

RELIEF TA POST

We are looking to appoint a bank of relief Teaching and Learning Assistants to work on a flexible basis at both our Holbrook and Belper Sites.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants should enjoy working with children and young people and be able to work as part of a team. Knowledge of working with children and young people with autism, learning difficulties and/or challenging behaviour is desirable but not a necessity. In-service training will be provided.

If you would like to become one of our bank staff, please view the job description and person specification and if you feel you would be suited to the role please complete an application form and return it to the school office by post or e-mail. If you meet the criteria you will be invited into school for an informal interview followed by a trial volunteer session as part of the recruitment process.

Holbrook School for Autism

JOB DESCRIPTION: Teaching and Learning Assistant

Issued:	Effective from:	Review date:
Job title:	Teaching and Learning Assistant	Postholder:
Responsible to:	Headteacher	Salary scale: Grade 7

The appointment is subject to the current conditions of employment for Teaching Assistants contained in the Guidelines of the Derbyshire County Council agreed framework and the Education Act (2002), with particular regard to the regulations made under section 133 and the statutory responsibilities of the Governing Bodies of schools, and any other current applicable legislation. The postholder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and school policies.

The Governing Body reserve the right to amend the job description at any time after consultation with the postholder.

GENERAL DESCRIPTION OF THE POST

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to support access to learning and provide support for the class teacher/senior staff in the management of children and young people in or out of the classroom, including assisting with the general care, mobility and personal hygiene needs of students. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning and recording cycle, and the management/preparation of resources. Staff will work under the guidance of the class teacher and/or senior staff (ie; team leader). The primary focus will be to ensure continued high quality learning and student achievement.

CORE REQUIREMENTS OF THE POST

The postholder will demonstrate essential professional characteristics, and in particular will:

- Engage and motivate students
- Improve the quality of students' learning
- Inspire trust and confidence in students and colleagues
- Build team commitment with colleagues and in the classroom
- Demonstrate empathy with and an appreciation of the care needs of students

Teaching Assistant Agreed Framework Requirements

In all cases, indicative tasks at the competency level specified within the Teaching Assistant agreed Framework, will be the reference point for indicative tests within the competencies listed below.

STUDENT PROGRESS

- Establish constructive relationships and use a variety of methods to communicate with parents and other relevant professionals, in liaison with teacher, to support students' learning and progress.
- Contribute to maintaining student records
- Promote the inclusion and acceptance of all students within the classroom, school and wider community.
- Encourage students to interact and work co-operatively in learning activities
- Promote independence and employ strategies to recognise and reward its achievement

PROFESSIONAL PRACTICE

- Maintain, develop and apply professional knowledge to enable effective teaching and learning support
- Share such knowledge with colleagues to improve whole school effectiveness
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Provide a proactive consistent approach to challenging behaviour, implementing and contributing to behaviour support plans and using physical intervention if necessary
- Respond quickly and appropriately to demands made by individual students to meet general care, mobility, and personal hygiene needs
- Understand and apply the principles of good classroom management
- Understand and apply a range of appropriate support strategies

WHOLE SCHOOL ETHOS

- Where appropriate contribute to the formulation of school policies
- Execute school policies
- Use the performance management process to drive school improvement through the raising of standards of teaching and learning
- Support visitors who may be work shadowing, under the guidance of the class teacher
- Promote the wider aspirations of the school

SAFEGUARDING

- Demonstrate a commitment to safeguarding and promoting the welfare of students and young people
- The work within the safeguarding and child protection policies of the school and act within the best interests of students at all times
- To undertake relevant training as set by the safeguarding team
- The post is subject to satisfactory references and enhanced DBS clearance

