

GENERAL TEACHING ASSISTANT

RICHMOND SCHOOL

Application Pack



Richmond School & Sixth Form College

Being the best we can be

July 2021

Dear Colleague

Thank you for your interest in joining our team at Richmond School and Sixth Form College. This is an exciting time in terms of our development and a fantastic opportunity for a keen and talented teaching assistant to help shape our future.

Richmond School and Sixth Form College is an exciting, forward- thinking, inclusive and caring place to work and study.

On visiting, there's an immediate sense that it is more than just a school, it is a community within a community and students, visitors, parents and staff often comment on the special 'buzz' they feel when they are here. It's hard to pinpoint, but it's a combination of many factors that unite to make this such a special place. Dedicated staff, fabulous facilities, a wonderful heritage, a sense of belonging and incredible students all combine to make the school the exceptional place that it is. Our broad, rich curriculum and extra-curricular provision mean there is a genuine culture of constant improvement and going over and above for the students we teach and anybody appointed to this role would need to be of a similar mindset.

Students work hard to demonstrate and develop the school's six values - Creativity, Excellence, Independence, Resilience, Respect and Teamwork. Our values are integral to each child's education, both academically and in extra-curricular activities and they underpin everything we do. We encourage our students to apply these values every day. As a result of a positive culture and the rigorous application of our policies, students learn well and behave well. There is a calm atmosphere in the school and students tell us they feel safe and well supported.

I do hope the above inspires you to apply for the post being advertised.

I look forward to reading your application and to welcoming a creative and dynamic colleague to Richmond School. If you would like to know more about the school, please visit our website richmondschool.net and our short video <https://www.richmondschool.net/about-us/transition/> which will give you a flavour of the school. If you have any questions about the role then please contact admin@richmondschool.net and they will guide your query to the most appropriate person.

Yours sincerely

A handwritten signature in black ink that reads "J Potter".

Jenna Potter
Headteacher

Job Description for:	General Teaching Assistant
Grade:	Grade C (point 2-4) £13,058 - £13,586
Contract:	Initially 1 year fixed term contract, term time only + training days
Hours:	31.25 hours per week
Responsible to:	SENCO
Required:	September 2021

Job purpose: To work under the direction of the class teacher or other appropriate staff in order to support teaching and learning by working with individuals or small groups of students.

Accountabilities / Main responsibilities:

Effective communication and engagement with children, young people, their families and carers:

- Under the general direction of the class teacher take part in establishing constructive relationships with children, parents/carers and with other agencies/professionals.
- Communicate effectively with all children, young people, families and carers.
- Provide support and encouragement to children and young people.
- Know that communication is a two way process.

Child and young person development:

- Support the learning process under the direction of the teacher or appropriate staff member.
- Provide, with appropriate guidance and supervision, educational, emotional and physical support to students.
- Observe a child or young person's behaviour, understand its context, and notice any unexpected changes.
- Know how to interact with children in ways that support the development of their ability to think and learn.

Safeguarding and promoting the welfare of the child:

- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, raising concerns as appropriate.

Supporting transitions:

- Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.
- Understand your own role and its limits, and the importance of providing care or support.

Multi-agency working:

- Know the value and expertise you bring to a team and that brought by your colleagues.
- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children, young people and families.

Sharing information/ Confidentiality:

- Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.
- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
- Understand the importance of sharing information, how it can help and the dangers of not doing so.
- Be aware of own (and others') professional boundaries.
- Know that [Every Child Matters](#) provides further information about children, young people and families services and practice.
- Attend staff meetings, training days and management team meetings by agreement with the Headteacher
- Ensure that confidentiality and discretion is maintained at all times when dealing with school

Administration/other:

- Prepare materials and undertake minor clerical duties.
- Participate in the School's performance management scheme.
- Supervise pupils sitting internal and external examinations as required, ensuring that examinations comply with the Examination Board Regulations.
- Participate in training and other learning activities and performance development as required.
- Facilitate exam access arrangements, under the general discretion of the SENCO and Exams Officer and complying with JCQ regulations.

Health & Safety:

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Equalities:

- Ensure services are delivered in accordance with the aims of the Equality Policy Statement.
- Develop own understanding of equality issues.

Data Protection:

- Comply with the Trust's policies and supporting documentation in relation to Information Governance. This includes Data Protection, Information Security and Confidentiality.

Training and Development:

- To attend meetings as required and to participate in any development opportunities and training events relevant to the post holder's duties. To participate in the School's performance management programme.

Areté Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to satisfactory completion of all pre-employment checks including an enhanced DBS

PERSON SPECIFICATION

Qualities and Attributes	
Qualifications & Training	
ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> Childcare Qualification at Level 2 (or equivalent).
Experience	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Experience appropriate to working with children in an education setting. 	
Knowledge and Skills	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, children, young people, their families and carers. 	<ul style="list-style-type: none"> Good understanding of child development and learning processes. Behaviour management.
Personal qualities	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Demonstrable interpersonal skills. Ability to work successfully in a team Confidentiality 	
Other requirements	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> To be committed to the School's policies and ethos. To be committed to continuing Professional Development Motivation to work with children and young people. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Emotional resilience to respond appropriately to challenging behaviours/attitudes, should the need arise. 	

APPLYING FOR A JOB WITH ARETÉ LEARNING TRUST IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

Rehabilitation of Offenders

If the post you are applying for requires you to have a Disclosure and Barring Service (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

Canvassing

You must not try to influence any staff members, governors or directors of Areté Learning Trust to act in your favour, as this will disqualify you. If you are related to a trust member, director, employee or governor you must indicate this in the relevant section of the application form.

How to apply

Please forward your completed application form to recruitment@aretelearningtrust.org stating the title of the post you are applying for in the subject box.

The closing date for receipt of applications is 9.00am on Friday 13 August 2021 with interviews taking place the following week.