

Kirkby High School

**Recruitment Pack**



**Teaching Assistant**



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**Welcome**

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 20th 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



**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.

**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.



**Support for the Teacher**

* Prepare the classroom as directed for lessons including the preparation of resources and tidying away.
* Assist with the movement around the school environment and during school activities.
* Assist with the display of children’s work.
* Provide clerical/admin support e.g. photocopying, typing, filing, collecting money.
* Manage student behaviour in line with school policy and ensure reports are made in agreed school format.
* Gather/report basic information from/to parents/carers as directed.
* Undertake pupil record keeping as required.

**Support for the Curriculum**

* Support students to process instructions.
* Support students in respect of local and national learning strategies e.g. Early Years, Primary National Strategy, KS3 as directed by the teacher.
* Support students in using basic ICT equipment as directed by the teacher.
* Prepare and maintain classroom equipment/resources as directed by the teacher and assist pupils in their use in accordance with the lesson plan.

**Support for the School**

* 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 and develop, respecting their social, cultural, linguistic, religious and ethnic backgrounds.
* 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 directed lesson time, 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.
* Undertake personal development through training and other learning activities including performance management as required.
* Assist with the organisation, routines and upkeep of the wider learning environment.
* Accompany teaching staff and pupils on visits, trips and out of school activities as required.

**Job Description**

**Overall Purpose of the Post**

* To work and supervise individual and groups of children under the direction of the teacher, inclusive of physical/social needs general care and basic classroom management techniques to support their learning.

**Support for Students**

* Support students to access the curriculum in line with appropriate lesson plan/teacher direction.
* Provide support and meet the needs of students in relation to welfare, health, hygiene, toileting, dressing, feeding, mobility and administering of medicines as required.
* Establish good working relationships with students, acting as a role model.
* Encourage students to act independently as appropriate.
* Be aware of and respond appropriately to individual student need.
* Encourage students to interact with others and engage in activities led by the teacher.
* Promote inclusion and acceptance of all students.
* Promote self-esteem and independence.
* To accompany students on visits.
* To administer basic first aid where appropriately trained.

Teaching Assistant

Reports to: Head of Faculty

Location: Kirkby High School, Bracknell Avenue, Kirkby, L32 9PP

Salary: NJC Grade C, scale points 3 – 4 (pro-rata) plus SEN allowance

Hours: 27.5 hours per week, term time only

**How to Apply**

**Person Specification **

**The successful candidate will possess the following personal attributes:**

**Communication & Influence**

Conveys basic messages using a variety of media. Appears confident when communicating with others. Writes in a clear, factual and logical way. Avoids jargon, keeping to everyday language. Is able to provide constructive feedback on day-to-day issues in an appropriate manner.

**Team working**

Shows an interest in others, taking time and effort to get to know people and a willingness to help others. Does not work in isolation, sharing information and keepings others up to date. Takes time out to listen, explain and provide constructive feedback.

**Organisational Awareness**

Understands how own job contributes to the schools activities. Stays up to date with developments in school and discusses with colleagues their activities to gain a broad understanding.

**Adaptability**

Understands the need for, and the effects of, change and is able to adjust style and way of working taking others into account. Learns from experience.

**Use of technology**

Has knowledge of, and is able to use, the range of technology within own workplace (e.g. PCs including standard software, printers, photocopiers etc.) Has a willingness to remain proficient as the technological needs of the school change.

**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 them development as learners.

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

**Experience & Knowledge**

Experience of working with and or caring for children.

Awareness and basic understanding of school curriculum.

Basic knowledge of First Aid.

Basic awareness of inclusion, especially within a school setting.

**Qualification & Training**

Have achieved or working towards a Level 1 qualification in Numeracy/Maths and Literacy/English.

Requirement to complete DfES Teacher Assistant Induction Programme.

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 Wednesday 13th November 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.

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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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CURRENT EMPLOYER AND JOB TITLE:** |  | | | |
| **DATE OF APPOINTMENT:** |  | | **SALARY:** |  |
| **NOTICE PERIOD:** |  | | | |
| **MAIN DUTIES AND RESPONSIBILITIES** | | | | |
|  | | | | |
| **Reason for this application** | |  | | |

**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.**

|  |
| --- |
|  |

**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?  *(If yes, please state relationship)* | Yes / No |
| Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension?  *(If yes, please give details)* | Yes / No |
| Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability?  *(If yes, please give details)* | Yes / No |
| Do you hold a current and valid driving licence?  *(if yes, please state the category)* | 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?  If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked “Addressee Only – Headteacher”. | Yes / No |

**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. | | | | | | | | | |

**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**

**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:…………………………………………………………