The GALLERY TRUST

A community of special schools

Mabel Prichard SCHOOL

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Teaching Assistant
Candidate Information Pack
2023



Thank you for your interest in the post of Teaching Assistant at Mabel Prichard School.

We are a community special school for children and young people with complex needs from the ages of 2 to 19.

At Mabel Prichard School, we believe in enabling every student to discover who they are and to realise their full potential. Our curriculum offers a broad range of opportunities to face challenge; develop independence; prepare for adulthood; discover the world around them; be safe and develop the skills and knowledge to lead a happy, positive and fulfilled life.

Through our strong caring ethos, we support students to respect their whole community, regardless of background, race, gender, faith and disability and to celebrate diversity, so they are able to develop skills of empathy and tolerance in their life ahead.

We believe education plays a pivotal role in developing as individuals, alongside the vital input from families and other professionals whom we enjoy working closely with. The purpose of the school is to create opportunities through education for each student to value themselves and each other; develop confidence; communicate their thoughts and ideas and to enjoy discovering their strengths to take forward in their life ahead.

Mabel Prichard School is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county. With six academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

Please visit our website to find out more about the school. If you would like to visit the school to find out more about this exceptional opportunity before you submit your application, you will be most welcome. Our staff and students will be delighted to meet you.

Thank you again for your interest and we look forward to hearing from you.

Lucy Wawrzyniak
Executive Headteacher

Teaching Assistant
Grade 6
Actual Salary £15484.57 - £16960.49 per annum
(FTE Salary £22777 - £24948 per annum)
30 hours per week, 38 weeks per year, term time only
To start as soon as possible

A Teaching Assistant role at Mabel Prichard School is rewarding, exciting and challenging.

We have high aspirations and expectations for all of our pupils and in turn this leads to high expectations of our staff. Teaching Assistants at Mabel Prichard School aid the delivery of creative learning that motivates our pupils and supports them to achieve.

All aspects of the role and responsibilities are focused on having an impact on the children and young adults at our school. This involves setting appropriate boundaries for children, supporting with their education and care and liaising with families to get the best possible outcomes.

Some examples of our expectations include:

- Supporting Teachers to deliver highly personalised inclusive lessons
- Having, or willingness to develop, a good understanding of our school curriculum
- Working closely with other professionals and families
- Supporting the creation of a climate for success for pupils with special educational needs and disabilities to learn and develop
- Promoting high standards in your class team
- A resilient and instinctive approach in meeting our pupils' needs

If you share our passion for making a real difference to the lives of children and young people with special needs this could be a great role for you. Previous special school experience is not necessary, but it is essential you fully share our values, which can be found on our website.

Benefits of working at Mabel Prichard School, part of The Gallery Trust

Career Progression

- Be a key member of a friendly and supportive staff team who are dedicated to achieving the best for every one of our pupils
- Participate in high quality professional development opportunities which are tailored to your needs and to your career aspirations
- Develop your career in The Gallery Trust, an expanding and successful organisation which offers opportunities for progression, secondments and collaborative working with colleagues across our schools

Financial

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Perkbox membership
- Access to LGPS pension linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work

Wellbeing

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- A culture which is open to employee ideas and encourages open dialogue

- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- The opportunity to work in a new, purpose-built school building, which offers an exciting environment in which to teach and learn, located just a short drive from Oxford's ring road
- On-site catering

Application Process

To apply for this post, please email recruitment@mabelprichard.org. You can also download an application form and job pack from our website https://mabelprichard.org or from The Gallery Trust website www.thegallerytrust.co.uk

Please submit your application form by **Friday 13th October at 12 noon** to recruitment@mabelprichard.org or by post. Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.

The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.

- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for pupils and staff, and specialist working environments and resources.

- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.

- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. There are currently six special academies in the Trust located throughout Oxfordshire, with an additional academy opening in January 2024, and a further academy scheduled to open in 2026. The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, and providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.

At Mabel Prichard School students learn in one of our three pathway groups of either pre-formal, informal or semi-formal learners, although some class groups are a mixture of two as this makes the best dynamic for the students.

