



# HASTINGS HIGH SCHOOL

## TEACHING ASSISTANT

### Application Pack



All visitors please report to reception





# HASTINGS HIGH SCHOOL

*Care and Excellence for All*

July 2021

## TEACHING ASSISTANT (GRADE 6)

Thank you for your interest in this post. This is a permanent role to begin in the Autumn Term. The hours of work will be 8.15am to 3.00pm from Monday to Friday, during term-time only. The actual salary range will be between £12661 and £13201 depending on experience and continuous local government service.

In the last OFSTED inspection the school was judged "Good" but with an outstanding rating for behaviour and personal development. We are committed to further improvement to ensure that we provide "Care and Excellence for All"; a motto which underpins and informs everything we do. We achieved record results last year and are expecting similar or better outcomes in subsequent years.

We have included some information about the school with this letter and also the requirements of the post. If you would like to apply, please include a short letter of application (no more than 2 sides of A4 in font size 11) to support your completed application form. Send your completed application to Miss Bradley and Mr Shipman (Co-Headteachers) [chead2@hastings.leics.sch.uk](mailto:chead2@hastings.leics.sch.uk).

The closing date is Monday 16<sup>th</sup> August 2021 at 9.00am and we will consider applications as they are submitted. If you do not hear from us by 31<sup>st</sup> August, please assume that you have been unsuccessful on this occasion.

Should you require any further information about Hastings please visit our website at [www.hastings.school](http://www.hastings.school) or contact our Co-Headteachers, who will endeavour to answer your questions.

The school takes its safeguarding and child protection responsibilities very seriously and the post will be subject to agreeing to our ICT staff user policy and Code of Conduct, two supportive written references, a pre-employment medical health check and an enhanced DBS clearance.

We very much hope you will apply and look forward to receiving your application.

Yours sincerely

Miss C Bradley  
Co-Headteachers

Mr S Shipman



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## THE SEN DEPARTMENT

The SEN Department is one of the largest in the school. Alongside the SENDCo, we have an Assistant SENDCo, 7 Teaching Assistants and 2 Senior Higher Level Teaching Assistants in the team. They are supportive, both of each other and pupils. They share one goal, which is to support all pupils to enable them to become independent and well-rounded individuals.

All TAs are allocated across the curriculum but, tend to support a given student across a subject to meet outcomes identified in a pupil's ECHP. This helps them to specialise in these areas which in turn benefits pupils not only academically but promotes their independence. TAs continually update their knowledge through INSET and training, helping them to know, recognise and deal with all aspects of SEN. Some TAs withdraw small groups of pupils from lessons to work with them under the supervision of the classroom teacher.

Each week the team meets to discuss both difficulties and achievements of individual pupils. This is essential as it enables staff to feel supported as well as giving valuable feedback.

The department supports pupils who need extra help. This is given either by the use of our computer software addressing literacy and numeracy difficulties or by experienced TAs who have received extensive training and have excellent knowledge of various additional needs. They have gained impressive results with many pupils making significant gains. In addition to this, the TAs work closely with the English and Maths Departments so they can target the appropriate children without the need to withdraw them from their classes.

We have strong links with our primary schools to ensure that transition is as smooth as possible. We encourage Year 6 pupils with SEN to visit us prior to their transition days. All staff are made fully aware of new SEN pupils highlighting their individual difficulties and needs, together with regular updates via a Pupil Passport.

We work closely with all departments across the school to allow pupils to be supported effectively in their lessons. This not only helps us to know those areas where a pupil is able to achieve well but also target where they underachieve. Praise and encouragement will inspire many pupils as well as build their confidence.

L Woodward  
SENDCo



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## PERSONNEL SPECIFICATION – TEACHING ASSISTANT

Criteria	Essential	Desirable	Evidence
<b>Qualifications &amp; Professional Development</b>	Good levels of Literacy and Numeracy NVQ level 2 or equivalent	GCSEs or equivalent / 'A' Levels or equivalent  Supporting Teaching & Learning Level 2	Application Form
<b>Application</b>	Well-constructed and well-presented application, addressing the specific requirements of this post		Letter
<b>Experience</b>	Experience of working with young people in the 11 – 16 age range	Working in a secondary school	Letter / References
<b>Knowledge</b>	Have sufficient understanding to support pupils' learning, and be able to acquire further knowledge to contribute effectively and with confidence to the classes in which you are involved  Knowledge of a range of strategies to promote good behaviour	Behaviour Management training	Application Form
<b>Professional Skills</b>	Ability to work with and support other colleagues  Good oral and written communication skills  The ability to develop effective relationships with pupils and colleagues  A genuine enthusiasm for young people and an ability to engage them in learning	Ability to work with small groups of pupils under the guidance of a member of staff	Letter / Interview / References

