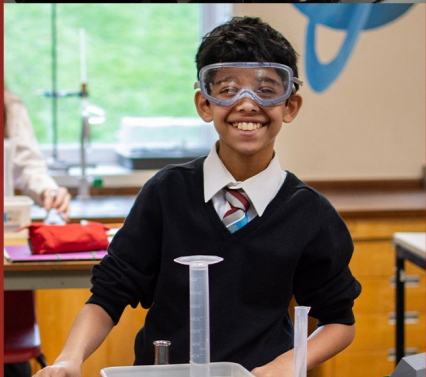




EGGBUCKLAND
COMMUNITY COLLEGE
Everyone can



Recruitment

Teaching Assistant (SEN)
- Learning Support

*Everyone can...
be exceptional.*

Dear Candidate

I am delighted that you are interested in applying for the role of Teaching Assistant (SEN) - Learning Support at Egguckland Community College.

Egguckland is a wonderfully caring and positive College who put students at the centre of everything we do. We have extremely high expectations of our students and pride ourselves in our 'Everyone Can' ethos. We firmly believe that every student deserves a great education, regardless of their starting point and are committed to enabling all students to flourish academically and develop into exceptional young people.

Students are encouraged to develop a love of learning, to think for themselves and to maximise their full potential. As part of Westcountry Schools Trust, we work collaboratively within our family of schools to ensure that all students and staff have to best possible experiences and opportunities. I look forward to reading your application.

Yours faithfully

Heather Lilley



Heather Lilley
Principal



Our Mission, Vision and Values

Our Mission

At Eggbuckland, we *will* foster:

A climate where *effort* prevails, above all else;

A curriculum which inspires *curiosity*: accessible and ambitious for all;

A community where *difference* is celebrated and *character* is shaped.

Our Vision

To be recognised as a great school where students receive a great education, regardless of their starting point.

Graduates of Eggbuckland will have the power to understand themselves and the world around them and have the confidence to realise their ambitions; they will be exceptional.

Our Values



Tenacity

"I have a goal and work hard to achieve it"

"I seek challenges to improve myself"

"I view setbacks as an opportunity for learning"



Integrity

"I am strong and stand up for what is right"

"I am honest"

"I am guided by strong moral principles"



Compassion

"I allow the voice of others to be heard"

"I accept people for who they are"

"I relish opportunities to improve the fortune of others"



Knowledge

"I am committed to instilling knowledge to my long term memory"

"I value the link between knowledge and increasing my learning and life chances"

"I utilise all opportunities to increase my wider knowledge"



From the Trust

This is an extremely exciting time at WeST. Our Trust is currently formed of 31 schools in south Devon, Plymouth and Cornwall. However, it is highly likely that WeST will expand further in the coming year. We have made considerable investment in our school improvement capacity, and are excited about the further value we can bring and seeing the dividend of our work through even stronger outcomes.

WeST is an outward-looking, multifaceted trust that operates in partnership with the RSC Office, Teaching School Council, numerous schools, Higher Education Institutions and employers across the South West and beyond. Indeed, we are proud that within WeST there is a cohort of Teaching Schools that has been effectively supporting children beyond our own boundaries for nearly a decade.

WeST is a cross-phase family of local schools that share a commitment to improving the lives of young people in our community. Collaborative working with other schools in our trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extra-curricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements. We also believe that by working together we can make our money go further and keep school funding focused on teaching and learning.

Whilst the educational landscape has changed significantly in recent years we have always kept abreast of developments and responded in a manner that ensures our children always receive a first-class education. This does not mean that we jump to the tune of the latest 'fad' or initiative, but filter through what we believe will improve and enrich the experience our students enjoy.

We have a pride in our schools, staff and children, and thrive on the constant challenge to do better. All our children are our collective responsibility.

At WeST we are committed to equality, diversity and inclusion, starting with ensuring that our recruitment process is inclusive and accessible for all.



Rob Haring CEO
Westcountry Schools Trust

Trust Vision, Mission and Values

While all our schools retain their own identity, we are a united family who share a common Vision, Mission, and Values. We believe that by working collectively, we are stronger and can provide the very best education for our children.



Vision

Every child in a great school



Mission

Empowering children to impact positively on society



Values

Collaboration, Aspiration,
Integrity, Compassion



WESTCOUNTRY
SCHOOLS TRUST

Job Description

Job title	Teaching Assistant (SEN) - Learning Support
Responsible to	SENDCo
Grade	Plymouth Legacy Pay Scales, Grade C
Hours	29.6 hours a week, 38 weeks per year
Responsible for	Not applicable
Key relationships	SENDCo, Assistant SENDCo

Introduction:

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties/ specific tasks may be varied from time to time, which do not change the general character of the job or the level of responsibility entailed. This will allow flexibility for the College to respond to changing priorities and also support and enhance individual professional development. Terms and conditions for staff employed on teaching contracts are detailed in the current School Teachers' Pay and Conditions document.

Purpose:

Under direction of senior staff provide general support to staff and students, including preparation, and routine maintenance of resources / equipment.

Duties and Responsibilities to include:

Support for students:

1. Support students in accessing learning activities as directed by the teacher.
2. Support the learning of individual students and small groups of students with special needs in appropriate areas.
3. Support students in the completion of coursework.

Support for the Teacher and SENDCo:

1. Assist Departmental staff and other teachers in the production and organisation of curriculum materials, displays, resource management, inventories, etc.
2. Maintain student records of assessment and progress.
3. Assist teachers with learning activities ensuring health and safety and good behaviour of students.

