

Hilltop School



Application Pack
Level 2 Teaching Assistant

September 2022

Hilltop School



Our Pupils

At Hilltop school we encourage everyone to “Be the best we can be”.

We do this by:

- Putting the needs of our students first;
- Working in partnership with families and professionals;
- Creating opportunities to achieve and enjoy;
- Having a personalised curriculum;
- Developing our skilled and experienced staff;
- Treating all with care, respect and dignity;
- Being open, clear and honest;
- Developing practical life and social skills for a better future.

We are passionate about providing the very best quality of care and education for all our pupils. We want all our pupils to be physically, mentally and emotionally healthy. We want them to make positive choices and contributions and lead increasingly healthy lifestyles. At Hilltop School we promote individuality and independence and are passionate in the ensuring all our students have a voice.

At Hilltop School we provide a safe environment for learning and development and appose anti-discriminatory practice of any kind.

We encourage all our pupils to achieve and ‘be the best they can be’. We are child centred in our approach and our curriculum is bespoke to ensure it meets the needs of our very individual and unique students. It aims to develop students’ engagement, relevant skills and knowledge and prepare them for their future through motivating, interesting and appropriately challenging learning opportunities and experiences. It is our intention that students will leave Hilltop school with a good sense of well-being; as independent as possible; equipped to communicate their needs and feelings; able to access and manage situations in their community; with an understanding of the world around them and knowing how to keep themselves and others safe.

Our staff

Hilltop School recognises that our biggest and most valued resource is our family of colleagues. We are fully committed and supportive of all our colleagues and invest strongly in their personal and professional aspirations.

At Hilltop School we want all our colleagues to be happy and succeed therefore we provide support of the highest standard and provide a wealth of training and guidance that enables all our colleagues to excel in their roles.

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Letter to candidates

Dear Applicant,

Thank you for expressing an interest in the post of Level 2 Teaching Assistant at Hilltop School. The successful candidate will join the school at an exciting time in it's development; we are part of Nexus Multi Academy Trust (MAT) and are working hard with all the schools in the MAT to ensure we are providing the very best for all our children and young people. This is a new role within school and we are excited to start this journey and develop this role with the successful candidate.

The successful candidate will join a very experienced and knowledgeable team of Teaching, Support and Business Staff and will have the opportunity to develop and grow their own practice, all fully supported by the Senior Leadership Team.

We are looking for a highly organised, detail driven and enthusiastic individual to provide support to the Headteacher, Senior Leadership Team and their School Improvement projects. You will be a confident self-starter, comfortable working independently across multiple projects and tasks in a busy education environment.

You will have a passion for working with children and young people with complex and multiple learning difficulties; who want to advocate for our young learners and encourage and develop them to be the best that they can be, that has experience in working with complex medical needs and the confidence to support others in this role. If you feel you have these skills and have experience of working with children and young people with SEND with medical and additional complexities we very much welcome your application.

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Job description

Post title:	Teaching Assistant – Level 2
Salary and grade:	Band D 31.25 hours per week, term time only
Line manager/s:	Class Teacher, members of the Senior Leadership Team (SLT) and the Governing Body.

Main purpose of the job:

To support the planning and delivery of high quality care and learning for children and young people with severe learning difficulties and complex needs.

Duties and responsibilities:

Support for pupils:

Attend to the pupils' personal needs and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters.

- Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning.
- Assist with the development and implementation of Individual Education Plans and behaviour plans.
- Establish constructive relationships with pupils and interact with them according to their individual needs. Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the Class Teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- Willingness to undertake Keyworking training and responsibilities associated with this role.

Support for the Teacher:

- 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.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement and progress as directed.
- Provide regular and detailed feedback to teachers on pupils' achievement and progress. 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 and carers.
- Provide clerical and administration support e.g. photocopying, typing, filing, collecting money.

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Job description continued

Support for the Curriculum:

- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies eg. literacy, numeracy, KS3, Early Years, recording achievement and progress and feeding back to the teacher.
- Prepare, maintain and use equipment and resources required to meet the lesson plans and relevant learning activity and assist pupils in their use. Support for the School:
- 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 and 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.
- To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

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Job specification

Characteristics:	Essential:	Desirable:
Experience:		
Experience of working with children and young people with special needs in a school setting.	√	
A passion for working with children and young people with special educational needs.		√
Experience in positive behaviour management	√	
Qualifications and training:		
NVQ Level 2 or equivalent qualification in childcare or education.	√	
At least 2 years' experience in a school environment working with national curriculum and other strategies	√	
At least GCSE (C or above) or equivalent in Maths and English	√	
Skills and knowledge:		
Good ICT skills and ability to use ICT to support pupils' learning	√	
Ability to use other technologies	√	
Understanding of relevant policies and awareness of relevant legislation		√
General understanding of national and foundation stage curriculums and accreditation	√	
An understanding of child development and learning	√	
Ability to review learning needs and actively seek learning opportunities	√	
Ability to relate well to children and adults	√	
Ability to work constructively as part of a team	√	
Good communication skills	√	
Good literacy and numeracy skills	√	
Specialist Skills and Knowledge:		
Ability to work with children and young people that can present challenging behaviours	√	
A knowledge of Individual Education Plans	√	
To undertake the role of Key Worker where required		√

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Job specification

Personal qualities:		
Positive, ambitious and forward-looking	√	
A commitment to safeguarding and promoting the welfare of children and young people	√	
Treat all people equally, fairly with dignity and respect	√	
A commitment to equal opportunities in the workplace and the community	√	
A commitment to anti-discriminatory and anti-oppressive practice	√	
Conscientious, honest and reliable	√	
Commitment to high standards	√	
Awareness of the need to maintain confidentiality	√	
Personal Circumstances:		
A criminal records check at enhanced level	√	
Exempt from the Rehabilitation of Offenders Act 1974	√	
Physical Requirements:		
No serious health problem which is likely to impact upon job performance; (that is, one that cannot be accommodated by reasonable adjustments)		
Good sickness/attendance record in current and previous employment, college or school as appropriate (not including absences resulting from disability)		

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Information for Candidates

Closing Date: 9am on Thursday 29th September 2022

Interview Date: Tuesday 4th October 2022

How to Apply:

If you would like to apply for the post of Level 2 Teaching Assistant please complete an application form and return to Amanda Bennet by post or email to hilltop.vacancies@nexusmat.org or postal address Larch Road, Maltby, Rotherham S66 8AZ.

Your statement in support of your application, as a guide, should be around 2 pages and should address the selection criteria detailed in the Person Specification.

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job. Please ensure you read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All parts of the application form must be completed.