



# Teaching Assistant

## Recruitment Pack

### Kirkby High School



MAXIMISING POTENTIAL



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## Welcome

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Dear Applicant,

Thank you for your interest in the Teaching Assistant position at Kirkby High School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to start in September 2019 on a temporary basis until 20<sup>th</sup> July 2020.

We are proud of our school's success and are committed to providing an ambitious and inclusive environment with a strong pastoral care system that values every member of our community.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Kirkby High School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting my PA, Jo Barrett on 0151 477 8710 or email [j.barrett@kirkbyhighschool.net](mailto:j.barrett@kirkbyhighschool.net)

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mrs R Conefrey  
Headteacher  
Kirkby High School



# Kirkby High School

Kirkby High School is a vastly improving 11-16 mixed comprehensive of around 880 students where we continually strive to provide the highest standards for our whole school community. All staff at Kirkby High School fully embrace our philosophy: Excellence for All.

Kirkby High School stands at the centre of our local community and we believe that we offer our young people guidance and aspiration to be the best they can be in all aspects of life. Quality teaching and learning, supported by reliable pastoral systems, ensure that students are preparing well for later life.

We believe in building a culture of resilience and tolerance in which our students can thrive. Our aim is to increase our students' self-belief and to show them that they can be what they want to be.



# The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises four schools: two high schools, an all-through alternative provision academy and a primary school. Together we share a set of common values:

- Mutual respect
- Fairness
- Equality of opportunity
- Individual growth
- Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.



# Job Description

## Teaching Assistant

Reports to:	Head of Faculty
Location:	Kirkby High School, Bracknell Avenue, Kirkby, L32 9PP
Salary:	NJC Grade D, scale points 5 – 6 (pro-rata) plus SEN allowance
Hours:	27.5 hours per week, term time only

## Overall Purpose of the Post

- To work and supervise the physical/general care of individuals and groups of children under direction of the teacher, providing general support to the teacher in the management of students in the classroom. When required to take part in planning, development and implementation of programmes of support for students with special educational needs.

## Support for Students

- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.
- Deal with the personal care and comfort of students as required in relation to welfare, health, hygiene, toileting, dressing, feeding, mobility and administering of medicines.
- Establish good working relationships with students, acting as a role model.
- Encourage students to interact with others and engage in activities led by the teacher.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Promote inclusion and acceptance of all students, self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
- Support the use of specialist equipment and procedures including, moving and handling to meet a child's individual needs.
- Respond to students' minor medical problems administering basic first aid where appropriately trained.

## Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans.
- In liaison with the teacher, utilise strategies to support students in achieving learning goals.
- Assist with the display of children's work.
- Provide detailed and regular feedback to teachers on student's achievements and progress in agreed format.
- Promote good student behaviour, dealing promptly with conflict and incidents and encouraging students to take responsibility for their own behaviour in line with established school policy.
- Provide clerical/administrative support (e.g. photocopying, word processing, filing, collecting money etc.)
- Undertake routine tests, invigilate exams, and undertake routine marking of students' work.
- Establish constructive relationships with parents/carers.
- Undertake pupil record keeping as requested.
- To contribute to the review of students' needs.
- Be involved in the planning, development and implementation of programmes of support for students with special educational needs.
- To escort students as necessary and assist in movement around the school.

## Support for the Curriculum

- Provide support for structured and agreed learning activities/learning programmes, taking into consideration students' learning styles.
- Support Literacy/Numeracy programmes (e.g. Springboard, AL, FLS), recording achievements and progress and providing appropriate reports and feedback for the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.





## Support for the School

- To be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the school ethos, aims and development/improvement plan.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn, develop and feel valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Work as part of a team appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required.
- Assist with the supervision of students out of lesson times, including before and after school, if appropriate, and within working hours.
- Undertake personal development through training and other learning activities including performance management as required.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Assist with the organisation, routines and upkeep of the wider learning environment.



# Person Specification

The successful candidate will possess the following personal attributes:

## Communication & Influence

Actively listens to what others have to say and gains support for own opinion. Asks open questions and ensures that there is no confusion or ambiguity to the listener. Ensures own case is consistent when seeking support.

