



Red Oak Primary School



The Active Learning Trust
ACTIVE LEARNERS • ACTIVE LEADERS • ACTIVE CITIZENS

SEN
Teaching Assistant

Application Pack



June 2024

Letter from the Headteacher

Thank you for your interest in the post of SEN Teaching Assistant at Red Oak Primary School. At Red Oak our ethos radiates through our school, we have a calm environment rich with inclusion, nurture and aspiration. We aim to ensure our children achieve as well as children throughout Suffolk and nationally. It is our mission to continue to develop learning within our local community, to raise aspirations and enable all learners to fulfil their potential, whilst on the journey to become an Outstanding school.

Red Oak Primary School is part of the Active Learning Trust which means we are a part of a wider network of supportive local schools. There are 19 schools in total over three geographical areas. The North Suffolk Hub of schools (5 local schools in South Lowestoft and 2 in Beccles), Ipswich Hub and Cambridgeshire hubs. Together we engage in regular school-to-school improvement networks, leadership development and CPD opportunities.

Being part of the Active Learning Trust enables our school to work collaboratively, not only with the Trust, to improve the outcomes for all our children, but in partnership with mums, dads and carers and the local community.

The Local Governing Body and the Active Learning Trust share our ambition that every child will transfer from Red Oak having been expertly taught, as well as confident and skilled to maximise the benefits and opportunities offered in their next stage in learning in secondary education.

Once again, thank you for your interest, I wish you every success and I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink that reads "HMadsen".

Heather Madsen
Headteacher

**Job Advertisement -
SEN Teaching Assistant
Red Oak Primary School**

Hours of work: Monday - Friday 08:45- 15:15 (27.5 hours per week) – 38 weeks

Salary: ALT Grade – D

£24,598.00 - £25,183.00 (FTE) £15,287.26 - £15,650.82 (per annum)

Hourly Rate of Pay: £12.75 to £13.05

Required to start in September 2024

We are looking to appoint an SEN Teaching Assistant to work within our school. The right candidate will be excited by the buzz of learning and will also have a strong commitment to ensuring our children have the very best learning provision.

We are looking for a candidate who:

- Is passionate about ensuring all children are supported to do their best
- Has very good numeracy and literacy skills
- Has experience of working with children across the primary curriculum, including children with social, emotional and mental health needs
- Forms positive relationships with children, parents and staff
- Is reflective and always seeking to improve outcomes for children
- Is passionate about making learning irresistible for children
- Can maintain confidentiality and have a high level of professionalism
- Is committed to improve their own practice

We can offer you:

- Wonderful and talented children who want to learn and do their very best
- A child centred ethos which achieves outstanding standards of behaviour for learning, attainment and care
- A professional, welcoming and supportive staff with high expectations
- An excellent working environment
- Commitment to opportunities for training and professional development

Training will be provided where necessary.

All applications are to be submitted via My New Term using the following link:

<https://mynewterm.com/jobs/140573/EDV-2024-ROPS-42998>

Should you require further information please contact the school office:

office@redoakprimary.org

Closing date for applications: 07/07/2024

Interviews: (TBC)

Red Oak Primary School and the Active Learning Trust are committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All appointments will be subject to the taking of satisfactory references and enhanced criminal record clearance in line with the need to create and maintain a safe culture in our recruitment. We only accept applications submitted online via MyNewTerm, our chosen applicant tracking system, and which are completed before the closing deadline. Active Learning Trust reserves the right to interview and appoint prior to the advert closing date. With this in mind, we encourage you to apply as soon as possible.

Our Vision at Red Oak

We believe that all children who join our school deserve the best and our aim is to help them succeed by reaching their potential academically, socially, personally, physically and spiritually. The staff, governors and Active Learning Trust are working to make sure that by the time pupils leave us:

1. They know what it feels like to be good at something & have achieved their very best.
2. They will love learning new things & want to keep on learning more.
3. They will understand just how incredible they are, develop self-belief and have confidence in their abilities.
4. They will have grown healthy and strong and understand how to look after their body including their mind.
5. They will have known friendship and how to get along with other people, including how to solve conflicts.
6. They will feel part of their local community and be proud of Red Oak.
7. They will know how to keep safe, take calculated risks and know where to get support and help when needed.

Our school logo is 'Where Learning is Living', this is at the heart of all we do. We believe our children should gain an interest in a range of subjects and develop their general knowledge. We want all those who become part of our school community, whether a child or an adult, to feel valued, happy, respected and to recognise their role in continuing to make our school 'Outstanding'. This is why we are committed to ensuring we have a school that promotes equality and diversity, addresses unacceptable behaviour or bullying of all kinds, and actively embraces all races, religions, genders, sexual orientation and identity.

