

# Applicant Pack

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To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

## Job Advert



Silverdale School is an extremely popular and high achieving 11-18 comprehensive in the south west of Sheffield and is the founding school of **Chorus Education Trust**. The school is rated as 'Outstanding' (Ofsted 2014) and has an excellent record of student achievement at both KS4 and KS5. It sits within a new building with a full complement of facilities. At Silverdale's heart is one of the country's largest Teaching Schools, the **Sheffield Teaching School Alliance** and in 2020 it was asked to establish one of the first Teaching School Hubs, which resulted in the launch of the **South Yorkshire Teaching Hub**. In 2020 it was named the Sunday Times Top State Secondary School in the North of the Decade, in recognition of its sustained success.

Silverdale School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

You can view the school website at: [www.silverdale-chorustrust.org](http://www.silverdale-chorustrust.org)

### Teaching Assistant (Level 2)

33 hours per week / 39 weeks per year

Grade 3, SCP 5-6 £19312 – £19698 (pro rata £14,731 - £15,025)

Temporary until 31.08.2022

To start: As soon as possible

### About this vacancy

We are looking for a passionate and inspiring Teaching Assistant to provide support inside and outside of the classroom for young people with special educational needs and disabilities.

In addition to excellent numeracy and literacy skills the essential requirements are excellent communication, inter-personal skills, the ability to plan, assess and deliver literacy or numeracy interventions and a desire to work with young people helping them to realise their potential.

Experience of working with young people in a school setting is essential.

Applicants should be keen to:

- support the inclusion, social integration and academic progress of pupils with SEND inside and outside of the mainstream classroom.
- contribute to delivery, assessment and monitoring of student progress and support intervention.

### To apply

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to Jill Rishworth (HR Administrator) at: [recruitment@silverdale.chorustrust.org](mailto:recruitment@silverdale.chorustrust.org)

Please note that CVs and Sheffield City Council application forms will not be accepted.

Deadline for applications: **11.59pm on Sunday 24 October 2021.**

Interviews to be held: **week beginning 8 November 2021.**

*The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.*

## Job Description: summary

<b>Post Title:</b>	Teaching Assistant Level 2
<b>Profile:</b>	LD2.5
<b>Grade:</b>	3
<b>Grade Spinal Point Range:</b>	5-6
<b>Accountable SLT post:</b>	Deputy Headteacher responsible for Inclusion in conjunction with the Business Support Services Manager
<b>Line Manager of Postholder (if different):</b>	SENCO
<b>Staff to be supervised or line managed by post holder:</b>	N/a
<b>Post holder will work with:</b>	SENCO Other teaching and support staff
<b>Holiday and sickness relief by/ for:</b>	By and for other admin support staff
<b>Purpose of job:</b>	To provide support to the students and thereby raise pupil standards and attainment in class. This post may work across the Trust schools.
<b>Version revised:</b>	September 2019

## Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School(s).

### **Specific duties and responsibilities:**

To be responsible for providing pupil support to the standards required by the academy and appropriate external bodies. Duties will include, but not be limited to:

#### **SUPPORT FOR PUPILS**

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of SEN Support Plans.
- Establish constructive relationships with pupils and parents/ carers and interact with them according to individual needs
- To act as a keyworker to individual or groups of students.
- Promote the inclusion and acceptance of all pupils
- Support pupils to engage and interact with others and in take part in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and develop independent learning
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

#### **SUPPORT FOR THE TEACHER**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning outcomes
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.

#### **SUPPORT FOR THE CURRICULUM**

- Undertake structured and agreed learning activities/teaching interventions adjusting activities according to pupil responses
- Undertake interventions linked to local and national learning strategies e.g. literacy, numeracy etc.

- 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 Trust/School (included in all roles)**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Take an active part in all key school events such as open evenings etc
- From time to time, to meet the needs of the school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role
- Contribute to the overall ethos/work/aims of the Trust/school
- Participate in relevant training, other learning activities and performance management as required
- Ensure display boards and leaflet displays, etc are kept up to date and in good order as appropriate and required
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions
- Team responsibilities - All administrative support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

# Person Specification

## Job title: Teaching Assistant (Level 2)

<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b> A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Understanding of principles of child development and learning processes.	✓		A/I
Ability to build strong, productive working relationships with children and adults.	✓		A/I
Experience of planning, delivering and assessing interventions to raise attainment of vulnerable learners		✓	A / I
An awareness of Special Educational Needs and strategies to overcome barriers to learning in the classroom	✓		A
Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.		✓	A / I
Experience of supervising groups of students		✓	A/I
Relevant work experience in a similar background within a secondary setting (KS3 & 4)		✓	A
Ability to support/instruct other TA's and support staff.		✓	A/I
<b>Qualifications</b>			
Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C)	✓		A
Evidence of regular, relevant and recent personal development.	✓		A

<b>Other skills</b>			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓		A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding challenges, putting the students at the heart of your work	✓		A/I
Ability to learn from experiences.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Ability to work alongside young people	✓		A / I
<b>Interpersonal skills</b>			
Ability to maintain confidentiality	✓		A
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I