## Team working

Demonstrates a non-judgemental approach to the values, views and needs of others. Sees other people's point of view and encourages and respects views that are different from own. Takes time to get to know people and how they operate.

Keeps up to date on changes / new developments in own and other areas of the schools activities and their impact on the schools performance.

## Adaptability

Supports the change process, remaining positive during times of change. Willingly co-operates with others and highlights potential problems in a positive and supportive way.

## Use of technology

Is able to use and understands the purpose of information communication technology (ICT) and is able to use it for routine and pre-set purposes. Is able to share skills and knowledge with colleagues.

## Professional Values and Practice

Demonstrates high expectations for all students.

Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners.

Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.

Ability to improve your own practice through observations, evaluation and discussion with colleagues.

## Experience & Knowledge

Minimum 2 years' experience working with and or caring for children of relevant age/subject area, in an educational setting.

General understanding of national/foundation stage curriculum and other basic learning programmes/techniques.

Basic understanding of child development and learning.

Ability to relate well to children and adults.

General awareness of inclusion, especially within a school setting.

## Qualification & Training

Achieved or working towards a Level 1 qualification in Maths/numeracy and English/literacy. Requirement to complete DfES Teacher Assistant Induction Programme.

NVQ 2 for Teaching Assistants or equivalent qualification or experience.

Training in relevant learning strategies e.g. literacy / numeracy.

Willingness to undertake appropriate first aid training.

# How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements of the role.

Applications should be returned electronically to  
[j.barrett@kirkbyhighschool.net](mailto:j.barrett@kirkbyhighschool.net)

Alternatively, send a hard copy to:

Mrs R Conefrey  
Headteacher  
Kirkby High School  
Bracknell Avenue  
L32 9PP

Closing date: 12 noon on Thursday 25<sup>th</sup> July 2019





The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464





# KIRKBY HIGH SCHOOL



## JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS

*The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.*

BRACKNELL AVENUE,

KIRKBY, MERSEYSIDE, L32 9PP

**TELEPHONE:** 0151 477 8710

**FACSIMILE:** 0151 477 8715

**EMAIL:** [admin@kirkbyhighschool.net](mailto:admin@kirkbyhighschool.net)

### 1. POST APPLIED FOR

Post Applied For:			
School:	Kirkby High School		
As advertised in:		On date:	

### 2. PERSONAL DETAILS

SURNAME:		FORENAME:	
TITLE: (Optional)		Date of Birth: (Optional)	
Address:			
POSTCODE:		Email:	
Telephone No:		Mobile No:	





### 3. CURRENT POST

<b>CURRENT EMPLOYER AND JOB TITLE:</b>			
<b>DATE OF APPOINTMENT:</b>		<b>SALARY:</b>	
<b>NOTICE PERIOD:</b>			
<b>MAIN DUTIES AND RESPONSIBILITIES</b>			
<b>Reason for this application</b>			

### 4. PREVIOUS WORK EXPERIENCE

Name of Employer	Dates of employment		Post(s) held	Reasons for leaving
	From	To		



## 5. OTHER RELEVANT WORK EXPERIENCE

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			

## 6. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates

## 7. FURTHER AND HIGHER EDUCATION

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

## 8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

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## 9. ADDITIONAL INFORMATION

Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? <i>(If yes, please state relationship)</i>	Yes / No
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? <i>(If yes, please give details)</i>	Yes / No
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? <i>(If yes, please give details)</i>	Yes / No
Do you hold a current and valid driving licence? <i>(if yes, please state the category)</i>	Yes / No
Please indicate if you have any special requirements to allow you to participate fully in an interview.	



## 10. Criminal convictions or cautions

You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.

Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.

Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.

Do you have any unspent criminal convictions, cautions or bind-overs?	Yes / No
If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked "Addressee Only – Headteacher".	

## 11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1				REFEREE 2			
TELEPHONE NO:				TELEPHONE NO:			
EMAIL:				EMAIL:			
Reference Type: (Please circle)	Employer	Education	Character	Reference Type: (Please circle)	Employer	Education	Character
Please note that we will contact these referees if you are short-listed for this post and seek reference before interview.							





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**12. FURTHER INFORMATION FOR CANDIDATES**

- \* You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- \* Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.
- \* To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

**THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT**

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**13. DECLARATION**

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:.....Date:.....