

Application Pack

Job Title: Teaching Assistant Level 2/Learning Support Assistant



**Welcome to the school**

Dear Potential Colleague

Thank you for expressing an interest in joining Harper Green School. Within this pack, you will find information about the school, the job role of Teaching Assistant Level 2 and the application process.

We are looking to appoint an enthusiastic and reliable individual to work within our team of dedicated staff and welcome applications from candidates with the relevant skills and experiences. The ability to interact positively with our students and staff is essential to fulfil the role we are advertising.

Harper Green School is a dynamic secondary school situated in the South of Bolton and serves a varied community catering for students of all abilities and backgrounds. We seek not only to enable students to achieve their academic potential but also to develop the character, skills and values needed to be successful in life and make a positive contribution to society as a whole.

To these ends we have excellent facilities, alongside a talented and highly committed staff, both teaching and associate. This allows us to provide a broad and balanced curriculum as well as the diverse opportunities in extra-curricular learning which are so crucial to developing wider skills and confidence in students.

Our vision is to ensure that all our students achieve the highest possible standards in all they do. We aspire to promote independence, together with a sense of responsibility whilst striving for academic excellence. We seek to encourage and motivate our students to achieve their full potential within a vibrant and purposeful environment which respects the rights and needs of all individuals so that they are able to acquire the necessary skills for successful adult lives.

We continuously strive to improve outcomes for students. The hard work of both staff and students in embedding excellent subject pedagogy is a credit to their commitment to achieving the highest standards for all. Harper Green School is on a new and exciting journey as an integral part of the Leverhulme Academy Trust.

This is an exciting opportunity to be part of the drive to make Harper Green School a place which delivers high quality teaching and learning together with positive pastoral support and guidance.

Thank you in advance for the interest you have shown.

Yours faithfully



Michelle Jefferies

Director of Resources



**Our Mission Statement**

To give equal value and importance to the education of each individual child regardless of ability, to encourage curiosity and promote a love of learning and pride in themselves, their school and community.

To give each student the opportunity to fulfil his or her potential, personally, socially and academically within a rewarding and stimulating school environment which provides qualifications where possible to assist progression in life and learning.

To provide each student with the appropriate care, information, advice and guidance to help them achieve their potential and lead happy and fulfilling lives.

To provide each student with a broad education which balances practical skills and knowledge, with creativity and enterprise.

To develop characteristics of independence, a strong work ethic and the transferable knowledge & skills to adapt in a fast-changing environment and thrive in the world of work.

To promote within the child an understanding of social, moral, cultural and spiritual values and to develop a caring community based upon mutual respect and consideration for all individuals and cultures.

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**JOB TITLE: Teaching Assistant Level 2/LSA**

**RESPONSIBLE TO: Director of Resources**

**Senior Associate SEN Officer**

**Senco**

**PURPOSE OF ROLE: To provide support to teaching staff & students in a variety**

**of ways; including special seeds support and exam invigilation.**

**JOB DESCRIPTION**

**Core Tasks –** In addition to the following duties, the postholder may be required to undertake any other duties commensurate with the post.

**Support for students**

* To provide consistent and appropriate support to identified students, responding to their individual needs.
* To monitor, evaluate and provide feedback to students in relation to their progress and achievement under the guidance of the classroom teacher.
* To deliver literacy interventions as and when required.
* To support children identified by a statement or where appropriate, other children who require support in or outside of the classroom.
* To establish good working relationships with students, acting as a role model and setting both realistic and challenging expectations of the students.
* To develop an understanding of students specific needs to enable them to learn as effectively as possible.
* To promote the safety and well-being of children at all times.
* To develop an understanding of students specific needs to enable them to learn as effectively as possible.

**Support for teachers**

* To maintain records of in-class support and of the progress of individual students.
* To work within the school disciplinary policy, anticipating and managing behaviour**.**
* To provide relevant information on supported students learning needs.
* To support the whole school approach to improving literacy.
* To take part in the invigilation of school examinations

**Support for the curriculum**

* To support the use of ICT in learning activities and develop students’ competence and independence in its use.
* To support and take part in the delivery of literacy and numeracy programmes, effectively utilising alternative learning opportunities to support progress and development.

**Support for the School**

* To support and uphold at all times the ethos of the school as established by the Headteacher and Governors.
* To liaise with staff, parents and other support agencies to help monitor progress and raise achievement.
* To attend relevant meetings, as and when appropriate.
* To actively take part in continued professional development
* To participate in off-site educational visits as and when required.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to enhanced criminal records bureau disclosure. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



