



Vacancies – 2 x Teaching Assistants, Level 3 (1 x Permanent & 1 x Temporary)

Start Date: 1st September 2022 for both positions (Temporary position end date – 31.8.23)

Pro Rata Salary: Grade 6 - £16,151 - £18,919

Hours: 31.25 (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 plus 5 INSET days

Responsible to: SENCO

Up Holland High School is a happy and harmonious place to be where students are hardworking, kind, courteous, respectful and motivated. We have a culture and ethos that offers the children the opportunity to be inspired and to succeed.

Due to increased popularity of school and a need to support the School's involvement with the Prince's Trust, 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.

Ofsted recognised us in June 2018 as a Good Provider of Education across all areas of the Inspection Framework. We have the ambition, drive and capacity to be outstanding in the future. At Up Holland High, you can expect full support and continuing professional development. We offer a professionally stimulating working environment where staff have the opportunity to make a huge impact on the lives of our committed and co-operative 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.

Application forms and further details of the post are available to download from the school website:

<https://uhhs.uk/quick-links/quick-links/vacancies>

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

Closing Date: Monday 12th July 2022 at 8.00 am

Interviews: To take place as soon as possible after closing date.

UP HOLLAND HIGH SCHOOL

Sandbrook Road, Orrell, Wigan, Lancs WN5 7AL

Tel: 01695 625191

Website: uhhs.uk

Twitter: @UHHSchool

JOB DESCRIPTION – TEACHING ASSISTANT LEVEL 3

JOB PURPOSE: The main objectives to be achieved by the Postholder

Expected to work with the teacher in a collaborative way, in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and it's differentiation amongst pupils. Would be expected to:

- plan and implement teaching and learning activities to individuals and groups to undertake supervisory cover for classes as appropriate.
- establish - supportive and constructive relationships with pupils, parents, carers and the wider community

**MAIN ACTIVITIES What the Postholder will actually do
What prescribed duties the postholder will have**

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

Support for Pupils

- To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s).
- To plan and implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupil(s).
- To assist in the devising of pupil's individual targets and their monitoring and review.
- To support pupils as part of a planned inclusion programme.
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To monitor and record pupil progress on a regular basis and to prepare reports as required.

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

Support for the Teacher

- To monitor individual pupils' progress and to report on pupils needs, achievements and concerns.
- To assist in pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks including the maintenance of records.
- To provide ideas, resources and learning strategies for lessons
- To liaise with parents, carers and outside agencies, where appropriate.
- To undertake arrangements for out of school learning activities, for example, pupil work experience.
- Undertake marking of pupils work and recording of achievement.
- Administer tests and assist in the invigilation of exams.
- Assist in the supervision of children on trips/visits.

Support for the School

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate. Show a willingness to become first aid trained.
- To take care for their own and other people's health and safety.
- To liaise with the School's appropriate person with regard to the ordering supplies and equipment
- Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- Assist in the supervision, training and development of other members of staff.
- To undertake cover supervision for whole classes.

Provide support to the school in relation to it's involvement with the Prince's Trust.

Support for the Curriculum

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities

Note:

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Person Specification Form

Post Title - Teaching Assistant - Level 3

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 3 or above qualification (or equivalent) - in exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable</p> <p>Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy</p>	<p>E</p> <p>D</p>	
<p>Experience</p> <p>Experience of working with children</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>E</p> <p>D</p> <p>D/E</p>	

<p>Knowledge/skills/abilities</p> <p>Ability to relate well to children Ability to work as part of a team Good communication skills Ability to relate well to parents/carers Ability to supervise and assist pupils Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality First Aid Certificate Administrative skills Knowledge of Early Years Foundation Stage Knowledge of strategies, for example numeracy and literacy Ability to make effective use of ICT Ability to assess children's development Ability to plan and deliver work programmes Flexible attitude to work</p>	<p>E E E E E D E E D D E E E E E E E E E</p>	
<p>Other</p> <p>Commitment to undertake in –service development</p> <p>Commitment to safeguarding and protecting the welfare of children and young people</p> <p>Satisfactory attendance record/commitment to regular attendance at work</p>	<p>E E E</p>	
<p>Special Requirements</p>		