PERSON SPECIFICATION

Teaching and Learning Assistant: Grade 7

	ESSENTIAL	DESIRABLE
Qualifications	Relevant qualification, Level 3, relevant vocational qualification, or equivalent individuals	Qualification in aspects of SEN specific provision
Experience	Working with a range of students with SEN	Working in special schools with a range of students with SEN (including Autism)
Knowledge	Knowledge of strategies to support students with SEN	Training in aspects of SEN specific provision, e.g. PECS, Makaton, TEACCH, behaviour management
	Knowledge of child protection and appropriate health and safety regulations	Knowledge and understanding of government legislation in safeguarding and child protection
	Knowledge of behaviour support strategies	Experience of dealing with challenging behaviour, including implementing appropriate interventions
Skills	Willing to engage in any professional development activities which will aid the effective completion of tasks required by the post	The Capacity to lead an agreed area of the school's activity
	Ability to contribute to planning, teaching and assessment under the guidance of the class teacher.	A good team worker who can work in a collaborative manner under the direction of a variety of teaching staff
	To know how student's make progress in their learning. To contribute to evaluating and recording student progress.	Ability to contribute to student Records of Achievement, IEPs and Annual Reviews and to participate in multi-disciplinary case conferences/reviews as directed by the Head teacher
	Use alternative methods of communication where required	Promote and reinforce student's self-esteem, independence and participation within the community
	Use ICT to support learning, create reports or other support materials	Competent in the use of ICT to prepare resources, reporting and support teaching and learning
	Engage fully in CPD as directed by the Head teacher	Evaluate own learning needs and seek learning opportunities and CPD
	To promote student independence in personal care	Experience in attending to intimate and personal care
Equal Opportunities	An awareness of the County's equal opportunities policy	A knowledge of the County's equal opportunities policy

APPLICATION FORM

IMPORTANT – Before filling in this form, please read the additional information for applicants carefully.
Please complete in BLACK ink or TYPE.

JOB DETAILS	
	Closing Date:

PERSONAL DETAILS					
Title	Surname	First names			
Previous names (if any)	Preferred first name				
National Ins No	Address				
Telephone	Postcode				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">Day</td> <td style="width: 5%;">Evening</td> <td style="width: 5%;">Mobile</td> </tr> </table>			Day	Evening	Mobile
Day	Evening	Mobile			
Email					

PRESENT OR MOST RECENT EMPLOYER	
Employer and address	Job title
	Annual salary or full time equivalent
	Start date
	Notice required if working
	Reason for leaving and date (if applicable)
Brief details of main duties and responsibilities	

PREVIOUS EMPLOYMENT

Please give details of all previous jobs since leaving full time education. Full details should be given for any period not accounted for by full time employment, education or training (e.g. unemployment, voluntary work, raising a family, part time work).

Employer and address	Job title and main duties	Dates		Reason for leaving
		from	to	

MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS

Please give details of membership of professional or technical bodies/associations. This section will not be relevant for some jobs.

Name of professional body	Membership level	Date joined	Professional registration number/reference

EDUCATION

Please give details of your education and qualifications.

Establishment attended	Course title/subject	Qualification(s) or outcome	Dates	
			from	to

PROFESSIONAL AND VOCATIONAL TRAINING

Please give details of any relevant training. This section will not be relevant to some jobs

Establishment attended	Course	Qualification(s) or outcome	Dates	
			from	to

SUITABILITY FOR JOB

Using the job description and person specification provided, please give further details about why you believe you are suitable for this job. You may wish to give examples of previous experience or skills and abilities, or any knowledge you have. Please continue on a separate sheet if necessary.

REFERENCES

Please give the names and addresses of two people we may contact for references. Your first referee must be your present or most recent employer. Full contact details must be given so that your application is not delayed.

Name of your first referee

Name of your second referee

Their job title

Their job title

Their relationship to you e.g. line manager

Their relationship to you e.g. line manager

Organisation and address

Organisation and address

Postcode

Postcode

Telephone

Telephone

Can we contact your present employer for a reference before an offer of employment is made? Yes No

Please note that for jobs working with children, references will be needed immediately, so it is not possible to defer this process. Written references will be needed for any candidate who is successful at interview. Please ensure your referees are aware of this, and are happy to provide this information. Referees will be asked for information on disciplinary issues, sickness absence etc.

ASSOCIATION WITH A MEMBER, TRUSTEE OR EMPLOYEE OF ESTEEM MULTI ACADEMY TRUST

Do you have a close association with a Member, Trustee or employee of Esteem Multi Academy Trust? Yes No

If you have answered yes, you are required to declare the name and relationship involved.

