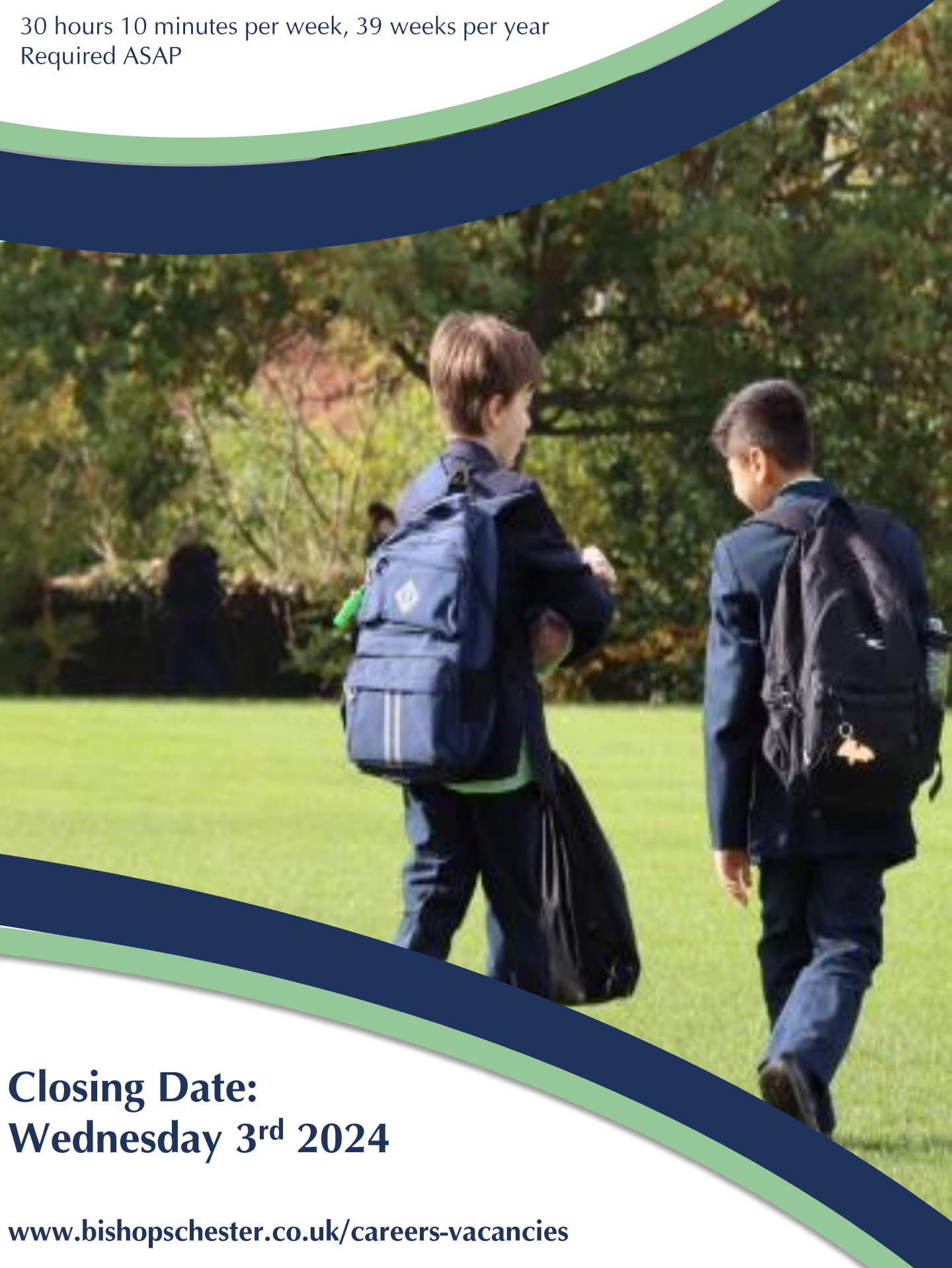
Post of:
TEACHING ASSISTANT



Application Pack

Grade 6
£26,914 - £29,806 (£18,935.55 - £20,970.24)

