



Westfield School

Teaching Assistant - Level 2

Applicant Pack



Outstanding Achievement for All

Contents

The vacancy.....	3
Post advert	3
Role summary	3
Job description.....	5
Specific duties and responsibilities	5
Support for the trust/school	6
Changes to these duties.....	6
Person Specification	7
Job Title: Teaching Assistant - Level 2	7
Knowledge, experience and skills	7
Qualifications	7
Other skills	7
Interpersonal skills	7
Child protection	7
Westfield School.....	8
Chorus Education Trust	9
To apply	10

The vacancy

Post advert

Deadline for applications:	11.59pm on 13 November 2024
Interviews to be held:	Week commencing 18 November 2024
To start:	ASAP

We are looking to appoint 2 new teaching assistants to the learning support team at Westfield School on a temporary basis until the end of the academic year. This role will work across 5 days and is a term time only contract.

You will need to be energetic, creative, inspiring, and enjoy working with young people eager to fulfil their potential.

We are looking for individuals who can join our team and bring the following:

- Experience of working with children and young people preferably with experience of working with SEN students in years 7-11
- An inclusive approach to education
- Exciting ideas and can build on existing good practice
- Enthusiasm and an innovative approach
- Good literacy/numeracy skills with a friendly, outgoing and flexible approach.

We are looking for someone with a genuine desire to improve the life chances and academic outcomes of young people. Candidates must have strong communication skills and be flexible, resilient, and nurturing towards students.

If you want to work in an inspiring, fully inclusive environment with students who want to succeed and alongside friendly, supportive staff, then we want to hear from you! You will join a passionate and dedicated team, a school with strong leadership, and a Trust who is committed to providing professional development and opportunities for all colleagues.

Role summary

Post title:	Teaching Assistant Level 2
Profile:	LD 2.5
Grade:	Grade 3
Grade spinal point range:	SCP 5 to 6
Salary:	£23,500 - £23,893 (pro rata £17,754 - £18,051)
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 work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area.
Version revised:	March 2021
Contract:	Temporary 33.5 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:

Support for Students

- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of SEN Support Plans
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under guidance of the teacher

Support for Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work
- Use strategies, in liaison with the teacher, to support students to achieve learning goals
- Assist with the planning of learning activities
- Monitor students' responses to learning activities and accurately record achievement /progress as directed
- Provide detailed and regular feedback to teachers on students achievement, progress, problems etc.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of students' work
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use

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 2

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Experience of working with young people		✓	A/I
Experience of working in a secondary school		✓	A/I
Excellent communication skills	✓		A/I
Good numeracy and literacy skills	✓		A/I
Understanding of the education setting within a secondary school		✓	A/I
Qualifications			
Good level of literacy and numeracy GCSE Maths and English grade 4 or above	✓		A
Other skills			
Ability and willingness to undertake professional development.		✓	A/I
Ability to use own initiative to work flexibly and respond positively to a range of situations	✓		A/R
Ability to work effectively as part of a team.	✓		I/R
Ability to maintain strict confidentiality of information	✓		A/I
Ability to foster good relations with a range of colleagues at all levels	✓		A/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'.



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



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



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



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



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



Career progression opportunities within a growing, local trust.



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 Wednesday 13 November 2024.
- Interviews to be held: week commencing 18th November 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.