**PERSON SPECIFICATION – TEACHING ASSISTANT LEVEL 2/LSA**

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| --- | --- | --- |
| **ESSENTIAL** | **DESIRABLE** | **TO BE MEASURED BY** |
| **SKILLS AND KNOWLEDGE** | | |
| The ability to support teaching and learning within a classroom environment. | Knowledge of KS3 & KS4 curriculum | Application form/Interview |
| The ability to interact with, listen to and positively encourage students tolerance. |  | Application form/Interview |
| Ability to deal with and respond calmly and promptly to incidents, safeguarding issues and challenging behaviour in accordance with role and responsibilities. |  | Application form/Interview |
| Ability to supervise children and young people safely, adapting the learning environment where required according to needs, abilities and agreed procedures |  | Application form/Interview |
| Knowledge and understanding of the relevant school curriculum and age-related expectations of students |  | Application form/Interview |
| To have excellent organisational skills, allowing for prioritising of workload |  | Application form/Interview |
| General computer skills |  | Application form/Interview |
| Ability to promote a positive ethos and act as a role model |  | Application form/Interview |
| Effective and excellent communication skills both in writing and verbally |  | Application form/Interview |
| An understanding of the need for dealing with parents, students and outside agencies in a professional manner and to treat the information they provide as confidential |  | Application form/Interview |
| Ability to work on own initiative and as part of a team |  | Application form/Interview |
| Ability to follow procedures |  | Application form/Interview |
| Ability to work and liaise with a wide cross-section of people, specifically young people |  | Application form/Interview |
| Ability to adapt own approaches in order to meet the needs of vulnerable or challenging young people |  | Application form/Interview |
| **CUSTOMER CARE** | | |
| Valuing diversity – listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations and abilities and help to develop their potential. Understand how valuing diversity can improve our ability to deliver better services and reduce disadvantage |  | Application form/Interview |
| **EXPERIENCE/QUALIFICATIONS/TRAINING ETC** | | |
| Good standard of academic achievement (GCSEs A\*-C or equivalent INCLUDING English and Maths) | Previous experience of working in a secondary school setting | Application form/Interview |
| Willing to take part in own PDP and any identified training | TA Qualification | Application form/Interview |
| **WORK-RELATED CIRCUMSTANCES** | | |
| The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk |  | Interview |
| A policy of no smoking will apply |  | Interview |



Application Process

Please download, complete and return the application form by the closing date specified. Candidates are asked to complete all the relevant sections of the application form and to submit a supporting statement, addressing the criteria listed on the person specification. This should be no longer than 1 side of A4 paper. You may include examples from previous paid, unpaid or voluntary experience.

Please ensure that you provide an up to date email address with your application as we contact candidates electronically rather than by post. The completed application form should be emailed to: [vacancies@harpergreen.net](mailto:vacancies@harpergreen.net)

**The closing date for receipt of application is 10.00 am on 6th February 2020.**

**Interviews will be held week commencing 24th February 2020 at Harper Green School.**

For further details, please contact the school office on 01204 572941 or for additional information about the school please visit the website www.harpergreen.net. This job description will be reviewed as and when necessary and may be amended at any time following consultation with the Headteacher.

Background Checks and Safeguarding Students

Harper Green School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an Enhanced Disclosure and Barring Service check, medical clearance, satisfactory references, qualification checks and eligibility to work checks under the Asylum and Immigration Act.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced Disclosure Barring Services clearance. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment

Thank you for considering Harper Green School and we look forward to receiving your application.

General Data Protection Regulation

As part of your application to join us we will gather and use information relating to you. Information that we hold in relation to individuals is known as their personal data. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. For further information please see the Recruitment Privacy Notice within the application form.



**Map & Directions**

Harper Green School

Harper Green Road

Farnworth

Bolton

BL4 0DH

01204 572941/574991

**Via the M61**

Exit M61 at J4, heading west towards Farnworth on B6199 (Plodder Lane)

After 1.7 miles, turn left at Harper Green Road

Harper Green School is on the right

**Via the A666 (south bound)**

Exit the A666 onto the A575 (Manchester Road) towards Little Lever and Farnworth

After 1 mile, turn right at A575 (Gladstone Road)

Turn right at the B6199 (Glynne Street)

After 0.5 miles, turn right at Harper Green Road

Harper Green School is on the right

**Via the A666 (north bound)**

Exit the A666 heading towards Farnworth onto A6053 (Bolton Road)

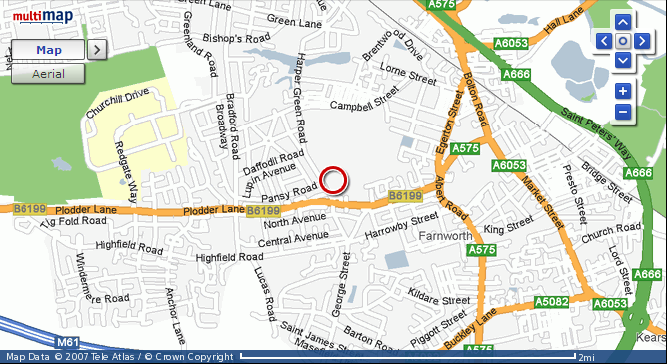
Take a slight left onto A5082 (Longcauseway)

Turn right after 0.5 miles onto A575 (Albert Road)

After 0.5 miles, turn left on B6199 (Glynne Street)

Take a right onto Harper Green Road after 0.5 miles

Harper Green School is on the right



Please use the school car park. There are parking bays designated for visitors.