30 hours 10 minutes per week, 39 weeks per year
Required ASAP



Closing Date:
Wednesday 3rd 2024

www.bishopschester.co.uk/careers-vacancies

The Bishops' Blue Coat CE High School



Join Our Team and Make a Difference in the Quality of Education at Bishops'

Thank you for downloading our recruitment pack, I appreciate your interest in this position and hope that the information provided will inspire you to join our mission and vision. Our goal is to cultivate a thriving educational community where every student is valued, so they can flourish and become their best selves. We empower our students to be confident, lifelong learners, responsible citizens, and compassionate individuals both personally and spiritually by knowing, nurturing, and inspiring them.

As a forward-thinking school, Bishops' has an excellent reputation and is dedicated to achieving outstanding performance in all aspects. Our team is committed to fostering positive relationships with staff and students, and we believe in the professional development of all members. If you share our vision and are interested in the position, please download our application form from the website and submit a letter of support that addresses how you meet the Person Specification. I look forward to hearing from you.

If you share the School's vision, we would be delighted to hear from you. To apply, please complete our application form, available to download from our website, and submit a letter of support which addresses how you meet the Person Specification. Applications should be submitted to vacancies@bishopschester.co.uk by the closing date.



Helen Cairns
Headteacher



The Bishops' Blue Coat CE High School



Our Mission

We are a Christian, non-selective and inclusive 11-18 academy

We are small enough to know everybody, whilst being able to offer a broad curriculum and a range of opportunities that develop talents and abilities to the full.

We aim to maintain long term financial and environmental sustainability and be a positive force in the community

We support students to achieve exam results of which they and their families are proud and in turn prepare students for their chosen next steps

We strive for excellence



The Bishops' Blue Coat CE High School



VACANCY TEACHING ASSISTANT

Grade 6 - 18,935.55 - £20,970.24

30 hours and 10 minutes per week, over 39 weeks per year. Your hours will be worked over 5 days.

Mon, Wed, Thur, Fri – 8.30am-3.30pm and Tue 8.30am-4.30pm (less 55 minutes lunch break and 15 minutes morning break each day)

Required ASAP

We are seeking to appoint an experienced, caring, reliable and organised person with a passion for inclusive education to support a small group of students in a designated specialist provision. You will need to be flexible and high levels of initiative in order to perform the many and varied duties.

Working as part of an experienced teaching assistant team dedicated to enhance the development and education of our students, the young people you will be working with have additional needs and require support in order to reach their full potential.

The Bishops' Blue Coat CE High School is a high achieving and forward-thinking school, which is thriving and enjoys an excellent reputation. We are committed to ensuring excellent learning and teaching in a caring environment. You will find the school a rewarding and friendly place to work with good relationships between staff and students. We have a strong commitment to the professional development of all our staff.

If you are interested in this position, then please submit an application form and supporting letter via our website www.bishopschester.co.uk/careers-vacancies. We encourage and welcome potential candidates to visit the school to gain an insight of our community and the role you are applying for; please contact hburton@bishopschester.co.uk to discuss a visit.

If you have any questions regarding the role, please email vacancies@bishopschester.co.uk

Please note that we reserve the right to close this vacancy early should we receive a high number of quality candidates, therefore we encourage you to submit your application at your earliest convenience

The Bishops' Blue Coat CE High School is committed to all aspects of Safeguarding.

THE DEPARTMENT

TEACHING ASSISTANT

The SEN Department is a dedicated, professional and highly effective team committed to creating an environment where students with special educational needs and disability are not simply integrated, but welcomed, accepted, involved and supported.

Facilities

The SEND department consists of a SEND base, which can be accessed during breaktimes and lunchtimes. Ms Helen Burton delivers intervention from this space during the school day. The space contains a suite of computers.

