

Teaching and Learning Assistant - SEND Fixed Term Candidate Information Pack



Small enough to care, big enough to deliver a positive impact

Executive Headteacher's welcome

Thank you for your interest in this opportunity to join Seaton Valley Federation as a **Teaching and Learning Assistant - SEND** across Astley Community High School and Whytrig Middle School. You will initially be deployed to work with students at Whytrig Middle School, for a fixed term period to 31 August 2020. This candidate information pack will tell you much more about our schools and the role.

This is a great opportunity to join a team of Teaching and Learning Assistants that support students with special educational needs and/or disabilities across both of the schools.

Astley Community High School and Whytrig Middle School, which are co-located in Elsdon Avenue in Seaton Delaval, form the Seaton Valley Federation of Schools together with Seaton Sluice Middle School. The three schools share a single governing body.

We are about to embark on an exciting new chapter. Northumberland County Council has recently announced plans for a multi-million pound investment to create a brand new building for our schools, providing much improved facilities for our students.

Our staff are very focused on ensuring students achieve their best without losing sight of those individual needs. We are always keen to learn from other professionals and have developed an excellent relationship with other schools across the north-east to ensure our staff have access to a strong Continuous Professional Development programme. Building up the skills and capacity of support staff is also a key priority

I am immensely proud to be Executive Headteacher of all three schools. We strive for excellence in the education we provide for our students and are a focal point for the local community. I strongly believe that the relatively small size of all three schools provides a great environment in which to know our young people well, so that we are able to understand and respond to each individual's needs and enable them to succeed.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the post then please contact Ben Watson, Business Manager on **0191 2371505** ext 205.



John Barnes
Executive Headteacher – Seaton Valley Federation of Schools

Our ethos and values

We have three main themes to our ethos:

- 1. To be a school that knows each child really well both academically and pastorally as a complete young person.**
- 2. Everyone within the school is treated with respect and we expect that respect to be mutual.**
- 3. We expect and strive for everyone associated with the school to be as good as they possibly can in all areas of school life. We do not accept not trying and we are never ashamed of doing well and being proud of doing well.**

Our schools are small enough to care but big enough to deliver a positive impact.



All three schools in the Seaton Valley Federation share a set of core values. We expect that all members of our school community will:

- develop their self-knowledge, self-esteem and self-confidence
- respect the laws of England and will know right from wrong and ensure their actions reflect this
- accept responsibility for their behaviour
- show initiative and contribute in a positive way to the school community, the local community and society in general
- show respect for each other and all other people
- show tolerance and respect for different cultures and traditions and will never act in such a way that these cultures or traditions are abused or attacked
- show respect for the rule of democracy and respect for the democratic principles of England.

About our schools

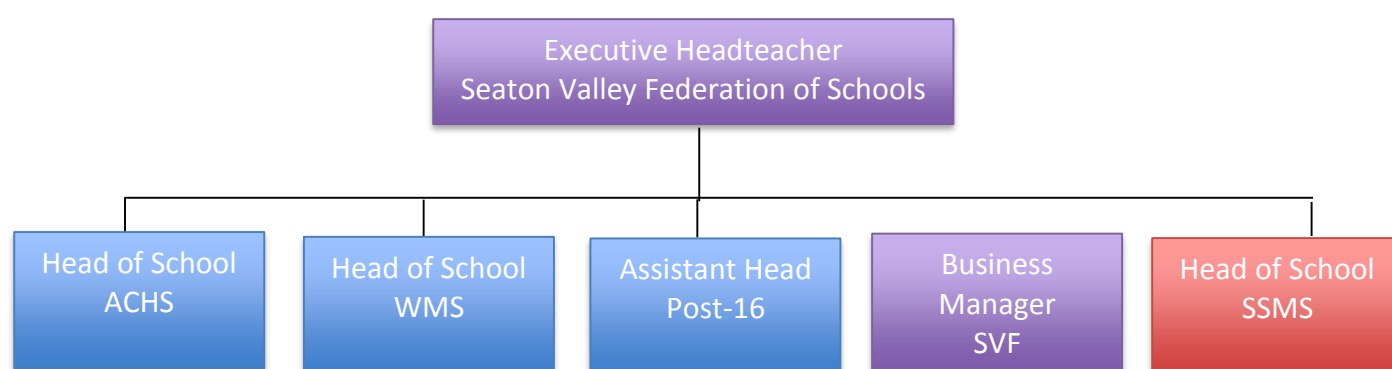
School	Age range	Total number of pupils	Number in sixth form
Astley Community High School	13-18	532	166
Seaton Sluice Middle School	9-13	326	N/A
Whytrig Middle School	9-13	229	N/A

