

Applicant Pack

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



Job Advert



Westfield School, an 11-16 comprehensive secondary with c1200 students is an improving and inclusive school.

Westfield joined Chorus Education Trust in 2018 and welcomed a new Headteacher, who has been working with staff to raise aspirations and provide the very best teaching for students. Within two years the school has become oversubscribed for places in Year 7.

Formerly a sports college, the school sits in generous grounds in the south-east of Sheffield not far from the M1 motorway. The modern building has the full range of educational resources, as well as a gym and indoor pool (available free to staff).

Westfield 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.westfield-chorustrust.org

Teaching Assistant Level 2
Grade 3
NJC SCP 5-6
£19,650 - £20,043 pro rata
To start September 2022
32.5 Hours per Week (Term Time Only)

About this vacancy

Westfield School is looking to appoint a committed and innovative Teaching Assistant level 2 to join our learning support team.

You will need to be energetic, creative, inspiring, and enjoy working with young people eager to fulfil their potential.

We are looking for:

- An enthusiastic and innovative Level 2 Teaching Assistant to work with SEN students in Years 7 -11.
- Someone with exciting ideas who can build on existing good practice.
- An individual with good literacy/numeracy skills with a friendly, outgoing and flexible approach.
- An individual with an inclusive approach to education

We are looking for someone with a genuine desire to improve the life chances and academic outcomes of young people. Candidates must have strong communication skills and be flexible, resilient, and nurturing towards students.

If you want to work in an inspiring, fully inclusive environment with students who want to succeed and alongside friendly, supportive staff, then we want to hear from you! You will join a passionate and dedicated team, a school with strong leadership, and a Trust who is committed to providing professional development and opportunities for all colleagues.

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To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to Trish Hughes (HR Administrator) at: recruitment@westfield.chorustrust.org

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

Deadline for applications: **11.59pm on 3 July 2022**

Interviews to be held **week commencing 4 July 2022**

Applicants may visit the school in advance of application. This can be arranged by contacting Julie Wilson, PA to the Head of School on 0114 248 5221 or email: jwilson@chorustrust.org

At Chorus Trust we are committed to the Safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy <https://www.chorustrust.org/policies>

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

Post title:	TEACHING ASSISTANT - LEVEL 2
Profile:	LD2.5
Grade:	3
Grade spinal point range:	
Accountable SLT post:	Deputy Headteacher
Line Manager of post holder (if different):	SENCO in conjunction with Learning Support Coordinator
Staff to be supervised or line managed by post holder:	Not Applicable
Post holder will work with:	Students and other Teaching and Support staff
Holiday and sickness relief by/for:	
Purpose of job:	To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area.
	This post may work across the Trust schools.
Version revised:	March 2021

Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the 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.

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep students on task. Cover supervisors will need to respond to questions and generally assist students to undertake set activities This will include, but not be limited to:

Support for Students

1. Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
2. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
3. Establish constructive relationships with students and interact with them according to individual needs
4. Promote the inclusion and acceptance of all students
5. Encourage students to interact with others and engage in activities led by the teacher
6. Set challenging and demanding expectations and promote self-esteem and independence
7. Provide feedback to students in relation to progress and achievement under guidance of the teacher

Support for the Teacher

1. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work
2. Use strategies, in liaison with the teacher, to support students to achieve learning goals
3. Assist with the planning of learning activities
4. Monitor students' responses to learning activities and accurately record achievement/progress as directed
5. Provide detailed and regular feedback to teachers on students achievement, progress, problems etc.
6. Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
7. Establish constructive relationships with parents/carers
8. Administer routine tests and invigilate exams and undertake routine marking of students' work

9. Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum

1. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
2. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
3. Support the use of ICT in learning activities and develop students' competence and independence in its use
4. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use

5. Support for the Trust / School (applies to all roles)

1. 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
2. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the role of other professionals
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required
7. Assist with the supervision of students out of lesson times, including before and after school and at lunchtime
8. Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
9. Any other related duties as may arise.

Team responsibilities – All 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.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: Teaching Assistant Level 2

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, Experience and skills			
Experience of working with young people		✓	A/I
Experience of working in a secondary school		✓	A/I
Excellent communication skills	✓		A/I
Good numeracy and literacy skills	✓		A/I
Understanding of the education setting within a secondary school		✓	A/I
Qualifications			
Good level of literacy and numeracy eg GCSE Maths and English and/or substantial relevant experience	✓		A
Other skills			
Ability and willingness to undertake professional development.		✓	A/I
Ability to use own initiative to work flexibly and respond positively to a range of situations	✓		A/Ref
Ability to work effectively as part of a team.	✓		I/Ref
Maintain strict confidentiality of information	✓		A/I
Interpersonal Skills			
Ability to foster good relations with a range of colleagues at all levels	✓		A/I
Child Protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I/Ref