ARK is our specialist provision space which supports a small group of students. This space has a suite of computers and its own sanctuary space.

The Sanctuary provides a calm space for students to receive intervention from one of our specialist teaching assistants.

JOB DESCRIPTION page 1

TEACHING ASSISTANT

Role: SEND Designated Provision Teaching Assistant

Management: The postholder will be line managed by through the Assistant SENDco to the SENDCo. The Post holder may be required to supervise but will not directly line manage, Grade 5 Teaching Assistants. The post holder will decide and organise programmes of work within a designated specialised provision. The post holder will allocate tasks and check the quality of work output to support the delivery of student learning activities within the Designated Specialised provision.

Contacts: Students, Parents/Carers, Teachers, Support Staff and Governors

Safeguarding Young People: All applicants should be aware that the school operates a rigorous policy for safeguarding children and young people. All applicants for posts at the school will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check, an online search, and at interview they will be questioned about issues relating to ensuring young people's safety.

School Context

The Bishops' Blue Coat C of E High School is an 11-18 Comprehensive School, situated on the eastern outskirts of Chester, in Great Boughton. We currently have 1189 pupils on roll, including a sixth form of 155, 73 teaching staff and 78 non-teaching staff.

The school uses various software packages including SIMS, Impact, IRIS, CPoms and Schoolcomms, as well as Microsoft Office applications.

CLOSING DATE

9am on Wednesday
3rd July

JOB DESCRIPTION page 2

TEACHING ASSISTANT

Grade 6

5 hours 50 minutes a day (M/W/T/F) 6 hours 50 minutes on Tuesday

Time	Time contracted		Clarity of directed time
8.30 – 8.45	15 mins	Contracted time	Preparation/parent contact
8.45-8.50	5 mins	Contracted time	Team briefing
8.50- 9.50	1 hour	Contracted time	Classroom support
9.50-10.50	1 hour	Contracted time	Classroom support
10.50-11.05	BREAK	15 mins unpaid	Duties can be claimed as additional time eg; if staff undertake a duty this is pre-agreed and is recorded by line manager
11.05-12.05	1 hour	Contracted time	Classroom support
12.05-13.15	Lunch break 15 minutes contracted time for intervention and 55 minutes unpaid lunch break with the possible opportunity to undertake a 25 minute paid additional duty during this time.	15 mins contracted time for intervention 55 mins unpaid	Duties are paid as additional time eg; if staff undertake a duty this is pre-agreed and is recorded by line manager
13.15-14.15	1 hour	Contracted time	Classroom support
14.15-15.15	1 hour	Contracted time	Classroom support
15.15 – 15.30	15 mins - this would be done 16.15 – 16.30 on a Tuesday		Preparation/parent contact/CPD
TOTAL	5 hours and 50 minutes 6 hours and 50 mins on Tuesday		
15.30-16.30 (Tuesday)	1 hour	Contracted time	Preparation/parent contact/ CPD and meetings

JOB DESCRIPTION page 3

TEACHING ASSISTANT

Job Overview and Purpose

- To support a small group of students with SEND in a designated specialised provision.
- To encourage and mentor students by raising self-esteem and providing a positive learning environment that supports their needs.
- To plan, deliver and implement agreed differentiated learning activities for a small group of students in collaboration with the teaching staff, external agencies in a designated specialised provision to ensure that learning objectives and individual learning targets are achieved.
- To contribute to compiling student passports and Individual Education Plans in conjunction with teaching staff/SENDCo to ensure that individual learning targets and goals are achieved.
- To observing and monitor students to provide accurate assessments of progress and areas of difficulty for the compilation of reports and to provide appropriate feedback to parents and other staff.
- **Principle responsibilities of the post**
- Undertake a specialist role using relevant experience and expertise to deliver and implement learning activities and programmes.
- Source, prepare and maintain resources so that they are readily available for the student's use.
- Liaising and meeting with parents to provide educational feedback and/or discuss special needs and behavioural issues encountered and implement recommended strategies.
- Liaising with parents and other professional staff and outside agencies to ensure effective communication concerning the maintenance of the student wellbeing.
- Liaising with external agencies i.e. medical and health professionals, social workers, education welfare officers, Speech and Language therapists, occupational therapists etc where necessary.
- Accessing and updating the full range of student records to facilitate assessment of pupil's progress.

