



St Ambrose Barlow RC High School

Headteacher: Ben Davis



Job Application pack

Teaching Assistant





WELCOME

FROM THE HEADTEACHER

At St Ambrose Barlow we are a Catholic community of faith where it is a privilege to see our young people flourishing, to speak with them, to learn their ways and watch them grow in confidence. They are an inspiration. Every day, every lesson great adventures and stories unfold born out of curiosity, imagination and creativity. Our equally inspiring staff are dedicated to nurturing every young person in their care. We believe in doing things differently so that every child can realise their gifts and talents and celebrate who they are. Doing this means that we are bringing to life the Catholic mission and ethos of the school.

There is great spirit and energy in this school. You can see it in the range of extra-curricular activities, in the array of research projects undertaken by staff and in the creativity that flows through our learning. There is also support and care: no-one is left behind, no-one is left out. Visitors often comment on the quiet sense of purpose they find in the school; this comes from outstanding relationships, particularly those between teachers and pupils.

Our staff work collaboratively and enthusiastically, with our pupils at the heart of everything we do and every decision that we make.

We are committed to providing an inclusive, supportive and continuously developing workplace where staff feel valued and trusted.

If you meet the role criteria and are committed to helping transform a child's life and future, I look forward to hearing from you.



Ben Davis
Headteacher



Why St Ambrose?

Our People Values

Our core people values are at the heart of every decision that we make as an employer. Our aims are:

- To **attract, recruit, develop and retain** high performing staff, to ensure that we allow pupils to become the best version of themselves.
- To provide a workplace where staff feel **valued and trusted**.
- To develop and support the growth of **leadership and management**.
- To promote a culture focused on **diversity, inclusivity and wellbeing** by creating a healthy work environment to enable staff to perform at their best.
- To provide **strong and consistent HR services** for all staff, across all school areas.

Our Benefits

We have a range of employee benefits available to all our staff. We are always looking at ways in which we can improve our offering to ensure the benefits are valued by our staff.

CPD

We have a strong focus on CPD for our employees, ensuring that learning and development opportunities are offered throughout the academic year. This includes exciting career opportunities to work across other schools.

Pension

An employee earning more than £10,000 and who is more than 22 years of age will automatically be enrolled into one of our workplace pension schemes with excellent employer contributions.

Family Leave

Enhanced family leave is available to support our staff with family commitments and emergencies.

Flexible working

Where possible, we support staff with the ability to work flexibly and recognise the need to work/life balance.

Wellbeing strategy

We are focused on bringing staff wellbeing to the forefront of our people agenda. With an annual wellbeing calendar place, we run events throughout the year to celebrate staff and our school.

We also have an independent Employee Assistance Programme and Occupational health provider in place to support staff with any wellbeing needs.

We are always looking for ways to improve our offering and staff feedback is at the heart of this.



Job Summary

Job Title: Teaching Assistant

Contract Details: Fixed Term /Term time only

Salary/Grade: Points 3-4 (£18,562 - £18,933 pro-rata)

Start date: 1st September 2022

The Governors of St Ambrose Barlow RC High School are seeking Teaching Assistants to join our wonderful school.

Main responsibilities;

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

To arrange an informal visit, please contact **Faye Breen , HR Manager**, on **0161 921 1588** by email at **faye.breen@salford.gov.uk**.

Closing date for applications: 30th June 2022

Interview date: W/C 4th July 2022

Application packs can be downloaded from the school website:

www.stambrosebarlowswinton.org

Completed applications and supporting documentation should then be submitted by email to **Faye.breen@salford.gov.uk**.

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.

The successful applicant will be required to



Job Description

The job description below gives an insight into the responsibilities of the **Teaching Assistant** and while this is not an exhaustive list, it should allow candidates to have an understanding of what this role entails, and for what the successful candidate will be held accountable for. The person specification provides an indication of the skills and experience that we are seeking.

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. Support e.g. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, , Foundation Stage curriculum, etc, - recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

SUPPORT FOR SCHOOLS

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.



The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

Person Specification

	Essential	Desirable	How Assessed
Qualifications and Training			
Willing to complete the Teaching Assistant Introductory Training.		✓	
Willing to work towards Supporting Teaching and Learning Level 2 Certificate		✓	
Willing to work towards Supporting Teaching and Learning Level 3 Certificate		✓	
Working with or caring for children of relevant age.		✓	
Educated to degree level		✓	
Flexibility of approach when working with challenging pupils needs		✓	
Experience of working within a school setting		✓	
Appropriate knowledge of First Aid		✓	
Ambitious for and caring towards, the pupil in school – modelling inclusive, positive behaviour management	✓		
Good Numeracy/literacy skills.	✓		
Willingness and ability to participate in development and training opportunities.	✓		
Use basic technology - computer, video, and photocopier.	✓		



Ability to relate well to children and adults	✓		
Work constructively as part of a team, understanding classroom roles and responsibilities.	✓		
Uphold the Catholic ethos of the School.	✓		
Experience of working within a school setting			
Personal attributes			
▪ Resilience, patience, tact and a calm disposition	✓		APP/FI
▪ Ability to communicate clearly/excellent interpersonal skills	✓		APP/FI/T
▪ Excellent problem-solving skills and a proactive approach to working	✓		APP/FI/T
▪ Commitment to the best interests of the students	✓		APP/FI/T
▪ Ability to develop and maintain good working relationships with all members of the school community	✓		APP/FI
▪ Ability to plan, establish priorities, meet deadlines and deal with conflicting demands	✓		APP/FI/T
▪ A sense of perspective and humour	✓		FI
Interest and motivation			
▪ Committed to ensuring that 'no child is left behind'	✓		APP/FI
▪ Have a commitment to equal opportunities	✓		APP
▪ Have ability and enthusiasm to promote the school's vision, values and achievements to the local and wider community	✓		APP/FI
▪ A commitment to personal development and progression	✓		APP/FI

Person Specification with integrated competency links

MEASURED BY KEY:

- APP = Application form
- FI = Formal interview
- T = Task