



UP HOLLAND
HIGH SCHOOL
Dedicated to Excellence

Teaching Assistant Level 1



PROUD TO BE A MEMBER OF
EVERYONE MATTERS
SCHOOLS TRUST

Headteacher's welcome

Up Holland High School Is Dedicated To Excellence and prides itself on the excellent opportunities it offers to all students in order for them to develop and succeed.

This is achieved by offering a broad and balanced curriculum that is delivered by high quality practitioners. The school has an outstanding reputation for academic achievement and educational standards, which has been achieved by placing the individual child's needs at the core of our ethos and our decision making.

We recognise that the development of the 'whole child' is an integral part of our work. We want the students to achieve both fantastic outcomes and to develop their interpersonal skills so that they are confidently prepared for life beyond school. At the heart of this ethos we promote our core values of leadership, organisation, resilience, initiative and communication. At Up Holland High School, we expect students to be self-motivated, ambitious, determined and hard working. We encourage them to make the most of their abilities and talents. Alongside this, we expect students to be kind, thoughtful and respectful to one another. We want them to participate in all aspects of school life, developing into responsible citizens who make a positive contribution to the wider community.

We strongly believe in the power of the 'student voice' and as such, afford the children the opportunity to positively impact change and improve our school by representing our student councils and junior leadership team. We expect our students to be responsible role models to each other and to the students in our partner primary schools, promoting a sense of community responsibility.

The pastoral care is a real strength of our school. We pride ourselves on knowing the students as individuals, which enables us to successfully work in partnership with parents and carers. This partnership is absolutely critical in ensuring students are happy, healthy and successful. Our extensive system of rewards encourages the pursuit of excellence and core values by celebrating progress, attainment and the overall contribution made to school life. High expectations of attendance, punctuality, uniform and behaviour underpin success in our school and lay the fundamental foundations for life beyond Up Holland.

You can view our welcome and information video using the following link:

https://www.youtube.com/watch?v=KL5yjTJwG_8

School Priorities 2023-2025

- Developing a **culture of excellence** through high expectations of all staff and students
- Consistently delivering **high quality teaching** within a challenging curriculum
- Improving the **attitude to learning** and promoting the **resilience** of students
- Improving the **attendance** of students, particularly those that are persistently absent



Headteacher
Paul Scarborough

Role overview:
Teaching Assistant Level 1

Full Time Equivalent Salary: £24,027 - £24,404

Pro Rata Salary (ie. the salary you will actually receive, Grade 3 points 3 & 4) = £9060 - £9202

Hours: 16.5 per week, Term Time only

(you will not be required to work through school holidays)

Days: Monday to Wednesday in school from 9.30 am to 3.30 pm with 30 minute lunch break included in the above times

Responsible to: Progress Leader for Art, Design & Technology

Closing Date: Monday 3rd March 2025, 8.00 am

Interview Date: To take place as soon as possible following closing date.

Start Date: 22nd April 2025

Our school

Up Holland High School is a happy and harmonious place to be where students are highly-motivated and have the opportunity to be inspired and succeed. We were recognised in May 2023 by Ofsted as 'Good' in all areas of school, with the capacity to improve still further. We believe that our strong collaboration with students, staff, parent/carers and governors continues to contribute towards the success of the school. This is the third successive 'Good' judgment the school has secured. The school aspires to move from 'Good' to 'Great' and we are seeking a professional that shares that level of ambition, a professional that can model our Dedication to Excellence in all that they do.

We consider the education of our students to be about developing the whole child, preparing them for life beyond school. Not only providing them with a good level of attainment in examination subjects but also helping them to develop the skills, values and attributes which will enable them to be strong, successful citizens when they move on from Up Holland, ready to contribute to their local community and the wider world. This philosophy is captured in our vision statement.

Personal Development

The five key skills and values that we promote through LORIC are those that employers' colleges and universities consider to be most desirable:

- **Leadership**
- **Organisation**
- **Resilience**
- **Initiative**
- **Communication**

Students develop their LORIC skills through our 'Character and Culture and Personal Development' programme. This begins in Y7 and continues through to Y11, with students participating in a range of activities and experiences. These activities are promoted and undertaken in personal development time, curriculum lessons, character and culture days and enrichment opportunities. We believe that the programme enhances the development of the whole child, preparing them for life beyond Up Holland High School. Our drive to offer an holistic educational experience is at the core of the schools philosophy, recognising the importance of both academic rigour and challenge, alongside opportunities for personal development and cultural capital.