Criteria	Essential	Desirable	Evidence
<b>Personal Qualities</b>	<p>Excellent attendance and punctuality record</p> <p>Ability to work to deadlines</p> <p>Understand and uphold the school's policies and procedures</p> <p>Awareness of the need for confidentiality</p> <p>Evidence of a sense of humour, enthusiasm and commitment</p>		References / Interview
<b>Safeguarding</b>	<p>Evidence of knowledge of current child protection procedures</p> <p>Commitment to promoting the welfare of our pupils</p>		Interview
<b>Extra-curricular activities</b>	<p>Understanding the importance of the extra-curricular dimension of our school</p> <p>Willingness to contribute to our enrichment programme, including activities' week and the alternative curriculum</p>	Experience of participating in pupil residential trips	Letter / Interview



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## **JOB DESCRIPTION – TEACHING ASSISTANT (TA)**

Under the direction and supervision of the Head of SEND Support and classroom teachers, provide support for teaching and learning and associated activities in accordance with school policies and procedures. This may include providing general support for whole class learning activities, or supporting individuals or small groups of pupils.

### **Main Duties and Responsibilities**

1. To assist with the planning, delivery and evaluation of whole class learning activities, including identifying how the pupils can best be supported.
2. To work under the supervision of a teacher to plan, deliver and evaluate learning activities for small groups or individual pupils, providing feedback on pupil engagement and their achievement of the desired learning objectives.
3. To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
4. To promote the development of pupil's self-reliance, self-esteem and emotional resilience.
5. To promote, observe and report on pupil performance and development, using assessment strategies to improve learning.
6. To support the physical, intellectual, emotional and social development of pupils, facilitating children and young people's learning and development.
7. To promote the development of positive relationships and acceptable behaviour in accordance with school/college policy.
8. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
9. To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
10. To prepare and utilise ICT resources to support pupils learning.
11. To prepare and support the use of learning materials, monitor and maintain curriculum resources, and create visual displays in order to ensure a relevant physical learning environment.
12. To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
13. To provide support for bilingual / multilingual pupils if required.
14. To invigilate internal and external tests and examinations under formal conditions.
15. To assist with the maintenance of pupil record keeping systems, including recording agreed updates to individual records.
16. To communicate as appropriate with parents and carers about the care and education of their children, as directed by the school.
17. To assist volunteers based in your work area, as appropriate.

18. To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required). (Primary and Special Schools)
19. To carry out the duties placed on employees by the Health and Safety at Work Act 1974.
20. To adhere to all policies relating to Health & Safety and Equal Opportunities as determined by the Governors of the School.

**Optional extra responsibilities, not affecting the grade**

21. To contribute to assessing and developing plans to meet the personal support needs of children and young people with additional requirements, and assist in the implementation and evaluation of the plans.
22. To monitor attendance to identify any patterns of absence and lateness and work with colleagues and parents to seek ways of helping the pupil to attend school more regularly.
23. To lead an extra-curricular activity under the direction of the school but with limited direct supervision.
24. To escort and supervise pupils on educational visits and out of school activities, ensuring their health, safety and well-being.
25. To undertake midday supervision duties.
26. To provide toileting support to pupils as necessary.\*
27. To support, as appropriate, in instances where pupils are unwell whilst at the school/college.\*

\* these duties only to be included by negotiation with individual employees, and after appropriate risk assessment and training have been undertaken.

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## LOCATION AND CONTACT DETAILS

St Catherine's Close  
Burbage  
Leicestershire  
LE10 2QE

**Telephone** 01455 239414

**Fax** 01455 631629

**Email** [hastings@hastings.leics.sch.uk](mailto:hastings@hastings.leics.sch.uk)

**Website** [www.hastings.school](http://www.hastings.school)



### Reception

