



# Level 2 Teaching Assistant

Job Pack

Executive Headteacher: Mr Jonathan Budd | Head of School: Mrs Lisa Munro

THE Woodlands SCHOOL | THE ASPIRE FEDERATION, MILTON KEYNES

Dear Applicant,

The Woodlands School is a Good, as assessed by **Ofsted May 2022**, all age community special school for pupils who are on the autistic spectrum or have social communication difficulties. We have 200 pupils on role catering from Reception to Year 14. The school currently has 2 campus's one being based at Hertford Place in Bletchley, our lower school department from reception to year 6, the other campus based at Hazeley from year 6 - 14.

We are one of six special schools which fall within the Milton Keynes unitary authority, with children coming to the school from many parts of Milton Keynes and surrounding areas.

If you share our school ethos 'Where being unique is celebrated' and want to make a positive impact to improve outcomes for our children and young people then we are the school for you.

The positive impact you can have on a young person's life is likely to be the reason you want to work at the Woodlands School and that impact will be greater than you could have ever imagined.

We have a large staff group in excess of 200 people and are committed to the professional development of everyone. We are a very supportive team and believe in investing and developing CPD opportunities for our staff.

We are looking for an outstanding practitioner, who is dedicated to the welfare, safeguarding and achievement of every child and young person; who wants to make a difference and knows the pathway that will allow students to do so.

If you feel passionate, enthusiastic and motivated, and want to improve outcomes for our children and young people we would love to hear from you. We provide support and additional training you require to support you in the role.

The benefits of working at The Woodlands School are that every day brings a sense of achievement and progress, as you work alongside colleagues who are committed and enjoy working collaboratively. You will be part of a team where skills, knowledge and enthusiasm is recognised and appreciated. You would automatically become a member of the Schools Wellbeing Service which is a great benefit to each and every employee at the school, including mindfulness, GP & nurse helpline, physiotherapy, weight management and counselling are just to name a few.

If you would like to join our outstanding, enthusiastic, friendly and hardworking team, we look forward to receiving your application.

Kind regards,

Mrs Lisa Munro

Head of School

**"Where unique is being celebrated"**

## Job Description

### Purpose

To support the children with their learning and care whilst in school and other settings. As well as developing and delivering personalised learning, you will work with colleagues to support students with their daily routines, transitions and positive behaviour management. A tailored approach to the individual child ensures that every student has the opportunity to reach their full potential in a caring and safe environment. The Teaching Assistant will need to support the Class Teacher with the day to day running of the class.

### Key Responsibilities and Requirements

- To ensure a caring, supportive, purposeful and stimulating environment which is conducive to children's learning, including taking ownership of Child Initiated Play opportunities or similar.
- Provide learning activities for individuals and groups of students under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated students.
- Support the delivery of clear teaching.
- Support groups or individual students, ensuring personalisation for specific learning needs, reflecting all abilities.
- Work with students not working to the normal timetable.
- Select and adapt appropriate resources/methods to facilitate agreed learning activities.
- Work is normally carried out in the classroom or similar environments, which may sometimes involve exposure to noise or other unpleasant conditions.
- Prepare and present displays.
- Invigilate exams and tests.
- Attend to students' personal needs and implement related personal programmes, including social, specific medical needs, physical hygiene and welfare matters with appropriate training/support
- To maintain confidentiality.
- To share the corporate responsibility for the well-being and behaviour management of all students, safeguarding their health and safety.
- Inspire trust and confidence in students and colleagues.
- To participate in meetings as required.
- To ensure that school policies are reflected in daily practice.
- Escort and supervise students on educational and out of school activities.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy and any school-specific procedures / rules that apply to this role.
- Monitor and record student responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.

- Participate in training and other learning activities and performance development as required.
- Following all aspects of Safeguarding policy and procedures.

## Performance Management

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Methods of Assessment	Essential / Desirable	Application	Interview
<b>Qualification, Education and Training</b>			
GCSE Maths and English qualification Grade 4 or above or equivalent is essential	D	X	
Level 2 Teaching Assistant Qualification (or working towards).	D		X
Awareness of opportunities for professional self-improvement	E	X	X
<b>Experience and Knowledge</b>			
Ability to relate well to children, parents, teaching staff and other colleagues	E	X	X
Assisting with classroom set up. Use and safe keeping of classroom equipment and apparatus	E	X	X
Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.	E	X	X
<b>Skills and Abilities</b>			
Ability to plan and implement learning programmes in conjunction with the class teacher	E	X	X
Establish productive working relationships with students and promote inclusion and acceptance of all students	E	X	X
Adapting programmes to suit individual students and circumstances and identifying innovative approaches to learning activities and personal development, or care needs	E	X	X
Managing information resources in relation to students and TA staff	E	X	X
A willingness to develop skills in using Communicate InPrint to support children and young people's learning.	E	X	X
<b>Values and behaviours</b>			
Ability to work as part of a wider school team	E	X	X
Great communication skills and the ability to take a team approach in a range of areas	E	X	X

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A high level of professionalism and emotional resilience	E	X	X
Establish productive working relationships with students and promote inclusion and acceptance of all students.	E	X	X

## How to apply

To apply for this post, please email [hr@twsmk.co.uk](mailto:hr@twsmk.co.uk) to request Milton Keynes application form or navigate to the schools website, click on jobs Level 2 Teaching Assistant, this will then redirect you to MyNewTerm where you will be able to complete an application form.

Please note that the application form must be completed in full and signed. It is not sufficient to substitute a CV for all or any part of the form. We encourage applicants to visit the school, wherever possible and ask that you contact the school to arrange this.

Please speak to Lisa Munro, Head of School, for clarification of any matters in this booklet or if you have queries on how to complete the application form, please email [hr@twsmk.co.uk](mailto:hr@twsmk.co.uk)

**Completed applications should be sent to:** [hr@twsmk.co.uk](mailto:hr@twsmk.co.uk)

**Deadline for Applications:** TBC

**Interview Date:** TBC

## References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

## Child Protection

The Woodlands School is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include

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specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.