JOB DESCRIPTION page 4

TEACHING ASSISTANT

Principle responsibilities of the post cont.

- Supervising the activities of the student, both in and out of the classroom e.g. break and lunchtime (including educational visits), to ensure their safety and facilitate their physical and emotional development as well as ensuring that behavioural corrective action is taken promptly in accordance with the school's managing behaviour strategies.
- Use a range of data to track and monitor the progress of the student.
- Where required, proactively liaise with staff across school to implement support packages.
- Be a lead professional in relation to effective safeguarding processes and policies, completing enhanced safeguarding training regularly
- Liaise with wider teams across the school to ensure outstanding pastoral care is in place for students, including the completion of home visits when required.
- Refer to instructions and strategies on each student's passport document to support learning.
- To assist in monitoring of the effectiveness of interventions
- To observe students in lessons, as requested by SENDCo/Assistant SENDCo and feedback as required.
- Support individual students with the completion of homework if required
- Develop a positive mentoring relationship with students needing particular support and interacting with them according to individual needs
- Act as a role model and set high expectations for both behaviour and attainment
- Mentor to promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedures
- Attend to the personal and physical needs of students so that their well being is maintained.

JOB DESCRIPTION page 5

TEACHING ASSISTANT

Principle responsibilities of the post cont.

- Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the students' well-being.
- Be responsible for updating records and communicating with colleagues.
- To contribute to any student documentation, as requested by the SENDCo/Assistant SENDCo
- To assist with the filing of students' documentation
- Attend and participate in relevant meetings and training events as required
- To deliver CPD to staff
- Assist with the supervision of students during unstructured time, including after school and at lunchtime
- Supervision of students as part of staff duty rota and at other times as required
- Accompany teaching staff and students on visits, and out of school activities as required
- Provision of first aid assistance (training will be provided if required)

PERSON SPECIFICATION

TEACHING ASSISTANT

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> English and Maths O Level/GCSE. Evidence of study beyond age 16. 	<ul style="list-style-type: none"> Evidence of continuing professional development. Knowledge of current legislation and initiatives. NVQ level 3 or equivalent experience. SEN specialism or qualification in SEN e.g. Dyslexia, ASD, ADHD. Safe Handling Certificate, ELSA qualification
Experience	<ul style="list-style-type: none"> Experience in supporting groups and individuals, including vulnerable students in the classroom. Relevant work with young people. An understanding of the workings of a school environment and ability to work within this. Understanding of the role and contribution of other services e.g. medical and health professionals, social workers, Education Welfare Officers, Speech and Language therapists. Knowledge of confidentiality and information exchange protocols between agencies and educational institutions. 	<ul style="list-style-type: none"> Experience of work in a secondary school environment. Working with pupils with ASD/ADHD or physical difficulties Working in a designated specialist provision
Knowledge and Skills	<ul style="list-style-type: none"> Excellent inter-personal skills. Knowledge and understanding of individual's or groups' SEN needs within the classroom. Understanding and use of strategies to enhance motivation and raise achievement to ensure students achieve the highest possible personal achievement. Ability to work with teaching staff and own team to ensure the learning and progress of students. Knowledge of current developments in the work of TAs and issues affecting SEN students. Actively sharing good practice. Ability to use own initiative and purposeful use of time. Specialist subject knowledge, to understand the underpinning principles of child development. 	<ul style="list-style-type: none"> High standards of relevant ICT knowledge and skills. Ability to make good use of relevant ICT/New Technologies. Participation in extra curricular activities. Ability to set targets, monitor and review student progress, to positively impact on learning and teaching and the progress of that individual/group.