About our performance

School	Overall effectiveness	Last Ofsted inspection
Astley Community High School	Good	January 2016
Whytrig Middle School	Requires Improvement	June 2018
Seaton Sluice Middle School	Good	February 2018

You can read the full Ofsted inspection reports for each school at:
<https://reports.ofsted.gov.uk>

About our structure



About the Inclusion Team

Over the next few pages you will find the advert, job description and person specification for the post of Teaching and Learning Assistant but we know that you will want to know more about the Inclusion Team.

Across Astley Community High School and Whytrig Middle School we have a very experienced and dedicated team of Teaching and Learning Assistants, who work closely with all staff to ensure the best outcomes for our more vulnerable and less able students. The team is co-ordinated on a day to day basis by an experienced SEND Support Officer, and managed by the School's SENDCo.

We have excellent facilities in both schools in terms of SEND teaching and intervention rooms, and an extensive range of intervention programmes to cater for the individual needs of our SEND students. The team has a regular time slot one evening per week where professional development takes place in the form of training sessions, team meetings or individual planning / work time in order to constantly improve the service we provide for the young people in our care.



John Barnes, Executive Headteacher



Seaton Valley Federation of Schools

Elsdon Avenue
Seaton Delaval
Tyne and Wear
NE25 0BP
0191 237 1505

Teaching and Learning Assistant - SEND Fixed Term to 31 August 2020

28.35 hours per week, term time plus one training day
Band 4: £19,554 to £21,166 per annum, pro rata

Small enough to care, big enough to make a positive impact

This is an exciting opportunity to join our federation of three schools delivering a seamless education to 9-18 year olds throughout Seaton Valley in south-east Northumberland.

Effective support for students with special educational needs and/or disabilities is a key priority across the Seaton Valley Federation of Schools in order to help all students to achieve their full potential. This role is within a team of Teaching and Learning Assistants who work across both Astley Community High School and Whytrig Middle School. Working under the direction of the SENDCo at Whytrig Middle School, you will be engaged jointly by both schools, however it is expected that you will be deployed to work in Whytrig Middle School with named pupils.

With a track record of support students to achieve their targets and knowledge of strategies, you will ideally also have 5 A*-C grades at GCSE level (or equivalent) including English and Maths and hold a NVQ Level 3 Teaching Assistant or Special Needs Support qualification. You will also need to be able to form effective relationships with students, staff, parents and fellow professionals.

The working hours for the post are 28.35 per week working Monday to Friday 8.55am to 3.30pm with a 20 minute lunch break, term time plus 1 day.

This post is fixed term for one year, until 31 August 2020, although it may be extended beyond that date.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying? A completed application form and criminal records declaration form must be submitted by **12 noon on Tuesday 27 August 2019** by email to svfjobs@svlp.org.uk. It is expected that shortlisting will take place on Monday 2 September 2019 and the assessment process for shortlisted candidates will take place on Monday 9 September.

Further information about all of our current vacancies is available at <http://www.svf.org.uk/vacancies>

