

St Hilary School



SEN Teaching Assistant

APPLICATION PACK



**St Hilary School
School Lane
St Hilary
Penzance
TR20 9DR**

Salary: £17,189 FTE

Fixed Term - July 2022

www.st-hilary.cornwall.sch.uk

SEN Teaching Assistant

The pupils, staff and governors of St Hilary School are seeking a SEN Teaching Assistant with enthusiasm, vision and a commitment to encouraging children to be 'the best they can be'. The School community has a great sense of pride in the School and care passionately about its future success.

St Hilary School offers:

- A Headteacher and governing body with a real commitment to doing what is best for our staff, pupils and the community.
- The opportunity to work as part of a well-established, hardworking, dedicated, supportive and friendly team.
- A genuinely warm and caring environment.
- A forward-thinking and positive ethos for all staff, governors and children.
- Children who are hardworking and eager to learn.
- A supportive team of governors who play an active role in the School.

Successful candidates will:

- Have a professional, friendly, flexible and enthusiastic approach to work
- Be enthusiastic, highly committed and versatile.
- Have a genuine commitment to the pastoral care of our children.
- Have excellent interpersonal skills.
- Have a positive attitude to professional development.

An application form and information pack are available via our School website www.st-hilary.cornwall.sch.uk or on request by telephoning the School on 01736 763324.

Leading Edge Academies Partnership is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment

For further information or an application pack, please contact the School Secretary, Mrs Jay Waters:
secretary@st-hilary.cornwall.sch.uk

Closing date for applications: midday on Friday 10 December 2021
Shortlisting: w/c 13 December 2021
Interviews: Thursday 16 December 2021

Notes to Applicant

Dear Applicant,

Application

If you wish to apply, please either email your application to Mrs Jay Waters, School Secretary secretary@st-hilary.cornwall.sch.uk (copies of all the details are available online on our website under the 'Vacancies' section), or post your completed application form to the address below. Where possible, please also provide email addresses for your referees.

In particular, when completing the application form, please show how you meet the selected criteria in the job specification.

Closing Date

Please ensure your application arrives before the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted. All applicants will be responded to.

Interview

Interviews for the post will take place on Thursday 16 December 2021.

St Hilary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

Successful Applicant

St Hilary School is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
Receipt of two satisfactory employer references one of which must be from your current or most recent employer
Satisfactory verification of relevant qualifications
Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.

St Hilary School
School Lane
Penzance
TR20 9DR

Phone: 01736 763324

Web: www.st-hilary.cornwall.co.uk

Job Description

Post Title:	School Secretary
Purpose:	to work in a 1:1 role with a pupil in our school who needs additional support in accessing their learning
Reporting to:	Headteacher/SENCO/Teaching staff
Working time:	16.25 hrs per week 8.55am - 12.30pm Mon - Fri 38.2 weeks per year
Salary/Grade:	£17,189 FTE £6,277 actual
Disclosure level:	Enhanced

MAIN DUTIES

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed annually to reflect the plans, growth and development of the school.

JOB PURPOSE
<ul style="list-style-type: none"> Under the direct instruction of teaching staff to work with small groups of children in our school who need additional support to access their learning.
MAIN DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> To provide for the child's welfare/personal care both individually and in groups and ensure their safety. Promote inclusion, act as a role model, show awareness of individual needs and respond to them. Encourage child interaction and engagement with teacher led activities. Prepare and routinely maintain classroom materials/resources/displays, assist children in their use, clear afterwards and display children's work. Support and supervise children in lessons in relation to local and national learning strategies e.g. literacy, numeracy and key stage 1 tasks and using basic ICT to promote learning. Support the teacher in managing behaviour, report difficulties as appropriate. Undertake child record keeping, gather and report information from and to parents/carers as required. Provide clerical and administrative support where appropriate e.g. photocopying, typing, filing, collecting money etc. Actively support the schools equal opportunity policies and ensure that all pupils have an equal access to opportunities to learn and develop. Assist with the supervision of children out of lesson times and accompany school trips and other out of school activities with the teacher as required.
SAFEGUARDING
<ul style="list-style-type: none"> To be aware of and adhere to the school's child protection policy and procedures, and to report any concerns under such procedures which may be observed during the course of duty. To complete statutory safeguard training.
OTHER
<ul style="list-style-type: none"> To have professional regard for the ethos, policies and practices of the school in which you work, and maintain high standards in your own attendance and punctuality. Be aware of and take part in the schools performance management framework and participate in training and development activities as required. Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend relevant meetings as required. To undertake any other duties appropriate to the post as required.

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation and the job description will be reviewed annually as part of the Performance Management process.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	RECRUITING METHOD
Education and Training	GCSE's or equivalent to include Maths & English at a C grade or above	A relevant qualification in Childcare and/or in Education	Application
Skills and Experience	Previous experience of working as a teaching assistant within a primary school setting	Previous experience of working with SEN children and autism	Application/Interview/
Knowledge and Understanding	<p>The needs of young children</p> <p>Child development and the ways in which children learn</p> <p>The roles played by various adults in a child's education</p> <p>Behaviour management strategies</p> <p>Equal opportunities</p> <p>Safeguarding</p>		Application/Interview/
Specialist Skills	<p>Help professional staff to achieve their objectives</p> <p>Assist children on an individual basis, in small group and whole class work</p> <p>Explain tasks simply and clearly and foster independence</p> <p>Supervise children, and adhere to defined behaviour management policies</p> <p>Accept and respond to authority and supervision</p> <p>Work with guidance, but under limited supervision</p>	<p>Monitor, record and make basic assessments about individual progress</p> <p>Suggest alternative ways of helping children if they are unable to understand</p> <p>Describe, in simple terms, the process of behaviour management with children</p> <p>Identify gaps in their own experience that they need help in filling</p> <p>Demonstrate the ability to learn and adapt from past experience</p>	Application/Interview

	<p>Liaise and communicate effectively with others</p> <p>Demonstrate good organisational skills</p> <p>Reflect on and develop professional practice</p> <p>Display work effectively, and make and maintain basic teaching resources</p>		
Behaviours and Values	<p>A professional, friendly, flexible and enthusiastic approach to work</p> <p>A positive “can do” attitude that seeks solutions to a problem</p> <p>Enjoys working with children</p> <p>To be discreet and act in a confidential manner</p> <p>Ability to work on own initiative and within a team</p>		Interview