Their name	Their job	Their department	Your relationship

Please note

Any applicant who directly or indirectly seeks the support of any Member/Trustee or officer for any appointment with Esteem MAT will be disqualified.

DISCLOSURE OF CRIMINAL RECORDS

Please give details of any criminal convictions, warnings, reprimands, cautions, or other orders, pending prosecutions, or criminal investigations. We will only take them into account if we consider them relevant to the job for which you have applied. You are not required to disclose offences which are spent under the Rehabilitation of Offenders Act 1974, unless the post for which you have applied is exempt under the Act. For these exempt jobs both spent and unspent offences must be disclosed, unless they are "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. If the vacancy for which you are applying requires such a disclosure, this will be stated clearly on the advertisement and the supporting details you will have received with this form. For these posts an offer of appointment will be subject to satisfactory Disclosure & Barring Service clearance. Any information disclosed will be treated in the strictest confidence.

Have you any criminal convictions or are you at present the subject of criminal charges? Yes No

If yes, please provide details in a sealed envelope marked "Confidential" and bring to interview.

Have you lived or worked abroad in any one country for 6 months or longer at any time since the age of 18?

Yes No

If Yes, please give dates and countries

DECLARATION

I declare that the information on this form is true and accurate.

I understand that providing misleading or false information will disqualify me from appointment or may lead to me being dismissed if appointed to the post.

Privacy Notice 

I consent to the information contained in this form, and any other information received by or on behalf of the trust relating to my application, being processed by the trust in administering the recruitment process and to assist with the prevention and detection of fraud.

Signature

Date

If you submit this form electronically, you will be required to sign this declaration if invited to interview.

Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include dates when you are not available for interview or any special requirements you may have such as necessary equipment and/or resources to enable you to attend an interview.

EQUAL OPPORTUNITIES MONITORING FORM

The trust is committed to its equality and diversity policy. We want to do all we can to prevent discrimination in any form and you can help us in this by completing the information below. The information given on this sheet will not be used to make decisions about who is recruited. The form will not be seen by the shortlisting/interview panel. It will be used to improve equality in recruitment and overall service delivery. Your help filling in this form is greatly appreciated. Thank you.

JOB REFERENCE No.	/	/
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DATE OF BIRTH	DD		MM		YYYY	
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RACIAL OR ETHNIC ORIGINS								
White British	<input type="checkbox"/>	WB	Other mixed background	<input type="checkbox"/>	MO	Black Caribbean	<input type="checkbox"/>	BC
White Irish	<input type="checkbox"/>	WI	Indian	<input type="checkbox"/>	AI	Black African	<input type="checkbox"/>	BA
White other	<input type="checkbox"/>	WO	Pakistani	<input type="checkbox"/>	AP	Other black background	<input type="checkbox"/>	BO
White & Black Caribbean	<input type="checkbox"/>	MC	Bangladeshi	<input type="checkbox"/>	AB	Chinese	<input type="checkbox"/>	OC
White & Black African	<input type="checkbox"/>	MB	Other Asian background	<input type="checkbox"/>	OA	Gypsy or Irish Traveller	<input type="checkbox"/>	OG
White & Asian	<input type="checkbox"/>	MA	Arab	<input type="checkbox"/>	AR	Any other	<input type="checkbox"/>	OT

DISABILITY	
Are you disabled?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Esteem Multi Academy Trust welcomes applications from disabled people and undertakes to offer every appropriate support to enable them to gain and retain employment.	

GENDER			
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>

RELIGION / BELIEF – please tick only one box					
Buddhist	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	None	<input type="checkbox"/>
Christian (all denominations)	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Other religion or belief	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

SEXUAL ORIENTATION – please tick only one box					
Bisexual	<input type="checkbox"/>	Lesbian or gay woman	<input type="checkbox"/>	Gay man	<input type="checkbox"/>
Heterosexual	<input type="checkbox"/>	Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

HOW DID YOU FIND OUT ABOUT THIS JOB?
e.g. trust website, newspaper (please tell us which), Job Centre etc.

EMPLOYMENT	
Do you work for Esteem Multi Academy Trust at the moment?	Yes <input type="checkbox"/> No <input type="checkbox"/>