



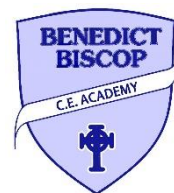
Northern Lights
LEARNING TRUST



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SEND Teaching Assistant

Temporary position required as soon as possible
At Benedict Biscop CE Academy



NJC SCP 6-7

£19,171 - £19554 per annum pro rata

**24 hours per week over 39 weeks of the year
(term time only plus INSET days)**

Hours of work will be determined by the Headteacher within the Monday to Friday working week. We require some level of flexibility to ensure the child's needs are met.

Benedict Biscop CE Academy part of Northern Lights Learning Trust are seeking to appoint an enthusiastic Teaching Assistant, to our very successful, outstanding, oversubscribed primary school. Candidates must be able to demonstrate high standards of behaviour management, classroom practice, good inter-personal skills and be supportive of the school's Christian Ethos. It is an exciting opportunity for a skilled, highly motivated and enthusiastic teaching assistant to work one to one and with small groups to support a child with a number of complex needs.

With the support of the SENDCo, class teacher and external services, your role will be to assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable them to make best use of the educational opportunities available to them, fulfilling their potential and achieving excellence.

In return you will receive:

- A supportive working environment that puts people at the heart of the organisation.
- Continuous professional development, including the opportunity to undertake related qualifications.
- National Terms and Conditions of Employment (NJC Green Book).
- Local Government Pension Scheme
- The opportunity to work as part of a growing Trust and shape this role

Details of the school can be found on our school website
www.benedictbiscopacademy.co.uk

Closing Date:

Applications must be received by - Wednesday 9th February 2022 at 4pm

Short Listing will take place on - Thursday 10th February 2022

Interviews will take place on - Monday 14th February 2022

How to apply:

Application packs can be downloaded from our website. Please contact us if they are required in an alternative format.

Completed application forms should be returned to Danielle Maddison, Office Manager at bbofficemanager@nllt.co.uk or by post to Benedict Biscop CE Academy, Marcross Drive, Sunderland, SR3 2RE by the closing date.

Only applications received on the trust application form can be accepted under our safer recruitment policy.

Northern Lights Learning Trust is committed to promoting and ensuring the safety of all its pupils and staff and expects everyone to share this commitment. In line with this all appointments are subject to a DBS check and satisfactory references.

Job Description

Post: Teaching Assistant

Responsible to: HLTA

Salary Band: NJC Scale Point 6-7

Purpose of Job:

To support and assist teachers as part of a professional team to contribute to raising standards of an individual pupils' achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the school's policies and procedures

Principal Responsibilities:

Providing support for a pupil with a range of complex needs, teachers and the whole school as outlined below.

Maintaining the excellent reputation and stance of the Academy within the wider community.

Main Duties:

Support for the Teacher

- Raising awareness to teaching staff of the strengths and needs of the individual pupil.
- Assisting teaching staff in the monitoring, recording and evaluation of the pupil's progress, including providing feedback on observations undertaken.
- Assisting in the assessment of the pupil.
- Liaising with the SENDCo, external professionals and teaching staff, to identify the needs of the pupil.
- Assisting in the preparation and review of personalised targets.
- Setting up and using equipment as required to support pupils' participation in learning tasks and activities, meeting their needs.
- Providing support to teachers in developing effective approaches to manage behaviour and discipline problems.
- Raising the awareness of school staff to pressures on pupils which may result in behavioural problems.
- Assisting in compiling and maintaining the pupil's records.

- Assisting in the review of the EHCP.
- Carrying out appropriate schemes of work and programmes set by the teaching staff for pupils and to assist in the preparation of learning materials for this purpose.
- Managing the planning and programming of specific educational activities for the pupil.
- Assisting with the daily lessons as directed.
- Assisting in the preparation of work and other activities for pupils in accordance with objectives set by teaching staff.

Support for the Pupil

- Using specialist knowledge to support the pupil.
- Working with the pupil on individual targets set by a member of the teaching staff.
- Supporting all pupils included in setting as appropriate.
- Assisting in the provision of activities for the fullest development of the pupils which may involve work outside the school base and in the local community.
- Under the direction of teaching staff or senior colleagues, working independently with individual pupils or groups of pupils if this is necessary.
- Undertaking duties in connection with personal hygiene and welfare of pupils as directed by the teaching staff.
- Applying considerable knowledge and understanding of the curriculum, age range, or SEND as determined by the SEND Code of Practice or the particular needs of the school pupils.

Support for the School

- Participating in meetings to review pupil progress and reporting to the meeting as required, on involvement with pupils.
- Liaising with educational and health specialists, and outside agencies as required.
- Assisting the school in promoting, developing and enhancing the excellent curriculum, ensuring high standards for all are achieved.
- Contributing to the whole School's Self Evaluation process.
- Contributing to the whole school positive Ethos

General Requirements

- Attending and participating in training and development activities as required.
- Participating in schemes of assessment, professional development and review.

- Assisting teaching staff or senior colleagues in escorting pupils home as and when required, as directed by the teaching staff.
- Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.

Professional Values and Practices

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within school's policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following school's policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.
- To undertake any other duties commensurate with the post.
- The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Academy.
- The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy records and information.
- Academy's Equal Opportunities Policy, Staff Behaviour Policy and Code of Conduct, Child Protection Policy and all other Academy Policies.
- The post holder must comply with the Academy's Health and safety rules and regulations and with Health and Safety legislation.

Person specification SEND Teaching Assistant

Category	Essential	Desirable	Criteria Assessed
Application	Well-presented application form and supporting statement	Current valid driving licence and appropriate car insurance for business use	Application Form Statement
Qualifications	English and Maths GCSE Grade C or above (or equivalent) Level 3 Teaching Assistant qualification.	Qualification to Degree level Team Teach	Application Form
Experience	Evidence of on-going commitment to own personal and professional development Experience of working with children in EYFS/KEY Stage 1 Experience of facilitating intervention. Willingness to participate in training linked to deaf awareness and BSL.	Experience of working with pupils with specific SEND needs Experience of working with external professional services Training linked to BSL or hearing loss awareness. Have undertaken Restorative practice training.	Application Form and interview

Skills and Knowledge	A clear vision and understanding of the needs of pupils A commitment to ensure that all pupils have the opportunity to achieve their potential Ability to work as part of a team Ability to contribute to resourcing the learning environment Understanding of curriculum Knowledge of safeguarding responsibilities Understanding and commitment to Equal Opportunities		Application form and interview
Personal Attributes	Caring attitude towards pupils and parents Willingness to work with the wider community Willingness to contribute to the life of the school		Application form and interview
Other	Fully supportive references Employment checks verified		References External Checks