

Teaching Assistant

Northgate High School



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www.unityeducationtrust.uk

Teaching Assistant
28 hours per week
Term time plus 1 week
Scale D Actual Salary £15,228 to £15,478
(Full Time salary range £23,500 to £23,893)

This represents an outstanding opportunity to make an impact in a successful, forward-thinking school. We take pride in both the welcome we offer the whole community and the standards achieved by our young people. In our recent Ofsted report (May 2023) Northgate High School and Dereham Sixth Form College was graded a 'Good' school in all areas.

An exciting opportunity has arisen for a motivated and nurturing individual to be part of an excellent department within our school, working as a member of a dedicated and experienced team.

You will have a genuine passion for education and helping our pupils. With strong communication and interpersonal skills you will have patience, empathy and the ability to engage with pupils of all abilities.

We are looking for someone who is creative and enthusiastic and who will make a positive contribution to achieving the best outcomes for our pupils. Experience of working with pupils would be an advantage, but is not essential.

Teaching assistants support our pupils in their learning by either working with individuals or groups of students.

In return for the right candidate we are offering:

- a competitive salary in line with MPS and UPR scales;
- all the advantages of a successful academy group;
- being part of an extended network of teachers and leaders who share and exchange ideas and continued professional development opportunities;
- support from creative and innovative colleagues that will ensure your professional practice continues to develop;
- a stimulating and friendly working environment where every member of staff is valued and makes a significant contribution to the school/college;
- training and development opportunities;
- opportunity of additional paid duties;
- the opportunity for the exploration of educational practice through Masters and Doctoral degrees as well as funded research projects as part of Laboratory School accreditation;
- contributory pension scheme;
- private Health Care Plan;
- access to high-quality musculoskeletal physiotherapy provision;
- access to our Employee Assistance helpline for free and confidential advice.

We are proud to be the only University accredited laboratory school in Norfolk. As a Laboratory School we are committed to research-based practice which is strengthened through peer-to-peer learning, ongoing professional development and collaboration with other schools and partners.

If you feel you have the right experience, skills and enthusiasm, and would like to join our highly committed team, then we would very much like to hear from you.

Closing date for applications Monday 1st July 2024 at 9.00am

How to apply

Click on the **Apply Now** button. You can save your application and return to it later. Please ensure you have completed your application before the end date.

No CVs accepted – Please complete an application form if you wish to be considered for this role. Candidates are advised that they may be subject to an online check from information in the public domain.

We aim to be an equal opportunities employer and welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Unity Education Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either Children or Vulnerable Adults. Please be advised that references may be requested prior to interview for roles within our Schools.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore, we recommend you submit your application as early as possible.

We also reserve to right to interview shortlisted candidates ahead of the closing date.

Details available on our website www.northgate.norfolk.sch.uk

Northgate High School, Dereham Sixth Form College and DESA are part of Unity Education Trust (UET) is a Multi-Academy Trust built on developing like minded schools to outstanding and beyond through collaborative working that develops a unity of purpose in all that we do.

[Northgate High School, Dereham Sixth Form College and DESA are a part of Unity Education Trust which is a charitable company limited by guarantee \(Company No. 10591822\) registered in England and Wales at Crown Road, Dereham, Norfolk NR20 4AG](#)

[Chief Executive Officer: Mr Glyn Hambling, B. Ed. \(Hons\), M.Sc., N.P.Q.H](#)



Northgate High School
Job Description and Person Specification

Teaching Assistant

Role and Context

Job Purpose

To provide learning and care support for an individual pupil with special educational needs (SEN) to help work towards the outcomes if they have an education and health care plan (EHCP). This will involve working with the teacher to plan and deliver activities and supporting the pupil with routines, transitions and behaviour management.

Responsibilities

The Teaching Assistant will be directly responsible to the SENCo

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher.

Principal Accountabilities

All duties and responsibilities must be carried out with due regard to the Trust's existing policies such as Child Protection, Health and Safety, Equal Opportunities and Data Protection etc.

Supporting the pupil

- Build a positive relationship with the pupil, promoting high self-esteem, independence and social inclusion
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Assist with the development and delivery of individual education, support and care plans
- Support the pupil with their social, emotional and mental health needs, escalating concerns where appropriate

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase the pupil's achievement
- Contribute to the planning of differentiated learning activities for the individual, delivering activities inside or outside the classroom
- Support the teaching of a broad and balanced curriculum aimed at helping the pupil achieve their full potential in all areas of learning
- Promote, support and facilitate inclusion by encouraging participation of the pupil in learning and extracurricular activities

- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Use ICT skills to advance the pupil's learning
- Through observations, provide regular feedback to teachers on the pupil's progress, attainment and barriers to learning
- Monitor, record and report on progress and attainment
- Read and understand lesson plans shared prior to lessons, if available

Working with staff, parents/carers and relevant professionals

- Share knowledge and understanding of the pupil with other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with other staff members, pupils, and parents and carers
- Keep other professionals accurately informed about performance, progress and any areas of concern
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Professional development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person Specification

This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

	Essential
Qualifications	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths
Experience	<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting • Experience working with children / young people with special educational needs (SEN) • Experience planning and delivering learning activities
Skills/Knowledge	<ul style="list-style-type: none"> › Good literacy and numeracy skills › Good organisational skills › Ability to build effective working relationships with pupils and adults › Skills and expertise in understanding the needs of all pupils › Knowledge of how to help adapt and deliver support to meet individual needs › Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils › Excellent verbal communication skills › Ability to work as part of a team and to be flexible in their approach to daily routines › Active listening skills › The ability to remain calm in stressful situations › Knowledge of guidance and requirements around safeguarding children › Good ICT skills, particularly in using ICT to support learning
Personal qualities	<ul style="list-style-type: none"> › Enjoyment of working with children › Sensitivity and understanding, to help build good relationships with pupils › A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school › Commitment to maintaining confidentiality at all times › Commitment to safeguarding pupil wellbeing and equality › Resilient, positive, forward looking and enthusiastic about making a difference › Capacity to inspire, motivate and challenge children and young people

Northgate High School

Terms and Conditions

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

EQUAL OPPORTUNITIES

UET has a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The gender, marital status, ethnic origin, age, religion or sexual orientation of an applicant or employee does not affect the employment opportunities made available except as permitted by legislation. UET also requires full and fair consideration to be given to people with disabilities in the recruitment process. Applicants declaring a disability who meet the minimum (essential) criteria for the vacancy will be invited for interview.

DISCLOSURE AND BARRING SERVICE CHECK

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