PERSON SPECIFICATION

TEACHING ASSISTANT

Knowledge and Skills	<ul style="list-style-type: none">• Specialist medical conditions knowledge e.g. autism, sensory impairment, epilepsy, asthma, diabetes, SEMH• Specialist knowledge in writing SEND Profiles/ behaviour plans and student targets, inclusion statements and objectives.• Communication techniques e.g. Makaton, PECS, British Sign Language.• Ability to prepare lesson worksheets and resources which take into account differentiated pupil abilities and learning outcomes.• Ability to undertake pupil assessment using appropriate techniques.	
Philosophy and Beliefs	<ul style="list-style-type: none">▪ Able to support the school's Christian ethos.▪ Committed to inclusion and the importance of all students.▪ Committed to continuous improvement.▪ Commitment to safeguard and promote the welfare of students.	<ul style="list-style-type: none">▪ High expectations and standards.
Personality	<ul style="list-style-type: none">• Positive outlook.• Able to respond to a situation in the most appropriate manner and determine the most appropriate moment for intervention.• Good leadership skills, to be able to provide clear class direction and instruction in the absence of a teacher.• Good influencing and persuading skills, to encourage the adoption of appropriate standards of behaviour, defuse any potential confrontation and achieve given learning activities and outcomes.• Ability to provide informal pastoral support for pupils presenting a range of problems, and the ability to refer to the appropriate teaching staff member.	<ul style="list-style-type: none">▪ Ability to inspire and motivate.▪ Enthusiasm and talent for working with students with a range of abilities and interests.▪ To provide care, reassurance and dignified support to pupils, and to deal with inappropriate behaviour in accordance with school behaviour plans and policies. The jobholder is required to interpret student behaviour and address their personal needs/ stresses.

APPLICATIONS

TEACHING ASSISTANT

When the closing date arrives, the Appointing Officer and shortlisting panel will consider applications and the candidates who are selected for interview will be notified as soon as possible and provided with detailed information regarding the interview process.

The Interview

On acceptance to interview, references will be sought, providing permission has been granted from the candidate on the application form. Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

How to apply

Please download a Teaching Staff Application form via our website www.bishopschester.co.uk/careers-vacancies . Please note only application forms fully completed will be accepted, we do not accept CVs.

Please submit your completed application form, along with a supporting letter, outlining your suitability to the role, either via our website, or email to vacancies@bishopschester.co.uk

Our preferred method of receipt is via email or website submission, however if you need to send via post, please address it to the following:

FAO Vacancies

The Bishops' Blue Coat CE High School
Vaughans Lane
Chester
CH3 5XF
01244 313806

APPLICATION DEADLINE

**9am on Wednesday 3rd
July 2024**

MORE INFORMATION

TEACHING ASSISTANT

References

On acceptance to interview, references will be sought, provided permission has been granted from the candidate on the application form. Applicants are required to provide details of two referees on the Application form, one of whom must be your current or previous employer.

Online Search

An Online Search of all shortlisted candidates will be carried out, please note that this will be completed once attendance to interview has been confirmed.

Eligibility to work in the UK

In accordance with requirements of the Immigration Act 2016, if you are invited to interview you will be required to produce evidence of your eligibility to work in the UK and you must bring the original documents with you to interview.

Qualifications

You will be required to provide evidence of any educational or professional qualifications essential or relevant to the post you have applied for.

Enhanced DBS Check

The successful candidate will be required to undergo an Enhanced DBS Check. People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Safer Recruitment

The Bishops' Blue Coat CE High School is committed to all aspects of safeguarding, any offer of employment is subject to satisfactory pre-employment checks.

APPLICATION DEADLINE

9am on Wednesday 3rd July 2024

Jesus said "I came so that they may have life in all its fullness" John 10:10

Dignity & Respect

Wisdom, Knowledge & Skills

Hope & Aspiration



Known, Nurtured, and Inspired