

The South Wolds Academy and Sixth Form



Unqualified Teaching Assistant Application Pack

September 2022



September 2022

Dear Applicant

Qualified or Unqualified Teaching Assistant – Fixed term for 1 year

Thank you for your interest in this post. Further details of the post can be found in this booklet and an application form is available on the East Midlands Education Trust website for your information

The South Wolds Academy is a popular, high-attaining 11-18 school. Our main aim is to enable every student to achieve their academic and social potential. We strive to achieve outstanding attainment and care, guidance and support, underpinned by a strong programme of enrichment that prepares our students for the rest of their lives. In December 2019 OFSTED judged us to be a good school with many outstanding features and the most recent report can be found on our website. We are regularly one of the 10 highest performing schools in Nottinghamshire and our “culture of high achievement is prevalent in all that we do.

At the centre of our improvements are outstanding staff who are committed to taking every possible step to enable our students to enjoy and succeed. If you are successful in your application for this post then you can rest assured that we will be absolutely committed to your professional development, work-life balance, and career aspirations. Governors, senior leaders and I are committed to enabling all staff to fulfil their roles successfully, to flourish professionally and prepare for the next stage of their career.

Perhaps our school is best summed up by OFSTED who reported that “pupils achieve well within a culture of high ambition” and “teachers have high expectations of what pupils can achieve”. We are looking for someone who can make a major contribution to our great school and further enhance our students’ experience.

We would urge all candidates to explore the school website www.southwolds.co.uk to find out more about our great school and students. Alternatively you can follow us on twitter (@SouthWolds) or Facebook for an easier way of staying in touch.

South Wolds is an exciting place to work – a place where staff and students do have a smile on their faces. We would be delighted to hear from you if you decide to apply for this post. Please complete an application form and statement (no more than two sides of A4 in Calibri 11) explaining:

- How your training and experience to date have prepared for you this post;
- What difference you will make to the students if you are appointed; and
- Why we should appoint you to this post.

This statement should be completed instead of answering question 6 on the application form.

We look forward to hearing from you. The closing date for applications is 9.00 am on Monday 12th September 2022. If you have any queries then please contact Jo Egglenton by phone or email jegglenton@southwolds.notts.sch.uk

Yours sincerely

Halina Angus
Head Teacher



Job Description

1. Title of Post:	Teaching Assistant
--------------------------	--------------------

2. Accountable and Responsible to:	SEN Lead
---	----------

3. Grade:	Scale 3
------------------	---------

4. Main Purpose of the Job:

1.	Teaching Assistants are appointed to work within the school as part of a team, under the general direction of the SEN Lead.
----	---

5. Main Responsibilities of the Job:

2.	Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
3.	Working to establish a supportive relationship with the children and parents concerned.
4.	Working with named SEN students to improve their behaviour.
5.	Supporting students in The Bridge.
6.	Encouraging acceptance and inclusion of the child with special needs.
7.	Promoting and reinforcing the child's self-esteem.
8.	Monitoring individual children's needs and reporting to the SEN Lead.
9.	Keep such records of the children's development as are required by the school.
10.	To undertake break time and lunchtime duties as directed.
11.	Assisting teaching staff in the planning of work programmes for individuals and groups of children including the appropriate differentiation of work.
12.	Assisting the teaching staff in the smooth transition between educational phases.
13.	To lead on the delivery of specific intervention programmes as required including the preparation of resources.

14.	To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing student behaviour and assisting students in relevant activities in line with the school's policies and procedures.
15.	Being aware of schools policies and procedures.
16.	Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
17.	Working within Student Support as directed.
18.	Undertaking lunchtime and break duties as directed.
19.	Acting as a reader/scribe in examinations for any student with access requirements.
20.	Delivery of individual physiotherapy, toileting and personal care programme to an individual student.
21.	Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

	Essential	Desirable
Person Specification		
Appropriate qualification e.g. NNEB, NVQ III, Teaching Certificate.		Yes
Previous experience of working with children with special needs.	Yes	
Excellent awareness of child protection and safeguarding policies	Yes	
Excellent communication skills	Yes	
The ability to work alone or as part of a team	Yes	
Good computer skills (Word, Excel, Powerpoint, Email and Internet use)	Yes	
The ability to maintain confidentiality	Yes	
Awareness of the GDPR.	Yes	
Appropriate job related training.		Yes
Familiarity with Sims.net school software		Yes

The South Wolds Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to support the school in the delivery of this.

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.



Job Description

1. Title of Post:	Qualified Teaching Assistant
--------------------------	------------------------------

2. Accountable and Responsible to:	SEN Lead
---	----------

3. Grade:	Scale 4
------------------	---------

4. Main Purpose of the Job:	
1.	Teaching Assistants are appointed to work within the school as part of a team, under the general direction of the SEN Lead.

5. Main Responsibilities of the Job:	
2.	Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
3.	Working to establish a supportive relationship with the children and parents concerned.
4.	Encouraging acceptance and inclusion of the child with special needs.
5.	Promoting and reinforcing the child's self-esteem.
6.	Monitoring individual children's needs and reporting to the SEN Lead.
7.	Keep such records of the children's development as are required by the school.
8.	To undertake break time and lunchtime duties as directed.
9.	Assisting teaching staff in the planning of work programmes for individuals and groups of children including the appropriate differentiation of work.
10.	Assisting the teaching staff in the smooth transition between educational phases.
11.	To lead on the delivery of specific intervention programmes as required including the preparation of resources.

12.	To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing student behaviour and assisting students in relevant activities in line with the school's policies and procedures.
13.	Being aware of schools policies and procedures.
14.	Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
15.	Working within Student Support as directed.
16.	Undertaking lunchtime and break duties as directed.
17.	Acting as a reader/scribe in examinations for any student with access requirements.
18.	Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Person Specification	Essential	Desirable
	Appropriate qualification e.g. NNEB, NVQ III, Teaching Certificate.	Yes
Previous experience of working with children with special needs.	Yes	
Excellent awareness of child protection and safeguarding policies	Yes	
Excellent communication skills	Yes	
The ability to work alone or as part of a team	Yes	
Good computer skills (Word, Excel, Powerpoint, Email and Internet use)	Yes	
The ability to maintain confidentiality	Yes	
Awareness of GDPR	Yes	
Appropriate job related training (eg, manual handling, mapa, physiotherapy, etc)		Yes
Familiarity with Sims.net school software		Yes

The South Wolds Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to support the school in the delivery of this.

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.