Support for the Curriculum:

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, 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 Trust.
4. Appreciate and support the role of other professionals.
5. Attend relevant meetings as required.
6. Engage in relevant in-service training and development appropriate to the post.

Assist with the supervision of students on off-site activities.

Supporting the College:

1. Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
2. Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop.
3. Contributing to the overall ethos/work/aims of the College.
4. Appreciating and supporting the role of other professionals; Liaise, advise and consult with other colleagues.
5. Attending relevant meetings as required.
6. Participating in training and other learning activities and performance development as required.
7. Assisting with the supervision of students out of lesson times, including before and after school and at lunchtimes as required.
8. Accompanying teaching staff and students on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher;
9. Be aware of and follow College procedures
10. Be aware of issues of confidentiality
11. Any other tasks at the discretion of the Principal

Signed: _____ Date: _____

Signed: _____ Principal _____ Date: _____

Person Specification

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/ knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application	Interview (or other selection activity)
Qualifications:			
NVQ 2 in Teaching Assistant or other relevant qualification e.g.: NVQ 2 in Early Years Care and Education, contributing to the Early Years setting Level 2 etc., or experience and knowledge above.	E	X	
5 A*-C, or 4-9 GCSE's including English and Maths	E	X	
Experience:			
At least 12 months experience of working with children i.e.: voluntary/ paid work in schools, playgroups etc.	E	X	X
Experience of providing general technical/resources support e.g.: preparation of teaching materials, displays etc.	E	X	X
Knowledge of a particular subject/technical area	D	X	X
Knowledge of relevant policies/codes of practice and awareness of relevant legislation.	D	X	X
Knowledge, Skills and Abilities:			
Good knowledge of the SEND code of practice	D	X	X
Ability to work constructively as part of a team, to understand classroom roles and responsibilities and to understand own position within these	E	X	X
Excellent communication skills, both verbal and written, including the effective communication skills with students.	E	X	X
Ability to use technology to a basic level – e.g. computer, video, photocopier etc.	D	X	X
Ability to manage own work load	E	X	X
Ability to deal with issues of high confidentiality	E	X	X
A knowledge of GDPR legislation	D	X	X

Further Requirements:			
Compassionate, caring and non-judgemental	E	X	X
To be creative and innovative	D	X	X
Enthusiastic and committed to meeting the needs of students	E	X	X
Flexible and adaptable to the needs of the role	E	X	X
Requirement to participate in training/development as/when identified by line manager as essential for performance of the post	E	X	X
Willingness to participate in other development and training opportunities	E	X	X
Hardworking and resilient, acts on own initiative	E	X	X
Awareness, understanding and commitment to the protection and safeguarding of children and vulnerable adults	E	X	X

Values-based Behaviours

Compassion

Recognising need in others and acting with positive intention to promote well-being and improve outcomes			X
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Aspiration

Works to high expectations, modelling the delivery of high-quality outcomes			X
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Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence			X
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Integrity

Acting always in the interests of children and young people,			X
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Acting with a consistent and uncompromising adherence to strong moral and ethical principles			X
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Communicating with transparency and respect, creating a working environment based on trust and honesty			X
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Collaboration

Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others			X
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Additional Information

Westcountry Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Equal Opportunities

In fulfilling its aims and objectives, Westcountry Schools Trust actively seeks to achieve equality of opportunity and treatment for all members of the school community.

We will continuously strive to ensure that everyone is treated with respect and dignity. Each person in our school will be given fair and equal opportunities to develop their full potential regardless of their gender, ethnicity, cultural and religious background, sexuality, disability or special educational needs and ability. The school works actively to promote equality and foster positive attitudes. WeST is committed to combatting all forms of discrimination by implementing positive policies and practices in compliance with the Equality Act 2010.

Procedures

All appointments are subject to pre-employment checks. That means:

- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. A copy of our Child Protection Policy & Safeguarding Policy is available at: <https://www.westst.org.uk/attachments/download.asp?file=2101&type=pdf>
- Your identity will be confirmed by sight of original, official documents such as a Birth Certificate, Passport etc. in line with the Asylum and Immigration Act 1996
- Original documents relating to all the qualifications you have listed on your application form must be supplied
- Your employment history will be thoroughly examined and clarification will be sought where there are gaps or other discrepancies arising from information provided either by you as the candidate or your referee
- References will be used to check dates of employment and your relevant experience. A minimum of two written references will be taken up and these references will be requested before the interview. References should cover the last 3-5 years' work history, as a minimum
- An online search of shortlisted candidates will be conducted in accordance with Part Three 'Safer Recruitment' of Keeping Children Safe in Education statutory guidance.
- The identity of referees and information relating to disclosures will be verified
- You will be required to provide details of any relevant unspent or spent convictions in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986
- An enhanced Disclosure and Barring Service (DBS) check will be requested. This check will be cross referenced against the Protection of Vulnerable Adults list (PoVA), the Protection of Children Act (PoCA) list and List 99. These lists contain details of people deemed unsuitable to work with children or vulnerable adults. Please note that it is an offence to apply, offer or accept to do any work with children (paid or unpaid) if disqualified from working with children. Applicants will be challenged where inconsistencies exist. Please be aware that a firm offer of appointment will only be made after receipt and verification of all satisfactory checks. Westcountry Schools Trust will carry out these checks and should you fail these checks, our offer of employment will be withdrawn.



