

**SEND Teaching Assistant**

Recruitment Pack

Coaley CofE Primary School

Dear Applicant,

The closing date for completed applications is **Friday 15th November2024.** Interviews are scheduled to take place during the week beginning Monday 18th November 2024, date to be confirmed.

To submit your application please email the completed form to head@coaley.dgat.org.uk before the closing date.

Yours faithfully

Jen Thomas

Head Teacher

Coaley CofE Primary Academy

The Diocese of Gloucester Academies Trust seek to appoint a

**SEND Teaching Assistant at Coaley CofE Primary School**

Coaley CofE Primary Academy is a small school set in an idyllic village. We are proud members of the DGAT family. We are an ambitious and growing school with currently 79 pupils on roll, within 3 mixed classes.

We are seeking to appoint a part-time SEND Teaching Assistant to support the learning of pupils with EHCPs.

The role will involve working either to implement bespoke interventions, facilitate small group work or supporting the children in a whole class setting. Interventions will be associated with improving literacy and numeracy understanding, supporting behaviour, developing social and emotional skills and developing independent learning skills.

Key Requirements:

* Experience working with children with special educational needs
* Ability to deliver personalised and engaging curriculum, under the guidance of class teacher and SENDCo
* Strong interpersonal skills and a caring attitude
* High level of commitment and initiative

Why join Coaley Family?

* A supportive and inclusive working environment
* Excellent opportunities for personal and professional development
* Fantastic children who are eager to learn
* A family community

The post is offered at Grade 5, p11-14 currently £24294-£27334 pro rata (pay award pending).

This is a part-time, fixed term post for 28.75 hours a week, 38 weeks per year (term-time only), from 8:30am to 3:15pm Monday to Friday, with one hour break for lunch.

Further details and an application form can be downloaded from the vacancy area of our website [www.coaleyschool.org.uk](http://www.coaleyschool.org.uk) Closing date for applications is **Friday 15th November 2024.**

If you would like an informal conversation about the role please contact Jen Thomas, initially by email at head@coaley.dgat.org.uk

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.

**Job Description**

**Job Title:** SEND Teaching Assistant

**Line Management:**  Jen Thomas, Head Teacher

**Contract Type:** Fixed Term, linked to individual pupil EHCPs

**Overall Purpose of this post**

To work under the instruction/guidance of teaching/senior staff to support the children’s educational development.

**Relationships:**

The post holder is responsible to the Headteacher for his/her duties and responsibilities. The post holder should interact on a professional level with colleagues and seek to establish and maintain productive relationships with them in order to promote mutual understanding with an aim to improving the quality of teaching and learning in the school.

**Key Tasks:**

**Support for Pupils**

* Under the direction of the class teacher/SENDCo deliver educational programmes to individuals/small groups of children within the class or in break-out areas.
* Establish constructive relationships with pupils and interact with them according to individual needs.
* Promote the inclusion and acceptance of all pupils.
* When required by the class teacher attend to the pupils’ personal needs, including medical procedures.
* When required by the class teacher support pupil’s personal programmes such as social, health, physical, hygiene, first aid and welfare matters;
* Supervise and support pupils ensuring their safety and access to learning;
* Under the direction of the class teacher/SENDCo encourage pupils to interact with others and engage in activities during lessons and/or small groups.
* Set challenging and demanding expectations and promote self - esteem and independence.
* Under the direction of the class teacher/SENDCo provide feedback to pupils in relation to the progress and achievement under guidance/instruction of the teacher/senior staff.
* To supervise pupil(s) in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.

**Support for Teachers/Senior Staff**

* Under the direction of the class teacher ensure the space you are working is maintained in a purposeful, orderly and supportive environment. E.g. displays, work surfaces, children’s work area etc
* In close liaison with the class teacher/SENDCo use strategies to support pupils to achieve target.
* Under the direction of the class teacher/SENDCo support the learning of individuals or small groups either within the class or when asked use break-out areas.
* Monitor pupils’ responses to learning activities and when required by the class teacher/SENDCo record achievement/progress.
* When required by the class teacher/SENDCo provide detailed feedback on pupils’ achievement, progress, problems etc.
* Support with assessment as directed by the class teacher.
* 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.
* Undertake routine marking of pupils’ work when required by the class teacher
* Support with photocopying / filing etc.

**Support for the Curriculum**

* Under the direction, discussion and explanation from the class teacher/SENDCo teach individuals and/or small groups following the agreed learning activities/teaching programmes provided by the class teacher/SENDCo.
* Undertake programmes linked to the schools needs recording achievement and progress and, when needed, feed back to the class teacher/SENDCo.
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use.

**Support for the School**

* 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 supportive of the school’s Christian ethos.
* Be aware of and support ‘difference’ and ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school.
* Assist school staff with basic cleaning and general duties in and around dining area.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Assist with the supervision of pupils out of lesson times, including before and after school.
* Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the

employee's skills and abilities, commensurate with the post’s banding and whenever reasonably instructed.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Personal Values** |  |  |
| Committed to actively promoting the Christian ethos and values of the academy | X |  |
| Committed to the Academy vision | X |  |
| **Qualifications**  Basic skills in Numeracy & Literacy (GCSE Grade C or | X |  |
| above) |  |  |
| NVQ Level 3 qualification in Supporting Teaching & Learning in Schools or equivalent childcare/SEND qualification |  | X |
| **Experience** |  |  |
| Experience of working with primary aged pupils | X |  |
| Experience of working as a TA in KS2 of a Primary School |  | X |
| for a minimum of 1 year |  |  |
| Experience of working 1:1 with children that have an EHCP |  | X |
|  |  |  |
|  |  |  |
| **Personal Qualities** |  |  |
| Calm, friendly and approachable with strong written and oral communication skills | X |  |
| Well-motivated with the ability to use his/her own initiative | X |  |
| Excellent organisational skills and attention to detail | X |  |
| Flexible and co-operative team worker | X |  |
| Reliable and punctual | X |  |
| Able to work efficiently and accurately under pressure and to prioritise tasks | X |  |
| Confident in dealing with a variety of stakeholders | X |  |
| Professional and honest | X |  |
| **Additional Requirements** |  |  |
| A DBS will be required prior to appointment | X |  |
| Excellent and unequivocal references | X |  |
| Current driving licence and personal transport | X |  |
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**Background Information**

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-one primary and one infant school within the Trust. Twenty-one of the schools have Church of England schools designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

***Our vision is to enable all to flourish.***

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

**Our aims are to be:**

* Authentically Christian
* Boldly passionate about excellence in learning
* Relentlessly driven in our aspiration for everyone

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**Our core principles:**

* We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
* Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
* We act with integrity; we are open to challenge and we are reflective about our practice
* We treat everyone with dignity and respect
* Through collaboration, in a nurturing community, we grow, learn and achieve

***School is Trust and Trust is School***

In order to support the Trust’s academies, DGAT provides the following support:

* School Improvement
* Christian Character
* HR and Legal
* Finance and Business
* Premises and Insurance
* Compliance and GDPR