



# **Advanced Level Teaching Assistant**

**Social Emotional & Mental Health and Communication & Interaction**

## **Recruitment Pack**

### **Kirkby High School**



**MAXIMISING POTENTIAL**



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# Welcome

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Dear Applicant,

Thank you for your interest in a position at Kirkby High School.

We are seeking an Advanced Level Teaching Assistant to join a successful and established Inclusion Faculty. The postholder will work with individuals and small groups who have specific educational needs. Experience with secondary pupils preferred but not essential as training will be provided.

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.

We are delighted to share that following our recent Ofsted inspection (July 2022) the school has been awarded an overall judgement of 'Good'.

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.

You will find a school tour depicting the school environment on our website and an electronic version of the school prospectus. I hope they assist you in building a picture of the school.

If you have any specific queries please contact my PA, Jo Barrett [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 is a vastly improving 11-16 mixed comprehensive of around 960 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: “A community that believes in top class teaching and a pastoral care system that is second to none ensures that we prepare our young people for a bright and optimistic future, filled with opportunity”.

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.



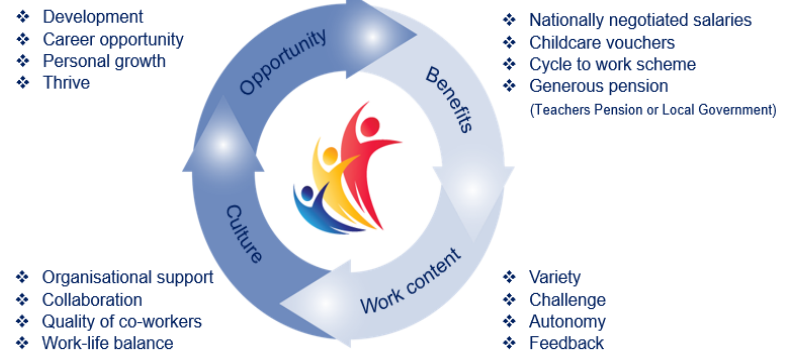
# The Rowan Learning Trust

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 8 schools: three high schools, an all-through alternative provision academy and four primary schools. 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.



# Continued Professional Development Framework

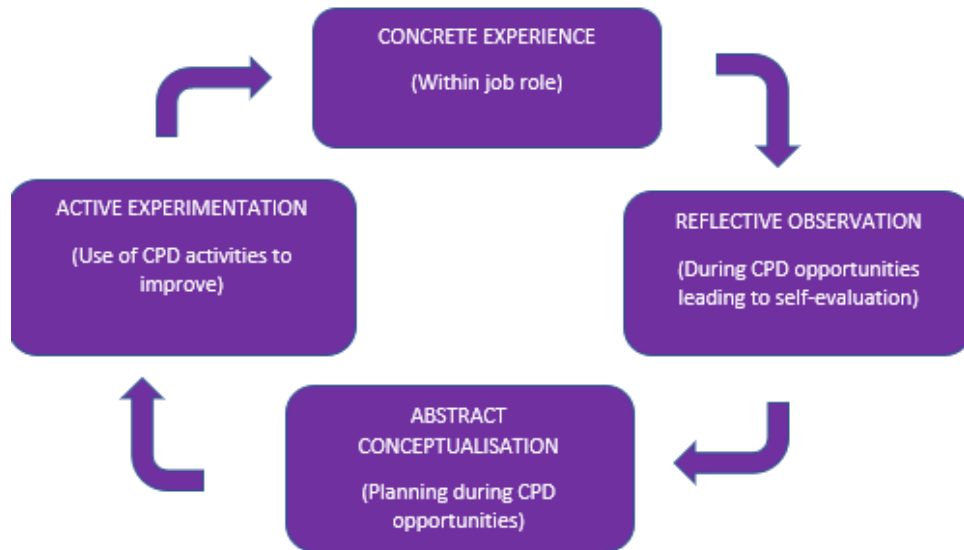
## Intent

**Our Vision:** A community that believes in top class teaching and a pastoral care system that is second to none ensures that we prepare our young people for a bright and optimistic future, filled with opportunity.

Linked to our vision is Kirkby High School's mantra 'Excellence for All' and the Rowan Learning Trust's aim 'Maximising Potential'. We are a learning community. Continued Professional Development is at the heart of our organisations to ensure that excellence and potential grows within all staff and students. We are committed to providing high quality, Continued Professional Development through:

- A structured programme of events and opportunities
- For teaching staff, a seamless link from ITT to Early Career Teachers induction, including access to the Iris reflection tool
- For support staff, bespoke CPD offered depending on role
- A focus on leadership development through structured line-management and external reflection opportunities
- A Performance Management structure in which career progression is a focus, leading to bespoke CPD opportunities, talent management and succession planning
- Clear CPD pathways for progression implemented by the Rowan Learning Trust (e.g. Teacher, Finance, Human Resources, Administration, ICT service, Inclusion / SEND)

Continued Professional Development at Kirkby High School is a process which links directly to Kolb's Experiential Learning Cycle (1984)



Fredrick Herzberg (1959) referred to specific motivator factors leading to high motivation and strong commitment such as recognition, challenging work, responsibility, opportunities for advancement promotion and growth. CPD opportunities within Kirkby High School (KHS) and the Rowan Learning Trust (RLT) have these aspects at their core.

