

Vacancies x 2 – Teaching Assistant, Level 2b – Permanent (with possibility of Teaching Assistant Level 3)

Start Date: 1st September 2024

Hours: 31.25 hours per week
(6 hours 5 mins per day = 30 hours 25 mins per week plus 50 minutes for after school meeting time – one day per week) Term Time only

Closing Date: Monday 24th June 2024, 8.00 am

Interviews: To take place as soon as possible following closing date

Responsible to: SENCO

Grade 5, points 6 – 11: Working Term Time Only

Pro rata salary range: £20,202 to £21,966 dependent upon experience

**(TA3 with relevant experience/qualifications, working term time plus 1 week,
Grade 6 - pro rata salary range is £22,544 to £25,840)**

A support staff application form is required for this post together with a letter of application that outlines your skills and experience of no more than 2 sides of A4 in 12 pitch.

Completed applications should be emailed to: a.mckernan@upholland.lancs.sch.uk by the closing date/time detailed above and marked for the attention of Mr P Scarborough, Headteacher.

Our school video, link below, will provide you with a snapshot of our school:

https://www.youtube.com/watch?v=kL5yjTJwG_8

Due to increased popularity of school, we are looking to increase our SEN team. You will need to be enthusiastic, ambitious and committed. You will need to be child centred, possess excellent communication skills, be a strong team player and be Dedicated to Excellence. We are open to the possibility of recruiting to a TA3 post should you be the right candidate for us with the relevant experience and qualifications.

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 and values through our 'Character and Culture' 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 'Character and Culture' programme enhances the development of the whole child, preparing them for life beyond Up Holland High School.

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 2022 an online search will be carried out as part of our due diligence on shortlisted candidates.*

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@upholland.lancs.sch.uk marked for the attention of Mr P Scarborough, Headteacher.

UP HOLLAND HIGH SCHOOL

Sandbrook Road, Orrell, Wigan, Lancs WN5 7AL

Tel: 01695 625191

Website: uhhs.uk

Twitter: @UHHSchool

JOB DESCRIPTION	
JOB TITLE:	Teaching Assistant 2(b) Part Time - 31 hours 15 mins per week (6 hours 5 mins per day + 50 minute after school meeting, one day per week)
GRADE:	Grade 5 SCP 6 -11 (Pro rata)
RESPONSIBLE TO:	SENCO
JOB PURPOSE:	The main objectives to be achieved by the Postholder
Under the general supervision and direction of the teacher, to plan and implement learning activities for individuals and groups. To monitor student progress and provide feedback to the class teacher and establish supportive and constructive relationships with students, parents and carers.	
MAIN ACTIVITIES	What the Postholder will actually do What prescribed duties the postholder will have
<p>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post</p> <p>Support for Students</p> <ul style="list-style-type: none"> – Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of students. – To undertake activities in order to monitor the personal, physical, social and emotional needs of students. – To develop positive relationships with students to promote pupil progress and attainment. - To assist in the devising of student's individual targets and their monitoring and review. – Support students as part of a planned inclusion programme – To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas. – To assist in the development of varying skills that support students' learning. – To assist in the specific medical/care needs of students when specific training has been undertaken. <p>Support for the Teacher</p> <ul style="list-style-type: none"> – To monitor and record student progress and developmental needs. – To help produce relevant classroom resources. – To undertake classroom administrative tasks including the maintenance of records. – To assist in pupil supervision and assist in the management of student behaviour. <ul style="list-style-type: none"> – When the class teacher is unexpectedly unavailable, to provide short-term cover for classes to which the TA is assigned 	

- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of student absence.
- To assist with the arrangements for out of school learning activities including the administration of work experience.
- To provide clerical and administrative support including the collection and recording of money.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of students work

Support for the Curriculum

- To assist the delivery of educational and developmental programmes.
- To support the use of ICT in learning activities

General:

You must:

- Work within school policies and procedures.
- Attend skill training and participate in personal/performance development as required.
- Take care for own and other people's health and safety.
- Be aware of the confidential nature of issues.
- Possess excellent interpersonal and communication skills; common sense and the ability to work smoothly and harmoniously with other members of staff.
- Be of smart appearance, be efficient, energetic and proactive.
- You should be in possession of a First Aid qualification or show a willingness to be First Aid trained.

The post holder may be requested to carry out further reasonable additional duties as directed by the Headteacher.

This job description may be amended to meet the future needs of the school.

Person Specification Form

Post Title - Teaching Assistant - Level 2(b)

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
<p>Qualifications</p> <p>NVQ level 2 or above qualification –appropriate to the post (or equivalent)</p> <p>Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy</p>	<p>E</p> <p>D</p>	<p>A/I</p> <p>A/I</p>
<p>Experience</p> <p>Experience of working with or caring for children of relevant age</p> <p>Experience of working in a relevant classroom/service environment</p> <p>Experience of Administrative work</p> <p>Experience of supporting pupils with challenging behaviour</p>	<p>E</p> <p>D</p> <p>D</p> <p>D</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Knowledge/skills/abilities</p> <p>Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard</p> <p>Ability to relate well to children</p> <p>Ability to work as part of a team</p> <p>Good communication skills</p> <p>Ability to supervise and assist pupils</p> <p>Time management skills</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>A/I</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I</p> <p>A/I/R</p>

Organisational skills	D	A/I/R
Knowledge of classroom roles and responsibilities	D	A/I/R
Knowledge of the concept of confidentiality	E	A/I
First Aid Certificate	D	A
Administrative skills	D	A/I
Knowledge of Early Years Foundation Stage	D	A/I
Good numeracy and literacy skills	E	A/I/R
Ability to make effective use of ICT	D	A/I
Flexible attitude to work	E	A/I/R
Other		
Commitment to undertake in –service development	E	A/I
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I

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

Vision Statement

We continually strive to:

- Provide outstanding educational standards and outcomes, driven by our Dedication to Excellence.
- Develop the whole child, enhancing their character through our LORIC skills and core values.
- Promote a culture of inclusion, equality, and diversity.