

SEN Teaching Assistant

Recruitment Pack

Hatherley Infants School

Dear Applicant,

The closing date for completed applications is **5/11/24**. Interviews are scheduled to take place on **12/11/24**.

To submit your application please email the completed form to admin@hatherley-inf.gloucs.sch.uk before the closing date.

Yours faithfully.

The Diocese of Gloucester Academies Trust seek to appoint an

**SEN Teaching Assistant**

We are looking for a dynamic and inspirational SEN Teaching Assistant to start in **January 2025** on a **permanent contract** subject to a 6 month probationary period.

We are a two form entry infant school in the Barton and Tredworth area of Gloucester supporting an exciting and diverse community.

We are looking for those who will:

• Have expertise in pupils with Communication & Interaction and Autism.

• Be caring and enjoy working with children in a school environment

• Form secure and supportive relationships with the children and their families

• Have a calm demeanour and a good sense of humour

• Work effectively as a team member and can use their own initiative

• Maintain confidentiality at all times as appropriate

We can offer: -

• A committed and enthusiastic staff who work well as a team.

• Friendly and responsive children.

• Structured professional development

• A vibrant and diverse environment.

• As school that was graded Good by Ofsted in January 2024.

The school is part of the The Diocese of Gloucester Academies Trust (DGAT).

Visits to the school are welcome and encouraged, please contact the school to book an appointment on 01452 522027

Salary: **Grade 5 point 12 scale**.

This is a part-time post for **28.75 hours** a week **(8:45 to 3:15 with a 45 min break).**

Further details and an application form can be downloaded from the vacancy area of our website.

If you would like an informal conversation about the role please contact the school on 01452 522027 or email admin@hatherley-inf.gloucs.sch.uk

Closing date for applications is **5/11/24**.

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.

**Job Description**

**Job Title:** SEN Teaching Assistant

**Responsible to:** Executive Head

**Line Management:** SENCo

**Contract Type:** Permanent, Part Time

**Overall Purpose of this post**

Teaching assistants will:

* Work with SENDCo/class teachers in delivering programmes of teaching and learning activities for children identified as needing 1:1 support
* Undertake educational activities with individuals, within a framework agreed, and under overall direction and supervision of a qualified teacher
* Promote pupils’ independence, self-esteem and social inclusion
* Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

**Duties and responsibilities**

**Teaching and learning**

* Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of the individual student
* To be aware of a pupil’s challenges/needs, achievements, progress and report to the teacher
* Use effective behaviour management strategies consistently in line with the school’s policy and procedures
* Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
* Attend and participate in relevant meetings as required
* Establish constructive relationships with parents/carers and work with parents to enhance pupils learning
* Undertake any other relevant duties given by the class teacher

**Working with colleagues and other relevant professionals**

* Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
* Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
* With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
* Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues

**Health and safety**

* Promote the safety and wellbeing of pupils, and help to safeguard pupils’ well-being by following the requirements of Keeping Children Safe in Education and our school’s Safeguarding and Child Protection policy.
* Undertake First Aid if required

**Professional development**

* Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
* Take part in the school’s appraisal procedures

**Personal and professional conduct**

* Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
* Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
* Respect individual differences and cultural diversity

**Other areas of responsibility**

* Undertake routine marking in line with school policy
* Contact parent/carer should an incident arise
* Playtime/lunch duties
* Supervise pupil on visits/trips as required

Teaching Assistants are required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

**Title**

* SEN Teaching Assistant

**Other**

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post’s banding and whenever reasonably instructed.

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Personal Values** |  |  |
| Committed to actively promoting the Christian ethos and values of the school | X |  |
| Committed to the Academy vision | X |  |
| **Qualifications** |  |  |
| High standard of written and spoken English  Good basic skills in Mathematics  Qualified Teaching Assistant Status (NVQ Level 2 or above)  HLTA status  First Aid | X  X  X | X  X |
|  |  |  |
| **Experience** |  |  |
|  |  |  |
| Experience of supporting children with SEND and in particular, children with needs in autism and social communication  Experience of delivering intervention programmes  Experience of supporting pupils with English as an additional language  Understand the needs of young children  Knowledge of child development and the ways in which children learn  Strategies to promote positive behaviour  An understanding of the importance of confidentiality  An understanding of safe working practices  Knowledge of synthetic phonics e.g. Read Write Inc  Strategies to promote positive behaviour | X  X  X  X  X  X | X  X  X  X |
| **Personal Qualities** |  |  |
| Friendly and approachable with strong written and oral communication skills | X |  |
| Well-motivated with the ability to use his/her own initiative | X |  |
| Excellent organisational skills and attention to detail | X |  |
| Flexible and co-operative team worker | X |  |
| Reliable and punctual | X |  |
| Able to work efficiently and accurately under pressure and to prioritise tasks | X |  |
| Confident in dealing with a variety of stakeholders | X |  |
| Professional and honest  Patience, kindness and a genuine interest in nurturing children  An empathetic approach towards parents; the ability to establish good working relationships  Able to support colleagues to achieve objectives, use initiative and make decisions  Willingness to take part in training (e.g. Child Protection)  Able to act as a positive role model  Readiness to contribute ideas and suggestions to help support children in their learning  Confidence in dealing with children  Understanding of and commitment to school improvement  A readiness to contribute to school life as a whole | X  X  X  X  X  X  X | X  X  X |
| **Additional Requirements** |  |  |
| A DBS will be required prior to appointment | X |  |
| Good health and attendance record | X |  |
| Excellent and unequivocal references | X |  |
| Current driving licence and personal transport  Commitment to equalities and safeguarding | X  X |  |

**Background Information**

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County.

There are currently twenty-two primary and two infant schools within the Trust. Twenty-one of the schools have Church of England schools designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

***Our vision is to enable all to flourish.***

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

**Our aims are to be:**

* Authentically Christian
* Boldly passionate about excellence in learning
* Relentlessly driven in our aspiration for everyone

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**Our core principles:**

* We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
* Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
* We act with integrity; we are open to challenge and we are reflective about our practice
* We treat everyone with dignity and respect
* Through collaboration, in a nurturing community, we grow, learn and achieve

***School is Trust and Trust is School***

In order to support the Trust’s academies, DGAT provides the following support:

* School Improvement
* Christian Character
* HR and Legal
* Finance and Business
* Premises and Insurance
* Compliance and GDPR