



Westfield School

Teaching Assistant - Level 3

Applicant Pack



Outstanding Achievement for All

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The vacancy

Post advert

Deadline for applications:	11.59pm on 13 th October
Interviews to be held:	w/c 14 th October
To start:	ASAP

We are currently seeking to appoint an enthusiastic and innovative Level 3 Teaching Assistant who will provide support to our students with identified additional needs. This post is temporary until 31 August 2025 with the potential to extend subject to funding.

The role will involve support in the classroom for young people with special educational needs as well as small group and 1-1 interventions.

As well as having very good numeracy, literacy and communication skills the successful candidate will ideally have experience of working with students with additional needs and have an understanding of secondary and/or primary curriculums and be keen to help young people realise their potential.

Experience of working with young people in a school setting is essential.

Applicants should be keen to:

- support the inclusion, social integration and academic progress of students with SEND inside and outside of the mainstream classroom.
- contribute to delivery, assessment and monitoring of student progress and support intervention.

We are looking for:

- Someone who is an excellent role model, creative and motivational
- Someone who is able to inspire and challenge young people
- Someone with exciting ideas who can build on existing good practice

Role summary

Post title:	Teaching Assistant Level 3
Profile:	LD3
Grade:	Grade 4
Grade spinal point range:	SCP 7 to 12
Salary:	£24,294 - £26,421 (pro rata £20,895 - £22,725)
Accountable SLT post:	Deputy Head - Inclusion
Line manager (if different):	SENCO in conjunction with Learning Support Coordinator

Staff to be supervised or line managed by post holder: N/A

Post holder will work with: Students and other Teaching and Support staff

Holiday and sickness relief: By and for other Education Support Staff

Purpose of post: To support students in or outside the classroom

Version revised: March 2021

Contract: Temporary until 31/08/2025
37 hours/39 weeks

Job description

The post holder must at all times carry out his/her responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement 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. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep students on task, respond to questions and generally assist students to undertake set activities.

Support for Students

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of learning support profiles and support/extended support plans
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

Support for Teacher

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to

reviews of systems/records as requested

- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where

this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Teaching Assistant Level 3

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Experience of working in a school or educational environment	✓		A
At least 1 years experience of working with students in an educational environment	✓		A
Understanding of school curriculums	✓		A/I
Understanding of strategies to assist classroom teaching and support students	✓		A/I
Ability to use own initiative to work flexibly and respond positively to a range of situations	✓		A/I
Strong interpersonal skills with the ability to communicate effectively with all stakeholders.	✓		A/I
Qualifications			
Good level of literacy and numeracy GCSE Maths and English grade 4 or above	✓		A
NVQ Level 3 or equivalent or relevant experience and skills	✓		A
Other skills			
Ability and willingness to undertake professional development.		✓	A/I
Ability to work effectively as part of a team.	✓		I/R
Ability to maintain strict confidentiality of information	✓		A/I
Willingness to contribute towards supporting personal care needs		✓	I

Child protection

A commitment to the responsibility of safeguarding and promoting the welfare of young people.

✓

I/R

Westfield School

Westfield School has a strong local reputation and has recently been oversubscribed. We are an ambitious and improving secondary school, with expanding 11-16 provision. We currently have over 1300 students and seek to provide outstanding achievement for all.

We are really proud of our school and our students. Our expanding curriculum is ambitious and enriched with our exam results improving year on year.

The environment in which we work is modern and vibrant with great facilities including generous grounds, bright classrooms with modern IT, fabulous sports facilities including astroturf and swimming pool.



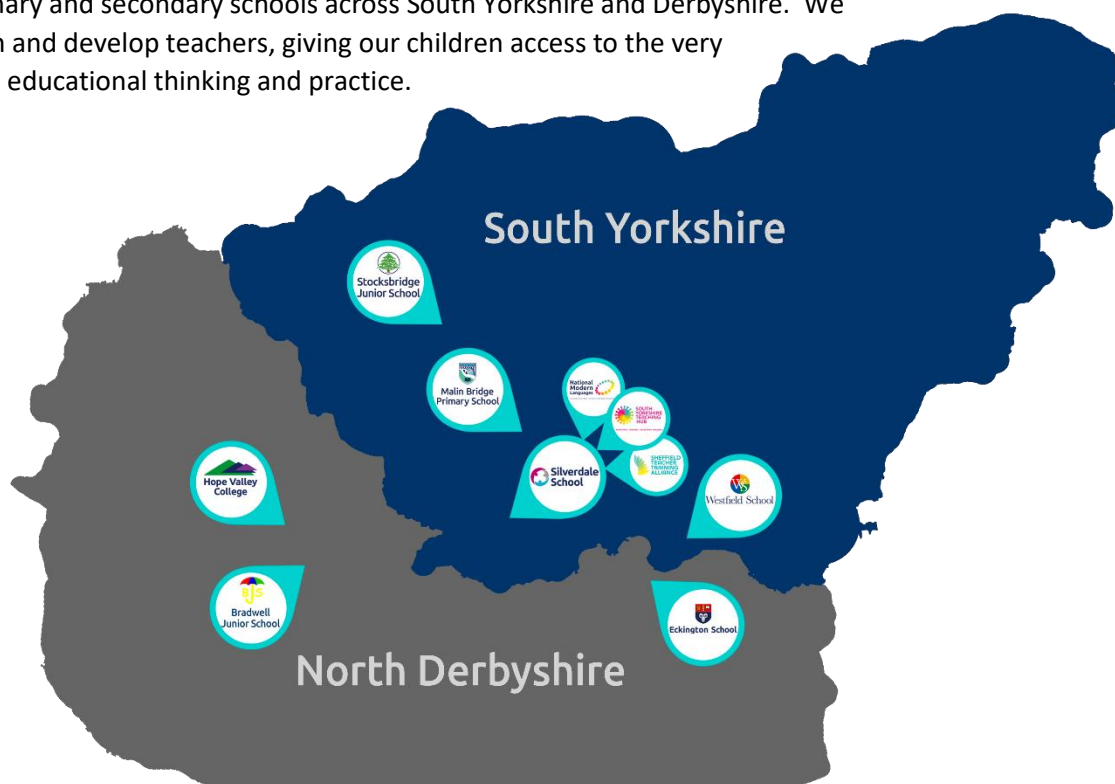
In addition to trust-wide benefits for all staff, those at Westfield School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links and free staff parking.
- Free access to on-site leisure facilities including swimming pool and gym.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.
- Staff wellbeing and fitness programme, run in conjunction with Sheffield United.

You can view the school website at: www.westfield.chorustrust.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.



A **collaborative environment** encouraging knowledge sharing and support.



Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).



Career progression opportunities within a growing, local trust.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Access to discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.



Term-time only contract postholders have the freedom of having **school holidays** off.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.

To apply

- Full application pack and application forms available from: www.chorustrust.org/vacancies
- Completed application forms are to be sent to: Trish Hughes at: recruitment@westfield.chorustrust.org
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on 13 October 2024.
- Interviews to be held: week commencing 14 October 2024.

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.