

RECRUITMENT PACK



TEACHING ASSISTANT

WELCOME TO RUDHEATH SENIOR ACADEMY

Rudheath Senior Academy is an 11-16 secondary school providing a broad and balanced education to the communities of Rudheath, Lostock Gralam, Wincham, Northwich and Winsford.

We are a community-focused school, with pupils, parents and staff developing strong relationships over the course of five years. Our large school campus allows us to offer a wide range of subjects and opportunities beyond the classroom.

At the centre of our culture are two key values – Excellence and Kindness. Throughout all aspects of school life, we are proud of the high standards our children hold, and the personal development they make between Year 7 and Year 11. We are equally proud of the way we help our young people grow into responsible and respectful adults. Through Personal, Social, Health and Citizenship Education, Drama, Dance, Music, P.E., a caring and supportive pastoral system and a wealth of clubs and activities, we seek to fulfil our overarching Trust ethos:

“Opening Children’s Eyes to the Wonderful World of Possibilities“

We believe strongly in being fully involved in our community. We work closely with our local primary schools to build curriculum and social links and, as the geographical area for our intake extends, we are developing our transition programme to help all our young people to make the transfer from primary to secondary education successfully. A work-readiness programme for all pupils across the school is also a valuable opportunity to help them learn about the world of work, engage with employers and businesses, and understand the skills required for a successful future career. We are an inclusive community and celebrate our diversity, not least in the extensive range of enrichment activities we offer which allow our pupils to strengthen their personal attribute skillset as well as extend their community links working with others within and outside of their school environment.



VACANCY INFORMATION: Teaching Assistant

POST:	Teaching Assistant Fixed term until 31 st August 2022
RESPONSIBLE TO:	Assistant Head Teacher
SALARY:	Local Government Pay Scale (SCP6) Full Time Equivalent: £19,698 per annum (before pro-rata) Actual Salary: £14,863.25 per annum (after pro-rata)
LOCATION:	Northwich, Cheshire
KEY RELATIONSHIPS:	Students, Staff, Parents/Carers
WORKING PATTERN:	32.5 hours per week with half an hour unpaid lunch break. Worked over five days, 08:30am until 15:30pm, Term Time plus 5 INSET days.

JOB PURPOSE:

At Rudheath Senior Academy, we are seeking to appoint an enthusiastic and empathetic person who will work in partnership with teachers to support the learning of individuals and small groups, in line with the national curriculum, codes of practice and academy policies and procedures. The successful candidate will assist in the promotion and development of inclusive learning and teaching throughout the Academy in order to give students every opportunity to achieve their best.

The successful candidate will work closely alongside the SENDCo, Heads of Year, and other leaders to ensure students meet their educational aims. This is a unique and exciting opportunity for an aspirational individual to gain first-hand experience in all aspects of student support.

The postholder will have the ability to motivate and inspire those that they work with, harnessing all opportunities and creating a climate of success and achievement for all.

Teaching Assistants at Rudheath Senior Academy will want to make a difference. They will be ready for a challenge and will bring a wealth of innovative and outstanding ideas to engage all stakeholders. Our Teaching Assistants will be approachable and consistent; they will give and earn respect from our pupils, staff, parents and carers.

HOW TO APPLY:

To apply for the position of Teaching Assistant, please complete the school Application Form and email to recruitment@rudheathsenioracademy.org.uk by 12:00pm on Friday 14th January 2022.

If you have any questions or require further information, please contact the school directly on 01606 42515.

Head Teacher:	Mr Lee Barber
Business Manager:	Mr Jack Jevons
Assistant Head Teacher:	Mrs Lydia Garrett