Active Learning Trust

The Active Learning Trust brings together experienced and successful practitioners who share a collective belief in the effectiveness of school improvement, the primacy of performance management and the potential of new technology to enhance learning. The Trust has the strong moral purpose of enabling schools to deliver high levels of achievement for all pupils, regardless of socio-economic circumstances, family situation or ethnic background. The Trust will secure and sustain improvement in schools by providing leadership and support through academy sponsorship, by working with governing bodies to strengthen their leadership and strategic delivery and through contracted work with school leaders and their teams.



Red Oak Primary School

JOB DESCRIPTION

POST TITLE: SEN Teaching Assistant

MAIN PURPOSE

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. You will provide vital support to the teacher and contribute to raising standards of achievement for all pupils. Under the direction of the teacher, you will be working with the whole class, a small group, or an individual pupil.

All duties will be carried out within recognised procedures or guidelines and the teacher will be available for support and guidance.

There is no requirement to supervise others, but you may be asked to demonstrate tasks to new colleagues.

DUTIES AND RESPONSIBILITIES

Pupil support:

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Provide learning support to children with significant care needs, or where English is not their first language.
- Support children with significant development needs, e.g. cognitive ability, EBD, learning skills, etc. as directed.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

Curriculum:

- Support the school curriculum, including literacy and numeracy activities.
- Suggest areas where ICT might be used to enrich pupil learning
- Provide targeted support to enhance learning and improve attainment

Teacher support:

- Assist in maintaining class records and contribute to reports on pupil progress and development as directed.

- Monitor and track progress and provide feedback to assist in developing IEPs for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Provide feedback on learning activities and contribute to school review and development planning.
- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

Support for the wider school:

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating school events, e.g. school plays, events.

Signed:

Date:

Name:

PERSON SPECIFICATION

Teaching Assistant

| Essential | Desirable |
|---|---|
| <p>Skills, aptitudes, knowledge and experience</p> <ul style="list-style-type: none"> • Experience of working with children with SEND under the age of 11 in an educational setting • Experience of communicating with a wide range of people from different backgrounds • Experience and evidence of successfully delivering of targeted intervention • Understand how to teach reading and apply systematic phonics accurately • Working knowledge of implementing Individual support for children • Understanding of the issues around safeguarding and behaviour in a school setting • An ability to develop positive relationships with children, valuing their diversity, in order to enhance their learning and social development • To be able to demonstrate effective verbal and written communication skills • Numeracy and literacy skills to effectively support the pupils • The ability to form and maintain good working relationships with teachers, pupils and parents and be able to work in a team | <ul style="list-style-type: none"> • Experience of supporting children with a range of special educational needs • Understanding of the educational welfare and social needs of children • Basic knowledge of ICT to effectively support the pupils (or willingness to train) • A knowledge of some of the emotional, behavioural and social difficulties that may create a barriers to learning • The ability to develop an understanding of the educational, welfare and social needs of pupils • The ability to work with a range of professionals from external agencies • The ability to remain calm in challenging situations and to ask for help when needed. |
| <p>Personal qualities</p> <ul style="list-style-type: none"> • A commitment to uphold the school’s vision, values and staff code of conduct • A commitment to equal opportunities and assisting the school in raising achievement for all its pupils. • A commitment to ensuring whole school policies are applied consistently. • A commitment to attend professional development and your own learning. • Punctuality, patience, reliability and trustworthiness | <ul style="list-style-type: none"> • Confident user of ICT • Bilingual speaker |

| | |
|--|---|
| <p>Ability to Safeguard and promote the welfare of children and young people</p> <ul style="list-style-type: none"> • To be able to follow the Suffolk and Active Learning Trust Code of Practice and the school's Safeguarding policy • To be reliable and trustworthy and be able to use professional judgement when receiving and dealing with sensitive information | |
| <p>Qualifications</p> <ul style="list-style-type: none"> • English and Maths GCSE at Grade A-C or equivalent | <ul style="list-style-type: none"> • 2 A levels or equivalent • NVQ Level 2 or equivalent in a relevant field e.g. Health, social care, early years, working with parents • Degree / further / higher education training |

Name:

Date:

Signed:

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.

Applicants for this public-facing post will need to demonstrate the ability to converse and provide effective help or advice, fluently in spoken and written English

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HINTS AND TIPS

To ensure your application is considered for the role please follow these simple steps:

- Use the person specification to write your application. Consider using the headings and give examples where possible.
- Check for punctuation and grammatical errors
- Ensure your first referee is from your current/most recent employer. (If you are employed within a school, ensure you have listed your Headteacher as your first referee)
- All gaps in employment history must be explained. (This should start from the date you left high school, including the summer holiday)