Northumberland County Council
JOB DESCRIPTION

Post Title: Teaching and Learning Assistant - SEND	Director/Service/Sector: Children's Services		Office Use
Band: 4	Workplace: Astley Community High School and Whytrig Middle School		JE ref: S1281 HRMS ref:
Responsible to: Assistant Headteacher - Inclusion	Date: December 2015	Manager Level:	
Job Purpose: To work under an agreed system of supervision and take the lead role within the school to address the needs of pupils who need particular help to overcome barriers to learning.			
Resources	Staff	Some mentoring of Junior LSAs	
	Finance	Not Applicable	
	Physical	Shared responsibility for (remove classroom) equipment and materials.	
	Clients	Specific School students.	
Duties and key result areas:			
Support for Pupils			
<div>1. Use specialist skills, training, or experience to support students' learning.</div> <div>2. Assist with the development and implementation of Pupil Profiles and Intervention and Support Plans.</div> <div>3. Provide pastoral support for students.</div> <div>4. Receive and supervise students excluded from, or otherwise not working to, a normal timetable and differentiate the work set for them to do during this time appropriately.</div> <div>5. Establish productive relationships with students, acting as a role model and responding to the needs of each individual child, acting as a role model and setting high expectations.</div> <div>6. To actively promote inclusive practice within the classroom setting and indeed the whole school environment to ensure acceptance of all children.</div> <div>7. Encourage students to interact with one another appropriately and support their emotional well-being in doing so.</div> <div>8. Support students consistently whilst recognising and responding, according to their individual plans, to their individual needs.</div> <div>9. To have challenging expectations that encourages children to act independently and build self esteem.</div> <div>10. Provide feedback to students in relation to progress, achievement and attendance.</div> <div>11. Attend to students' personal needs and provide advice to assist in their social, health and hygiene development.</div> <div>12. Provide support for students with specific special educational needs such as ASD/Aspergers and Attachment.</div>			

Support for the Teacher

1. Manage liaison with relevant feeder schools and other relevant bodies to gather student information
2. Where necessary, independently, plan challenging teaching and learning objectives and evaluate and adjust learning plans as appropriate.
3. Monitor and evaluate students' responses to learning activities through observation and (remove – planned) recording of achievement against agreed, predetermined, learning objectives.
4. Provide the teacher with accurate and objective feedback on student progress and other matters, ensuring the availability of supporting evidence.
5. Manage the maintenance of students' records and accurately record achievement.
6. Support the teacher in the management of pupil behaviour.
7. Establish constructive relationships with parents and carers and provide feedback to parents regularly via meetings and telephone calls.
8. Assist in the development, implementation and monitoring of systems relating to student attendance and reintegration.
9. Provide administrative support to teacher in the preparation of reports on students with specific special educational needs including:
 - ☐ Dealing with correspondence
 - ☐ Analysis of attendance data
 - ☐ Compilation of data
 - ☐ Making telephone calls

Support for the Curriculum

1. Independently implement learning activities to students within an agreed framework of supervision, adjusting activities to meet student needs
2. Help students access learning activities through specialist support.
3. Advise on appropriate deployment and use of specialist equipment or resources

Support for the School

1. Comply with all school policies relating to:
 - ☐ Health and Safety
 - ☐ Equal Opportunities
 - ☐ Child Protection
 - ☐ Confidentiality and data protection.
2. Work in such as to promote the ethos and vision of the school.
3. Participate in training and development for the whole school but also specifically that relevant to the needs of specific students, and activities that contribute to the management of performance.

4. Assist with the management of students outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the Assistant Headteacher – Inclusion or any other member of the school's Leadership Team.
5. Attend relevant meetings with different agencies who support the school and specific students.
6. Assist in the development multi agency contacts to support the learning and development of children.
7. To undertake other duties and responsibilities as required commensurate with the grade of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Ability to attend multi-agency working.
Working patterns:	
Working conditions:	Normally indoors.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Teaching Assistant - SEND		Director/Service/Sector: ACHS/WMS	Ref: S1281
Essential	Desirable		Assess by
Knowledge and Qualifications			
Very good numeracy and literacy skills	First Aid Certificate or equivalent	(a), (i)	
NVQ 3 for Teaching Assistants or equivalent qualifications	ELSA qualification	(t)	
Participated in training related to various national strategies e.g. literacy and numeracy			
Experience			
Working with children of the relevant age	Supervising small groups of children	(a), (i)	
Basic clerical skills	Counselling		
Working with children with additional needs			
Skills and competencies			
Effective ICT skills and 3 years experience of using ICT in a learning environment	NVQ 2 ICT Qualification	(a), (r)	
Ability to use other types of learning technology:		(i)	
<ul style="list-style-type: none">PhotocopyingWhiteboardsCD ROM			

