

STRADBROKE HIGH SCHOOL JOB DESCRIPTION

TEACHING ASSISTANT

Line Manager's job title:	SENDCo
Salary:	Points 4 - 6 of the Support Staff Scale FTE £25,185 - £25,989 per annum Pro rata £17,821 - £18,723 per annum, including an allowance for holiday pay
Tenure:	Maternity Cover
Contract type:	Term Time Only
Hours per week:	31.25 Hours

THE POST

Stradbroke High School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 13 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Teaching Assistant.

Stradbroke is an excellent community school with a real family feel. As consistently one of the highest performing schools in the region, Stradbroke combines high academic standards with high levels of pastoral care. We provide a wide ranging co-curricular programme and proudly fulfil SET's vision of providing a world class education locally. We aim to be a centre of excellence for learning and teaching, where all students achieve the highest standards in their education, their personal development, their behaviour and conduct.

Our latest Ofsted inspection in Nov 2023, was ungraded but reported we were "likely to be outstanding" on a graded inspection.

The first three months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for one month. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The professional competencies expected of a Teaching Assistant are:

- The ability to communicate clearly and tactfully using appropriate methods and awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The personal competencies expected of a Teaching Assistant are:

- Engages with pupils appropriately and works with the best interest of the pupils in mind;
- Ability to work with minimum supervision;
- Understands statutory requirements and policies;
- Able to maintain confidentiality appropriately;
- Able to work as part of a team.

The qualifications and experience required of a Teaching Assistant are:

- A minimum of a grade C / 4, or equivalent, in English and Maths GCSE. (all roles except cleaners, catering staff & exam invigilators).
- Previous experience working with children, in a classroom or similar environment is highly desirable.

JOB SPECIFICATION

General Responsibilities

The teaching Assistant under the instruction/guidance of the SENDCo, teaching or other senior staff and within the overall ethos of the school, undertake activities to support individuals or groups of pupils, including more specialized support for those with special educational needs, enable access to learning for pupils and assist the teacher in the management of pupils and the classroom

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- To undertake a range of specific routine tasks to support learning;
- To plan and carry out activities with students which enable them to make progress;

- To assist in class with individuals or small groups;
- As appropriate to support students with physical needs;
- To undertake routine tasks to support the teacher e.g. preparing material, display work;
- To utilise your own subject knowledge to contribute to the school;
- Act as a reader/scribe for students undertaking internal tests and formal examinations;
- To take part in trips and visits as part of the curriculum offer to students;
- To contribute to the moral and spiritual development of each student in line with each school's ethos;
- To support the school in meeting its legal requirements;
- To promote actively the school's corporate policies, including dress code;
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	Term Time only
Hours per week	31.25 hours
Normal working Pattern	Monday to Friday 9:00am to 15:45pm
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
Annual leave entitlement	Annual holiday entitlement for full-time support staff will be 34 days (including bank holidays), rising to 38 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

REMUNERATION

- Points 4 - 6 of the Support Staff Salary Scale
- FTE Salary: £25,185 - £25,989 per annum
- Pro rata salary: £17,821 - £18,723 per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting 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.