



ST BIRINUS SCHOOL

Requires a

TEACHING ASSISTANT

Start Date: ASAP

Closing Date: Monday 29th April 2024 @ 9am

Hours: Monday-Friday, 9am-3:15pm, term-time only (there is flexibility to the hours)

Salary: Grade 4 (Points 4-5) Pro rata salary: £17,023.15 – 17,307.43

We are seeking to appoint a Teaching Assistant to work with students with special educational needs who has an awareness and understanding of the needs of young people. Previous experience is desirable, but not essential - an ability to assist young people at a critical time in their lives and to assist with progress is more important.

We are hugely proud of our school community. The ethos of an all boys' school is literally written all over the walls of the school and we pride ourselves on creating a vibrant environment in which all boys thrive. Progress measures are very strong and our results are highly impressive within the context of boys' achievement nationally.

St Birinus offers excellent career development opportunities and a highly supportive working environment. If you have the ability to inspire and motivate others, are driven towards the highest standards of Teaching and Learning and are unrelenting in your pursuit of all students having no barriers to what they can achieve, we should be delighted to receive your application.

St Birinus School is judged to be a securely Good school with students meeting the school's high expectations (OFSTED Report February 2020). The OFSTED reports states ...

"St Birinus School is a vibrant and inspiring place for pupils to learn. Pupils are very proud of their school. They feel it is a friendly and welcoming place where they really feel valued."

St Birinus is in the top 5% of all schools nationally for boys' progress which accurately reflects our aspirational expectations and ethos.

JOB DESCRIPTION

Job Title: Teaching Assistant – (Grade 4)

Reporting to: SENDCo and Deputy Inclusion Coordinators

Hours: Monday – Friday 9:00am-3:15pm, term time only (there is flexibility to the hours)

To work under the instruction/guidance of teachers and the SENDCo and/or Deputy Inclusion Coordinators to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom, outside the main teaching area, within Learning Support or, on occasions, in an off-site location. You may be working with a small group or on a 1:1 basis with a student.

SUPPORT FOR PUPILS

- Plan and provide small group or 1:1 support for pupils with specific needs for subjects across the curriculum as well as supporting the development of behaviour for learning.
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Pupil Profiles, Behaviour Plans and Personal Care programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- 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 where needed.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- Provide clerical/admin support e.g. photocopying, typing, filing, administer coursework etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies eg literacy, numeracy, KS3, early years - recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their 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 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.
- 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 if within working hours or, by arrangement, for extra payment or time in lieu.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime,
- 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.

KNOWLEDGE & SKILLS

- Effective use of ICT to support learning,
- Use of other equipment technology – video, photocopier,
- Understanding of relevant policies/codes of practice and awareness of relevant legislation,
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.
- Basic understanding of child development and learning.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- To be familiar with, and to adhere to, relevant parts of the school's Health & Safety policy.
- To undertake such other duties as may be required from time to time as determined by the SENDCo and according to the needs of individual pupils.

General Duties

- To play a full part in the life of the school community by supporting its distinctive aims and values and to encourage students to follow this example
- To actively promote the school's policies and to comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request by the Headteacher to undertake work of a similar level that is not specified in this job description



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APPLICATION PROCESS

Applications should be made by **9am** Monday 29th April 2024
by following this link: <https://mynewterm.com/jobs/138762/EDV-2023-SBS-99333>

We encourage visits to our school in advance of applications. For further information regarding this vacancy, the application process, or to arrange a visit, please contact Mrs Helen Cliff, PA to the Headteacher, by emailing hcliff@St-birinus.oxon.sch.uk or by calling 01235 814444.

If you would like further information regarding Learning Support, please either

- view our website <https://www.st-birinus-school.org.uk/> or
- contact Mrs Fee Foster, SENDCo, by emailing ffoster@st-birinus.oxon.sch.uk

Ridgeway Education Trust is committed to safeguarding, equality and promoting the welfare of children and expects staff working in all its schools to share this commitment. The successful applicant will be subject to satisfactory enhanced DBS, references and pre-employment safeguarding checks. All Leadership roles will require a Section 128 check. To view our Safeguarding policy, please visit our website: <http://www.st-birinus-school.org.uk/1852/sbspolicies>. Please be aware that you will be required to bring your original degree certificate, proof of residence and photographic ID, as applicable, to interview and online searches may be made for shortlisted candidates, as part of due diligence checks.

St Birinus School is a Family Friendly School, committed to supporting our staff so that they can carve out a professional and personal life that is fulfilling and balanced.

Our [RET Staff Charter](#) summarises the commitment we make to all staff who join and work at Ridgeway Education Trust.

We are committed to expressing our values of high quality learning, respectful relationships and an inclusive environment in the day to day experience of staff and students throughout the school.

St Birinus School is an equal opportunities employer.



ST BIRINUS SCHOOL

Address: St Birinus School, Mereland Avenue, Didcot, Oxfordshire, OX11 8AZ

Telephone: 01235 814444 **Website:** www.st-birinus-school.org.uk/

Email: stbirinus@st-birinus.oxon.sch.uk

Headteacher: Mr William Manning **CEO:** Mrs Rachael Warwick

Chair of Governors: Mr Conor Byrne

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