



Westfield School

# Teaching Assistant - Level 3

Applicant Pack

SILVERDALE  
SIXTH FORM



SOUTH  
YORKSHIRE  
TEACHING  
HUB

RECRUITING • TRAINING • DEVELOPING TEACHERS



SHEFFIELD  
TEACHER  
TRAINING  
ALLIANCE

National  
Modern  
Languages



SCHOOL CENTRED • INITIAL TEACHER TRAINING



Eckington School



Hope Valley  
College



Silverdale  
School



Westfield School



Bradwell  
Junior School



HADY PRIMARY SCHOOL



Malin Bridge  
Primary School



Stocksbridge  
Junior School



**Chorus**  
Education Trust

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.....	7
Person Specification .....	8
Job Title: Teaching Assistant Level 3 (Personal Care) .....	8
Knowledge, experience and skills .....	8
Qualifications .....	8
Other skills .....	8
Interpersonal skills .....	<b>Error! Bookmark not defined.</b>
Child protection .....	9
Westfield School.....	10
Chorus Education Trust .....	11
To apply .....	12

# The vacancy

## Post advert

<b>Deadline for applications:</b>	11.59pm on Wednesday 13 November 2024
<b>Interviews to be held:</b>	w/c 18 November 2024
<b>To start:</b>	ASAP

We are looking for a passionate and inspiring Teaching Assistant to provide support and guidance to students inside and outside of the classroom in their variety of learning needs including assistance with personal care & mobility for specific students. *We have a Y8 male student who needs support with personal care. Due to the intimate care responsibilities within the role, we are ideally seeking a male applicant to support our student however, we will consider all applications.*

In addition to excellent numeracy and literacy skills the essential requirements are excellent communication, inter-personal skills, the ability to plan, assess and deliver literacy or numeracy interventions and a desire to work with young people helping them to realise their potential.

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

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.
- Support the personal care needs of specific students.

## Role summary

<b>Post title:</b>	Teaching Assistant Level 3 (Personal Care)
<b>Profile:</b>	LD 2.5
<b>Grade:</b>	Grade 4
<b>Grade spinal point range:</b>	SCP 7 to 12
<b>Salary:</b>	£24,294 - £26,421 (pro rata £20,895 - £22,725)
<b>Accountable SLT post:</b>	Deputy Head - Inclusion
<b>Line manager (if different):</b>	SENCO
<b>Staff to be supervised or line managed by post holder:</b>	N/A
<b>Post holder will work with:</b>	Deputy Head - Inclusion, SENCO, other teaching, and support staff
<b>Holiday and sickness relief:</b>	By and for other Education Support Staff

**Purpose of post:** To work under the instruction / guidance of the SENCO to provide support and guidance to students in their variety of learning needs including assistance with personal care & mobility. To assist the teacher in the management of students within and outside of the classroom.

**Version revised:** January 2022

**Contract:** Permanent 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 be responsible for providing pupil support to the standards required by the Trust and appropriate external bodies.

### Support for Students

- Use specialist (curricular/learning) skills/training/experience to support students
- Assist with the development and implementation of Support Plans for SEND students
- To act as a keyworker and advocate for individual or groups of students.
- Ensure productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement

### 1:1 Special Care

- Supervise students and attend to their personal needs and implement personal programmes including social, health, physical, hygiene, first aid and welfare matters. Specifically, this may involve any of the following:
- Gastrostomy tube feeding and cleaning of tube in accordance with the care plan for the child and appropriate training; Changing of catheter bags and cleaning of tubes; Colostomy/Stoma Care; Bathing/Showering; Denture cleaning; Head lice inspection and treatment (in conjunction with parents/carers); Mouth or nose toilet; Toileting including wiping/cleaning of pupil; Application of splints, braces, corsets etc; Assistance in the transfer to and from vehicles and wheelchairs and mobility devices in accordance with manual lifting and handling procedures; Occupational therapy and physiotherapy as directed by health professionals; Draining exercises for students with cystic fibrosis; Assisting with magnets, which help fuse tissues back together post-surgery; Emergency treatments covered in basic first aid training; Supervise and support students ensuring their safety and access to learning including visits to other establishments.

## 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 students' 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 students' work and accurately record achievement/progress.
- Promotion of positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students 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, 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 and interventions, adjusting activities according to pupil responses/needs
- To deliver specialised SEN intervention for a range of students across all key stages
- To supervise students within student support
- 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 students' competence and independence in its use
- Help students 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: Level 3 Teaching Assistant (Personal Care)

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
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
Willingness to provide personal care where required and instructed	✓		A/I
Experience in providing personal care		✓	A/I
Strong interpersonal skills with the ability to communicate effectively with all stakeholders.	✓		A/I
<b>Qualifications</b>			
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
<b>Other skills</b>			
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



## Child protection

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

✓

I

## 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](http://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](http://www.chorustrust.org).

## To apply

- Full application pack and application forms available from: [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies)
- Completed application forms are to be sent to: Trish Hughes at: [recruitment@westfield.chorustrust.org](mailto: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: w/c 18 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](http://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.