## Our offer

### CPD Programme

- A Continued Professional Development calendar is produced at the start of each academic year; priorities are driven by school and faculty self-evaluation and development planning.
- Twilights are centred around FACE (Feedback, Autonomy, Challenge and Engagement) for teaching and relevant support staff
- Opportunities for reflection are present in all CPD sessions (e.g. golden nugget)
- Faculty CPD is planned by HoEs and quality assured by the Deputy Headteacher
- Induction for all new staff

### Bespoke Opportunities

- A record is kept of all CPD undertaken, for teaching staff, support staff and governors
- Quality Assurance processes linked to CPD opportunities
- Hogan Leadership Profiling Tool utilised for leaders, both teaching and support
- Opportunities for mentoring and shadowing across school
- Exposure to SLT and governing body meetings
- Development planning leads to responsibilities for all staff
- Coaching culture across line-management meetings
- A culture of 'seeking opportunities' through external CPD offer (NPQ opportunities, National College subscription)

### Talent Management

- Performance management (PM) – all staff have entitlement to career progression conversations
- Identification of potential during PM planning, interim and review meetings
- Use of RLT Career CPD Pathways in PM meetings
- Discussed in line-management structure after each PM window (in calendar three times per year)

### Succession Planning

- Discussed termly in line-management structure following the talent management process
- Critical roles identified
- Identify capabilities for key positions
- Identify potential employees through talent management PM process
- Develop knowledge transfer plans
- Evaluate effectiveness



# Job Description

## Advanced Level Teaching Assistant

Reports to: Head of Inclusion Faculty

Liaising With: Headteacher, senior leadership team, relevant teaching and support staff, relevant external agencies and parents.

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

Salary: NJC Grade F, points 12-17  
£24,496 - £26,845 pro rata (actual salary £18,286 - £20,040 per annum)

Hours: 32.5 hours per week, (8.30am-3.30pm), term time only

### General description of post

- ALTAs are appointed in an extended role to work as part of a team of teaching assistants and other professionals, under the general direction of the Head of Inclusion.
- The ALTA will liaise closely with the Head of Inclusion, SLT and HoD staff to identify students at risk of not achieving to their full potential and to implement early intervention programmes where necessary. The ALTA will deliver support to students to ensure they achieve/exceed their expected grades.
- All student activities will be logged and assessed. You will be expected to monitor and evaluate your work against expected outcomes.
- To oversee, monitor and mentor those students on work placements.

### Main responsibilities

- Under an agreed system of supervision from the Head of Inclusion:
- Plan challenging teaching and learning objectives to meet diversity of students' needs and interests, including those that take place before school and after school.
- Organise and manage a safe and purposeful learning environment; select and prepare resources appropriate to learning activities, taking account of students' interests and language and cultural backgrounds; use IT to support learning activities and develop students' competence and independence in its use.
- Develop and deliver structured teaching and learning activities to individuals and groups within whole school expectations, using strategies, approaches and resources provided by teaching and learning action groups, improving teacher programme and the outstanding teacher programme.
- Observe student responses to taught strategies during intervention programmes to ensure transfer of skills within a classroom environment, feeding back to teacher and Head of Inclusion if expected outcomes are not being met.

- Support the work of teaching assistants and voluntary teaching assistants who are supporting teaching and learning in the classroom, including, when necessary allocation, direction and sharing best practice.
- Encourage students to work cooperatively with each other within an established discipline policy, anticipate and manage student behaviour and promote self-control and independence. Provide feedback for students in relation to progress and achievements.
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives to inform future planning.
- Provide constructive feedback, advice and guidance on pupil progress and achievement to parents, encourage the role of parents in students' learning and participate in meetings with parents.
- Administer and evaluate baseline assessments for identification of need and advice for planning.
- Implement and assist with the development of policies and procedures relating to safeguarding, equal opportunities, health and safety, confidentiality and data protection; reporting concerns to the appropriate designated person.
- Establish relationships and communicate with other agencies/professionals to support the achievement and progress of students.
- Assist with the development of appropriate multi agency approaches to support students.
- Contribute to the identification and participation of appropriate out-of-school learning activities which consolidate and extend the work carried out in class.
- Manage and develop a specialist area, eg parental involvement, charity projects, inclusion buddy support, specialised after school club.

### Support for the curriculum

- Deliver structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
- Deliver programmes linked to local and national strategies, for example, KS4 English, Maths, Science and vocational options, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Prepare, maintain and use those resources required to meet the relevant learning activity and assist students in their use

### Support for the curriculum

- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as may be reasonably directed
- Participate in training, other learning activities and performance management as may be reasonably directed
- Assist with the supervision of students out of lesson times, including before and after school as may be reasonably directed
- Accompany teaching staff and students on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.
- Be a designated first aider.



# 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 keeping 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

A Teaching Assistant Level 3 qualification is desirable

Level 2 in English and Maths or equivalent is essential.

# 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 for applications: 12 noon, Friday 10<sup>th</sup> February 2023





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

**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. EMPLOYMENT HISTORY

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



## 5. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates

## 6. FURTHER AND HIGHER EDUCATION

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



## 7. ANY OTHER RELEVANT QUALIFICATIONS

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

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## 8. 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.	

## 9. Criminal convictions or cautions

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



## 10. 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.							

## 11. 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**

## 12. 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:.....