JOB DESCRIPTION

Job Title:	Teaching Assistant
Accountable to:	Assistant Head Teacher
Job Purpose:	<ul style="list-style-type: none"> • To support teaching & learning in a safe and healthy environment with a commitment to raising progress and attainment. • To enhance students learning by challenging barriers to achievement both inside school context and through work experience. • To deliver tailored academic and pastoral care, guidance and support with the aim of maximising achievement and opportunities to achieve for all students. • To provide informed, impartial advice and guidance relating to Careers and Employability. • To be part of the student support team. • To act as an ambassador for the school in all matters.
Main duties and responsibilities	<ul style="list-style-type: none"> • To provide targeted intervention for identified cohorts of students, working with Heads of Year. • To work with students who require literacy intervention outside of the classroom. • To offer support during students' timetabled lessons. • To deliver sessions to students through coaching conversations and group discussion. Foster peer-group responsibility, set clear learning objectives and firm expectations around the sessions in order for the students to develop transferable learning skills. • To work in a variety of ways to support, inspire and challenge students to raise levels of achievement. These may include in-class support, personal organisation of students and their study, supervising enrichment activities and work to support homework. • To work closely with the SENCo to ensure that the needs of students with special educational needs are met. • To participate, with other staff, in the comprehensive assessment of students to identify and address barriers to learning. • To establish good, positive relationships with individual students to help them reflect on their learning. • To support and deliver aspects of the enrichment programme to ensure students achieve a good balance of experiences. • To support students with work experience and work placements, supporting the development of work skills and practices, monitoring and reporting on their progress during work experience placements. • To foster and encourage links between the home and the school to support students' development within the school and wider community. • To support teaching & learning in a safe and healthy environment with a commitment to raising progress and attainment. • To enhance students learning by challenging barriers to achievement both inside school context and through work experience. • To deliver tailored academic and pastoral care, guidance and support with the aim of maximising achievement and opportunities to achieve for all students. • To provide informed, impartial advice and guidance relating to Careers and Employability. • To be part of the student support team. • To act as an ambassador for the school in all matters.

Other duties and responsibilities:	<ul style="list-style-type: none"> • To carry out any other duties that the Head Teacher may reasonably request. • Pro-actively identify training and learning relevant to the role for continued professional development.
Responsibilities common to all staff:	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Foster RSA's vision and objectives. • Ensure equality and diversity is celebrated and promoted through all practice, and that success is achieved through widening participation and encouraging access to a diverse range of students. • Effectively discharge RSA's responsibility for safeguarding students. • Work within the RSA Health and Safety policy to ensure a safe working environment for staff, students and visitors. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. • Engage actively in the performance review process. • Adhere to policies and procedures as set out in the staff handbook or other documentation available to all staff. • Attending appropriate professional development/training sessions, courses or meetings to ensure that skills are maintained and developed to meet the changing needs of the college. • Comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents, students and members of the general public. • Be responsible and accountable for carrying out the post with regard to the school's Safeguarding Policy, Equal Opportunity Policy. Health and Safety at Work Act and any other relevant policies and procedures.

PERSON SPECIFICATION

Successful candidates are likely to be able to give evidence in support of all or most of the following:

Personal Qualities

- Empathy for children with special needs.
- Patience, understanding, caring, sense of humour.

Qualifications/Experience

- Experience of working with children/young people
- Recent experience of working in a school.
- A standard of written and spoken English that supports pupils' learning.
- Experience of relevant age group.
- Experience of working with children with special needs.
- TA specific qualification equivalent to NVQ Level 2 or 3 (desirable)

Knowledge

- An understanding of the varied needs of children as they develop socially and academically.
- A knowledge of behaviour management techniques that support school and classroom practices.

Skills and Aptitudes

- A commitment to promoting equal opportunities and meeting individual needs.
- Awareness of confidentiality.
- Ability to work as part of a team.
- Able to manage time effectively.
- Ability to be flexible to the needs of the children.
- Effective communication, interpersonal and organisational skills.
- Ability to use ICT/the internet and email to support pupils' learning.
- Able to use ICT to store and retrieve data.
- Experience in delivering first aid, medication, personal/intimate care, physical intervention/behaviour management strategies.

Training and professional development

- Willingness to take part in appropriate training and personal and professional development.

We reserve the right to close this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making application.

Applicants who have not heard from us within two weeks of the deadline should assume they been unsuccessful in being shortlisted.

Rudheath Senior Academy and North West Academies Trust are committed to safeguarding and protecting the welfare of children and expects all staff, visitors and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate will be required for all posts.

Follow us on Facebook and Twitter. Further details can be found on our website at www.rudheathsenioracademy.org.uk.

The Rudheath Senior Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful appointments are subject to receiving satisfactory employment checks including references and an Enhanced DBS Disclosure is required for all posts involving regulated activity.

December 2021