<ul style="list-style-type: none"> • Video <p>Understanding of codes of practice and recent relevant education;</p> <p>Good understanding of the principles of child development and the learning process</p> <p>Can work as a member of a team, understanding their role in the classroom and associated responsibilities.</p>		
Physical, mental and emotional demands		
<p>Able to use a range of strategies to manage own emotions in working with children from a range of backgrounds and with specific learning, emotional and behavioural needs.</p>		
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

Working in the Seaton Valley Federation of Schools

We always look to strengthen our highly dedicated team of staff with people who have high expectations of students and themselves, can work cooperatively and make a positive contribution to the life of the school. In return we can offer:

- opportunities for continuing professional development
- membership of the Teachers' Pension Scheme (for teachers and tutors) or the Local Government Pension Scheme (for support staff), which the school also contributes to on your behalf
- 25 days' annual leave for support staff who work full year, rising to 30 days after 5 years' local government service
- good transport connections from the A1 and A19 for easy access to Seaton Delaval and Seaton Sluice
- ample staff car parking
- shared premises with Active Northumberland's Seaton Valley Library and Northumberland County Council's Customer Services.

Living and working in Northumberland

If you are new to the area, we can assure you that south east Northumberland is a great place to live and work. Seaton Delaval has its own National Trust property, Seaton Delaval Hall, and Seaton Sluice overlooks the coast with its beautiful sandy beaches. It is only a short drive from the Seaton Valley area to enjoy the spectacular scenery of the Cheviot and Simonside Hills and the Northumberland National Park beyond. We are also conveniently located within ten miles of both Newcastle City Centre and Newcastle Airport.



Take a look at www.visitnorthumberland.com for more information.

Our commitment to professional development

We are committed to the continuing professional development of all of our staff.

- There is a weekly session for teachers to undertake Continuing Professional Development focused on teaching and learning. These sessions are led by internal and external providers and we expect all teachers to contribute to these sessions so that we can share and build upon good practice and innovative ideas.
- We hold joint training days for the three schools in the Seaton Valley Federation to facilitate an integrated approach across all phases and stages.
- Staff are given the opportunity to work in other schools at specific times of the school year to develop their skills and knowledge of other key stages.
- We provide opportunities for teaching staff to observe at least one other colleague of their choosing during the school year to support staff to reflect on their own practice.
- North-east teaching schools and Durham County Council provide a range of CPD opportunities so that we can learn from, and develop our professional practice with, other professionals.
- Opportunities to attend local and regional networks are encouraged.
- Each member of staff has a CPD plan to address areas for development identified through the annual appraisal process and we support staff to develop their skills and knowledge.
- There are many examples of how we have enabled teaching and support staff to undertake courses of further study either through financial assistance or time off.

Our commitment to equal opportunities

We seek to employ a workforce which reflects the diversity of the communities we serve. We understand and value the added contribution that individuals can make when we recognise and embrace individual differences in age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Our recruitment and selection process is designed to be fair and avoid discrimination. Our Equality and Diversity in Employment Policy is available from:

<https://www.svf.org.uk/our-federation/policies>

Our commitment to safeguarding children and young people

Keeping our children and young people safe and secure is crucially important. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

It is important during the recruitment process that we ensure candidates support this commitment. We will ask all applicants to tell us in confidence about any criminal convictions they have and the successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS). This does not mean that you cannot work here if you have a criminal conviction as we will take into account factors such as the age of the conviction, its relevance to the job and any mitigating factors before making a decision.

However we are aware that not everyone who is a risk to children will have a criminal conviction and therefore you should expect at interview that we will explore any gaps in your employment record, your motivations for working with children and young people and your ability to keep them safe from harm. We will also check this information in any references we receive, one of which must be from your current or last employer.

How to apply

Please read the job description/person specification for the post and the guidance notes carefully before completing an application form.

Your completed application form including the names and contact details of two referees and your criminal record declaration form must be **e-mailed** by **12 noon** on **Tuesday 27 August 2019** to: svfjobs@svlp.org.uk. **Please ensure the subject/title of your e-mail is Teaching and Learning Assistant - SEND.** In exceptional cases we will accept applications by post however please contact us to discuss this in advance. Please note that we do not accept CVs.

Contact us

Address: Seaton Valley Federation of Schools, c/o Elsdon Avenue, Seaton Delaval
NE25 0BP Telephone: 0191 2371505
Website: <https://www.svf.org.uk>