The GALLERY TRUST

A community of special schools

Teaching Assistant

Candidate Information

October 2020

The GALLERY TRUST

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Contents

Welcome from Headteacher

Advertisement

About The Gallery Trust

Job Description

Selection Criteria

The GALLERY TRUST

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Welcome

Thank you for your interest in the post of Teaching Assistant at Iffley Academy.

Iffley Academy is a very successful academy, and has grown in recent years with a current number on roll of 176 students. The Academy has a long and proud history, with a school on the current site in Iffley since the 1960s. Judged as Outstanding in 2015 and 2019, the Academy meets the needs of students with a range of SEND, including Cognition and Learning Needs, Autistic Spectrum Disorder and Social, Emotional and Mental Health Needs. Our learning community is based on respectful relationships with students, created through understanding of their special educational needs, commitment to restorative approaches, and by providing outstanding teaching and pastoral care. This is a warm and caring community, dedicated to equipping students with the skills and knowledge they need to live independent lives within their chosen communities.

We are seeking an inspirational and dynamic Teaching Assistant: a gifted practitioner who can meet the needs of this vibrant and diverse community.

Iffley Academy is a member of The Gallery Trust, an expanding Special Needs 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, the Trust's aim is to build a community of special schools over the next ten years.

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

Tom Procter-Legg
Headteacher

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Teaching Assistant

Grade 6: £20,493 to £22,627 pro rata per annum
Actual annual salary £13,839 to £15,280 per annum
30 hours a week, term time only (38 weeks a year)

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 and 2019, 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.

The role of the Teaching Assistant involves setting appropriate boundaries for children, supporting with their education, and liaising with families to get the best possible outcomes. You will have a good understanding of autism and complex barriers to learning, and will demonstrate 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 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 have just moved into our fantastic new school rebuild on our site in Iffley.

Application process

To apply for this post, please email recruitment@iffleyacademy.co.uk
You can download an application form and job pack from our website:
http://iffleyacademy.co.uk/vacancies/current-vacancies/

Closing date for applications: 12.00pm Monday 9th November 2020

Interviews date TBC

Due to the current exceptional circumstances, it is not possible to arrange school visits before making an application, please feel free to contact us to arrange an informal phone or video call to inform your application. There is also a virtual tour of our school on our website.

Please submit your application form 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.

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.

The GALLERY TRUST

A community of special schools

About The Gallery Trust

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. Formerly known as The Iffley Academy Trust, the driving force of the Trust is simple: it is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust currently has six member Academies: Iffley Academy, Bardwell School, Orion Academy, Northern House Academy, Springfield Academy and Bloxham Grove Academy, a new free special Academy scheduled to open in 2022 in North Oxfordshire. We will also be joined by Mabel Pritchard School on 1st November 2020 and have recently announced a new Academy to open in Didcot. The Trust's vision is to build an organisation over the next ten years which includes converter academies, free schools and sponsored academies, and which will meet the needs of all cohorts of SEND students in the county. All constituent academies will have the opportunity to share expertise across the Trust and work with peers who are specialists in SEND, sharing common aims and goals.

The Trust is committed to investment in learning, developing leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.

Students in the Trust have a range of SEND, including Severe Cognition and Learning Needs, Severe Learning Difficulties, Autistic Spectrum Disorder and Social, Emotional and Mental Health Needs, and additional complex needs. Our learning communities are based on respectful relationships with students, created through understanding of their special educational needs and disabilities, commitment to restorative approaches, and by providing outstanding teaching and pastoral care.

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JOB DESCRIPTION
Teaching Assistant

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 Teacher 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 and positive relationships 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

The GALLERY TRUST

A community of special schools

SELECTION CRITERIA

Teaching Assistant

Essential:

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