The school uses the Equals curriculum as a base for learning and adapts aspects of this as necessary for each cohort of learners we have. Details of this can be found on the school's website. This curriculum, which is underpinned by detailed assessment processes, guides the learning for all students. The school has excellent links with community partners and its strong focus on pathways to adulthood supports students onto further education and into employment.

The committed team at Mabel Prichard School includes class teachers, teaching assistants, lunchtime supervisors, care assistants, school business manager and admin team, caretaker and cleaning team and safeguarding leads.

The school recognises its success is based on successful partnerships. Most importantly, the school works closely with parents and understands that they know their child best. The wider multi-professional team at Mabel Prichard includes a Special School Nurse, Speech and Language Therapist, Occupational Therapist and Physiotherapist. The school also hosts health clinics through the special school nurse provision.



Teaching Assistant
Job Description

Introduction

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher, or other Senior Manager if appropriate, will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually, and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at work policy and Dignity at work policy.

Job Purpose

To assist and support the Head Teacher and teaching staff in providing high standards of teaching and learning across the curriculum and to promote the academy's vision and ethos.

Key Responsibilities:

Aim: To support the class teacher in teaching and learning.

The successful candidate will be expected to:

- Provide the student with the necessary help and support required to:
    - access the curriculum
    - manage learning and behaviour
    - to participate in classroom and school activities
- Provide pastoral, social and personal care for the child, including intimate care and medical care with training
- Provide supervision and care during break times, including lunch
- Support the integration of the child to a mainstream school where relevant
- Meet, plan and prepare activities for students with teachers and other agencies
- Attend training to develop an understanding of the needs of the child and your role in relation to these
- Attend a weekly class team meeting and any required inset days
- Provide feedback to the teacher on an individual or small group's progress
- Adhere to the school's policies including the equal opportunities policy, staff absence policy, safeguarding and child protection policy, staff code of conduct and health and safety policy
- Commit to on-going professional development in order to achieve the best outcomes for our learners
- To be a role-model to our pupils
- Commit to safeguarding children in line with the Oxfordshire County Council Child Protection and Safeguarding Children policy
- To be aware of and comply with Health and Safety legislation and policies of the school
- Adhere to the staff code of conduct at all times

In addition:

- Assist classroom teachers as directed/necessary, including taking small groups of children out of class for help with their work, or helping children *in* the classroom alongside the teacher
- In line with the school's Educational Visits policy, support with off-site learning including swimming, sporting events, shopping, the allotment and Forest School.
- Help the teacher with simple practical and administrative tasks

The above **list** of **job duties** is **not** exclusive or **exhaustive** and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Selection Criteria
Teaching Assistant, Mabel Prichard School

	Essential	Desirable
Professional Qualifications	Level 2 (GCSE or equivalent) in Maths and English or suitable equivalent experience	NVQ 2 for Teaching Assistants or equivalent A Levels A degree A qualification in education
Experience		Previous experience working in a school environment Previous experience working with SEN, ASD, SLD and PMLD.
Professional Knowledge & Skills	Understanding of child development and learning Ability to self-evaluate learning needs and actively seek learning opportunities Training in relevant learning strategies e.g. literacy, numeracy, communication approaches etc or willingness to learn Specialist skills/training in curriculum or learning area e.g. sign language, PECs or a willingness to learn Ability to work flexibly, throughout the whole school, meeting the needs of pupils in a range of contexts Willingness and ability to undertake physical management of pupils, following appropriate training Willingness to undertake First Aid training and to attend to the medical, first aid and personal needs of pupils. Ability to take an active role in the support of PE lessons Effective use of ICT to support learning Good understanding of child development and learning processes Desire to constantly improve own practice/knowledge through self-evaluation and learning from others Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these A commitment to safeguarding and health and safety legislation A commitment to following all school policies A commitment to upholding the school's vision and values Ability to turn up for work regularly and on time.	Experience of working with or caring for children of relevant age Team Teach trained Understanding of relevant policies/codes of practice and awareness of relevant legislation General understanding of National Curriculum First aid trained
Personal Skills and Qualities	An understanding of or willingness to learn about the barriers to learning faced by students with complex needs	Full driving license Able to drive a minibus or willingness to learn