

Iffley Academy



Teaching Assistant
Candidate Information
Pack

March 2018



Teaching Assistants

**Grade 6: £18,070 to £20,138 pro rata per annum:
actual annual salary £12,202 to £13,599
30 hours a week, termtime only (38 weeks a year)**

To start as soon as possible

The Iffley Academy is Oxfordshire's largest special school, and we are seeking enthusiastic and motivated staff to join our thriving and vibrant community at an exciting time in our development.

Judged as Outstanding by Ofsted in 2015, our school community is unique in many ways. Our students have a range of Special Educational Needs, including Cognition and Learning Needs, Autistic Spectrum Disorder and Social, Emotional and Mental Health Needs. We make respectful relationships with our students through our understanding of their special educational needs, our commitment to restorative approaches, and by providing outstanding teaching and pastoral care. We are a warm and caring community, dedicated to equipping pupils with the skills and knowledge they need to live independent lives. We offer individual learning pathways, vocational opportunities, and specialist therapies and interventions.

If you share our passion for making a real difference to the lives of children and young people with special needs, this could be the opportunity you are looking for. In return for your contribution to our team, you will work in an environment, which is innovative and well resourced, and in a role which is rewarding and fulfilling. We will provide you with induction and training, and the opportunity to join the Local Government Pension Scheme, one of the largest public sector pension schemes in the UK. This is an exciting time to join our team as we embark on the planning of our fantastic new school rebuild on our site in Iffley. We are expanding our Trust, providing excellent opportunities for staff and pupils alike, by opening a new free special school in North Oxfordshire in 2020.

If you would like to know more about us, and the role of Teaching Assistant before you submit an application, please get in touch to arrange a tour of the school.

Application process

To apply for this post, please email recruitment@iffleyacademy.co.uk or telephone 01865 747606 to request an application form and a job pack. You can also download an application form and job pack from our website <http://www.iffleyacademy.co.uk/index.php/ahome/vacancies/current-vacancies.html>.

Please submit your application form by 5pm on Sunday 15th April to recruitment@iffleyacademy.co.uk 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 Iffley Academy is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check, Occupational Health check and a probationary period of 6 months. The Iffley Academy is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.



Head Teacher's welcome

Thank you for your interest in the role of Teaching Assistant at our academy. As a successful and thriving academy, we can offer you an exciting opportunity to join us at a time of growth and development.

We seek excellent Teaching Assistants, who can contribute a range of skills and qualities to our supportive and energetic staff team.

The Iffley Academy is a special place to work. We are an expanding community Special Academy for children and young people, up to the age of 18. We employ approximately 60 staff, and have 150 pupils currently on roll. All pupils have Statements of Special Educational Needs or Education Health and Care Plans.

The Iffley Academy supports the social, emotional and academic growth of students through the delivery of an appropriate curriculum by experienced and skilled staff. We meet the needs of this diverse community of learners with specific and individual learning, and bespoke learning pathways with developmental achievement benchmarks for each and every child. All students have full access to an age-appropriate curriculum, which is enhanced by additional specialist therapies and interventions that focus on the specific needs of students. The majority of students leave with some form of accreditation. A strong emphasis is placed on the attainment of independence skills, and pupils are encouraged to develop abilities which will stand them in good stead throughout their lives within their chosen communities. Please visit our website – www.iffleyacademy.co.uk - to gain further information.

I do hope you are interested in this vacancy: please do come and visit our community so you can see for yourself the opportunities we offer to both staff and pupils.

Thank you for your interest in our academy, and I look forward to receiving your application.

Mrs Kay Willett
Head Teacher



JOB DESCRIPTION

Teaching Assistant

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.

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 duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head 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. This 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.

The job description involves:

Teaching and Learning

- Assist in the educational and social development of pupils under the direction and guidance of the Head Teacher, SENCO and class teachers
- Assist in the implementation of Individual Education Plans and Individual Behaviour Plans for students and help monitor their progress
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities
- Work with other professionals, such as speech therapists and occupational therapists, as necessary
- Assist class teachers with maintaining student records
- Support students with emotional or behavioural problems and help develop their social and independence skills
- Maintain good discipline following the Academy's Behaviour policy
- Contribute, wherever appropriate, to the display, presentation and celebration of pupils' work

Administrative duties:

- Support class teachers in photocopying, proof reading and other administrative tasks in order to support teaching
- Undertake other duties from time to time as the Head Teacher requires



Standards and quality assurance:

- Support the aims and ethos of the academy
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Be proactive in matters relating to health and safety
- Participate positively in training and professional development
- Taking a share of supervisory duties as part of the weekly routine and as necessary
- Take part in Performance Management and appraisal
- Meet deadlines

Specific responsibilities agreed between the Head Teacher and the teaching assistant

In addition to the duties outlined, you may be responsible for the following:

- Support in the delivery of specific key stage interventions
- One to one support for a student with specific medical needs
- Meeting the medical and first aid needs of pupils including the administration of medicines by mouth or other medical procedures providing appropriate training has been received
- Help with feeding of students at lunch time
- Supporting students with their personal hygiene and personal care
- The physical management (restrictive physical interventions) of pupils, following appropriate training
- Driving and supporting pupils in school vehicles
- Supporting pupils on a range of offsite educational visits

General Responsibilities:

- Taking appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately
- To carry out other duties as may be reasonably assigned by the Head Teacher

March 2018



SELECTION CRITERIA

Teaching Assistant

Essential:

- Level 2 (GCSE or equivalent) in mathematics and English, or suitable equivalent experience
- Understanding of child development and learning
- Ability to relate well to children and adults
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to work flexibly, throughout the whole school, meeting the needs of pupils in a range of contexts
- Good organisational and interpersonal skills
- 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

Desirable:

- Experience of working with or caring for children of relevant age
- Team Teach trained
- NVQ 2 for Teaching Assistants or equivalent qualifications or experience
- First aid trained
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- General understanding of National Curriculum
- Full driving license