If appointed you can expect full-support and continuing professional development, as we promote a model of leadership at all levels and a bespoke and tailored CPD programme. We offer a professionally stimulating working environment where teachers have the opportunity to progress and most critically to positively impact on the lives of our students.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance, including checks with past employers. *Please note that in line with Keeping Children Safe in Education an online search will be carried out as part of our due diligence on shortlisted candidates.*



The Trust



EVERYONE MATTERS SCHOOLS TRUST

We are a trust that is passionate about making a difference to every child and person in the community we serve. We work tirelessly to ensure we have great schools made up of great people supported by the trust to provide a great educational offer for every child who attends one of schools.

Our vision is to improve every person's life and their opportunities. As a member of staff you will be key to our success so we work hard to be a great place to work. Our trust culture is based on our humanity and the principles of compassion, generosity and kindness. We are proud of the trust's ethos:

Everyone Matters: we strive for all our partners to be happy and successful schools within our trust community based on our culture of compassion, generosity and kindness.

Everyone Helps: we work together to make great choices for our schools and our children to create an interconnected community of team members who do the best for children, staff and our community.

Everyone Succeeds: we work tirelessly together to overcome the challenges we face to invest in our schools, so all our schools, children and team members are successful.



Job description

Job purpose:

Under direction, to support the classroom teacher, mainly concerned with the physical needs of students, will have a limited involvement in the supervision of directed set tasks, and care of students including those with special needs and in the preparation of resources and classroom organisation but will have greater involvement in the preparation of resources, basic record keeping and supporting the teacher with classroom organisation. It is envisaged that their contribution to the curriculum would be limited to ensuring the availability of resources, aids and materials.

Main activities:

Support for Students

To meet the needs of student(s) in relation to welfare, hygiene, toileting, dressing, feeding and mobility.

To assist with:

- movement around the school environment and during school activities
- development of independent social skills
- proper use of specialist aids and equipment
- supervision of set tasks and integrated therapy for an individual/small group of students.

To accompany students on visits.

To administer basic first aid where appropriately trained.

To assist in the specific medical/care needs of students when specific training has been undertaken.

Support for the Teacher

- To assist in preparation of materials, tools, and resources for Art, Design and Technology lessons.
- Set up and clear away practical equipment before and after lessons.
- Support students with basic techniques in Art, Design and Technology subjects, including the safe use of equipment.
- Provide hands-on assistance during lessons, including demonstrations where appropriate.
- To assist with the maintenance of classroom equipment ensuring it is kept in a clean and tidy condition and reporting damages.
- To assist in monitoring, displaying and the removal of work displays.
- To report student's problems/achievements to the teacher as necessary.

Support for the Curriculum - Resource and Equipment Management

Ensure the availability of appropriate learning aids, materials and equipment including:

- Maintain and organise stock, materials, and equipment for Art, Graphics, Photography, Textiles, Food Technology, and Resistant Materials.
- Assist in ordering and replenishing supplies as needed.
- Ensure all tools and machinery are kept in safe working condition, carrying out routine maintenance where necessary.
- Support with the upkeep of displays and exhibitions showcasing student work.

To be aware of the confidential nature of issues related to home/student/teacher/school work.

To assist with the supervision of students out of lesson times, including before and after school.

Health and Safety Compliance

- Ensure all equipment is used safely and in accordance with school policies.
- Maintain a clean and safe working environment in all ADT areas.

General

- Maintain confidentiality of all school documentation in line with the data protection act.
- The post holder may be requested to carry out further reasonable additional duties as directed by the Headteacher.
- Hold First Aid Certificate or show a willingness to undertake First Aid Training.
- Work smoothly and harmoniously with other members of staff.
- Be of smart appearance, be efficient, energetic and proactive.
- To participate in the school's appraisal scheme where appropriate.
- Be aware of own and other's health and safety.
- Work within school policies and procedures.
- Attend training on or off school site.
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

This role is ideal for someone with a passion for creativity and hands-on work, looking to gain experience within a school environment.

Person specification

Teaching Assistant Level 1`

Personal Attributes required (on the basis of the job outline)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications Relevant Child Care qualification (or equivalent)	D	
Experience Experience of working with or caring for children of relevant age	D	
Knowledge/skills/abilities Ability to relate well to children Ability to work as part of a team Ability to organise classroom resources Good communication skills (oral and written) Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality Basic knowledge of First Aid Ability to use relevant technology (e.g. video, photocopier) Flexible attitude to work	E E E E D E D D E	
Other Commitment to undertake in –service development	E	
Special Requirements		

How to apply

Support staff application forms and further details of the post are available to download from the school website: <https://www.uhhs.uk/about-our-school/vacancies>

Completed application forms together with a letter of application no more than 2 sides of A4 in 12 pitch should be emailed to a.mckernan@uphollandhigh.org.uk marked for the attention of Mr P Scarborough, Headteacher.

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Guidance

Applicant Privacy Notices can be found on our website using the following link.

<https://www.uhhs.uk/ckfinder/userfiles/files/Policies/Privacy%20Notice%20for%20Job%20Applicants.pdf>