



# THE BISHOPS' BLUE COAT CE HIGH SCHOOL

## TEACHING ASSISTANT

**Grade 5 (point 6-11, £24,753 - £26,914 pro-rata)**

**Actual Salary £15,592 - £17,366**

**27 hours and 40 minutes per week, 39 weeks per year**

Monday, Wednesday, Thursday and Friday - 8.45am-3.15pm and Tuesday - 8.45-4.15

### **Required ASAP**

We are seeking to appoint enthusiastic, suitable qualified teaching assistants with secondary experience to support students in the classroom environment in key Stages 3 and 4.

Working as part of an experienced teaching assistant team dedicated to enhance the development and education of our students, the young people you will be working with have additional needs and require support in order to reach their full potential.

The Bishops' Blue Coat CE High School is a high achieving and forward thinking school, which is thriving and enjoys an excellent reputation. We are committed to ensuring excellent learning and teaching in a caring environment. You will find the school a rewarding and friendly place to work with good relationships between staff and students. We have a strong commitment to the professional development of all our staff.

If you are interested in this post then please submit an application form and supporting letter via our website [www.bishopschester.co.uk/careers-vacancies](http://www.bishopschester.co.uk/careers-vacancies)

If you have any questions regarding the role, please email [vacancies@bishopschester.co.uk](mailto:vacancies@bishopschester.co.uk)

The Bishops' Blue Coat CE High School is committed to all aspects of Safeguarding

## Job Description: SEND Department Teaching Assistant



**Grade 5** Point 6-11 £24,753 - £26,914 pro-rata plus optional membership of the local government pension scheme

Actual salary £15,592 - £17,366pa

### Work schedule

27 hours and 40 minutes a week, term time only, ie 39 weeks per year including inset days

Mon, Wed, Thurs, Fri 8.45am -3.15pm less 55 minutes lunch break and 15 minutes morning break.

Tues- 8.45am – 4.15pm less 55 minutes lunch break and 15 minutes morning break

### School Context

The Bishops' Blue Coat C of E High School is an 11-18 Comprehensive School, situated on the eastern outskirts of Chester, in Great Boughton. We currently have 1151 students on roll, 73 teaching staff and 70 non-teaching staff.

The school uses various software packages including SIMS, Impact, IRIS, CPoms and Schoolcomms, as well as Microsoft Office applications.

### Safeguarding Young People

All applicants should be aware that the school operates a rigorous policy for safeguarding children and young people. All applicants for posts at the school will be required to undergo an Enhanced Disclosure and Barring Service check, and at interview they will be questioned about issues relating to ensuring young people's safety.

### Management

The post holder will be line managed through the Assistant SENDCo to the SENDCo. The post holder will not directly manage the work of any other employee.

### Job Overview & Purpose

- To contribute to the development of work programmes for SEND students based on an understanding of the principles of child development and differentiated rates of student progress
- To support activities linked to SEND Students, within classrooms and during unstructured time.
- To use resources and adapt learning activities in response to students' progress and reactions to support SEND students' progress
- To encourage and mentor students by raising self-esteem and providing a positive classroom and recreation environment

## Principal responsibilities of the post

- Under teacher guidance, support SEND students in class, using resources and adapting learning activities in response to students' progress and reactions to support SEND students' progress
- Provide additional learning materials to students to support their learning
- Refer to instructions and strategies on each student's passport document to support learning
- To assist in monitoring of the effectiveness of interventions
- To observe students in lessons, as requested by SENDCo/Assistant SENDCo and feed back as required
- Monitor individual students' progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the Individual Education Plan, Behaviour Plans and Personal Care Programmes for a student.
- Communicate barriers to learning identified by class teacher of child to SENDCO and Assistant SENDCo
- Under teacher guidance support in-class tests or assessments
- Support individual students with the completion of homework if required
- Develop a positive mentoring relationship with students needing particular support and interacting with them according to individual needs
- Act as a role model and set high expectations for both behaviour and attainment
- Mentor to promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedures
- Attend to the personal and physical needs of students so that their wellbeing is maintained.
- Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the students' well-being.
- Be responsible for updating records and communicating with colleagues.
- To contribute to any student documentation, as requested by the SENDCo/Assistant SENDCo
- To assist with the filing of students' documentation
- To assist in the completion of student passports
- To liaise with external agencies, as requested by SENDCo/ Assistant SENDCo
- Attend and participate in relevant meetings and training events as required
- To deliver CPD to staff
- Assist with the supervision of students during unstructured time, including after school and at lunchtime
- Supervision of students as part of staff duty rota and at other times as required
- Accompany teaching staff and students on visits, and out of school activities as required
- Provision of first aid assistance (training will be provided if required)

**The Bishops' Blue Coat Church of England High School**  
**Post of Teaching Assistant**  
**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>English and Maths O Level/GCSE or equivalent.</p> <p>Evidence of study beyond age 16.</p>	<p>NVQ level 2 or 3 in Childcare or equivalent.</p> <p>Evidence of continuing professional development.</p> <p>Knowledge of current legislation and initiatives.</p> <p>SEN specialism or qualification in SEN e.g. Dyslexia, ASD, ADHD.</p> <p>Safe Handling Certificate, ELSA qualification</p>
<b>Experience</b>	<p>Experience in supporting groups and individuals, including vulnerable students in the classroom.</p> <p>Relevant work with young people.</p> <p>An understanding of the workings of a school environment and ability to work within this.</p>	<p>Experience of work in a secondary school environment.</p> <p>Working with students with ASD/ADHD or physical difficulties.</p>
<b>Knowledge and Skills</b>	<p>Excellent inter-personal skills.</p> <p>Knowledge and understanding of individual's or groups' SEN needs within the classroom.</p> <p>Understanding and use of strategies to enhance motivation and raise achievement to ensure students achieve the highest possible personal achievement.</p> <p>Ability to work with teaching staff and own team to ensure the learning and progress of students.</p> <p>Knowledge of current developments in the work of TAs and issues affecting SEN students.</p> <p>Actively sharing good practice.</p> <p>Ability to use own initiative and purposeful use of time.</p>	<p>High standards of relevant ICT knowledge and skills.</p> <p>Ability to make good use of relevant ICT/New Technologies.</p> <p>Participation in extra curricular activities.</p> <p>Ability to set targets, monitor and review student progress, to positively impact on learning and teaching and the progress of that individual/group.</p>
<b>Philosophy and Beliefs</b>	<p>Able to support the school's Christian ethos.</p> <p>Committed to inclusion and the importance of all students.</p> <p>Committed to continuous improvement.</p> <p>Commitment to safeguard and promote the welfare of students.</p>	<p>High expectations and standards.</p>
<b>Personality</b>	<p>Positive outlook.</p> <p>Sense of humour.</p>	<p>Ability to inspire and motivate.</p> <p>Enthusiasm and talent for working with students with a range of abilities and interests.</p>