

Teaching Assistant L3

Required as soon as possible



Penwortham Girls'
High School

SUMMARY

Job Title	Teaching Assistant Level 3
Reporting to	Mrs K McGibbon, SENCO
Start Date	As soon as possible
Salary Grade	Part time (30 hrs per week), term time plus INSET Grade 6 SCP 11-19 (£22,129 to £25,927 pro rata, pay award pending)
Closing Date	12 noon on Thursday 13 th October 2022
Interview Date	W/c 17 th October 2022
Type of School	Secondary (Community)
Age Range	11 - 16
Location	Penwortham, Preston
Denomination	Non - selective
Number of students	786



Our Mission is:

To prepare articulate, questioning, tolerant and independent women for the future.

pghsuccess
Since 1954



Articulate

Questioning

Tolerant

Independent

Information Pack

General Information

Working within the Learning Support department as a member of the Teaching Assistant team, you will contribute positively to student progress by providing in class support, small group teaching and one-to-one intervention to enable students to access the curriculum and make progress.

Ideally, applicants should have some experience of working with secondary aged students in an educational setting. You should also be personable, approachable, adaptable and most of all, passionate about ensuring all students achieve their full potential.

The closing date is **12 noon on Thursday 13th October and interviews will be held the following week.**

Please note that the school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.



Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)
Qualifications NVQ level 3 or above qualification – appropriate to the post (or equivalent) Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	D D
Experience Experience of working with children Experience of moving and handling with up to date training Experience of working in a relevant classroom/service environment Experience of administrative work Experience of supporting students specific learning needs Experience of scribing for a student	E D E D D D
Knowledge/skills/abilities Ability to relate well to children Ability to work as part of a team Good communication skills Ability to relate well to parents/carers Ability to supervise and assist students Time management skills Administrative skills Knowledge of National curriculum Knowledge of strategies, for example, numeracy and literacy Knowledge of the concept of confidentiality Organisational skills Knowledge of classroom roles and responsibilities Ability to make effective use of ICT Ability to assess children's development Ability to plan and deliver work programmes Flexible attitude to work	E E E E E E D D D D E E E E E E
Other Capable of working effectively as a member of a team Interest in the education of young people First Aid Certificate Commitment to undertake in –service development	E E D E

“Senior leaders and governors, led by the headteacher, have established a culture of ambition and high expectations, along with a desire for continuous improvement.”
(Ofsted)



“Teachers have very high expectations of all students, and this has produced a culture geared towards success and excellence in achievement throughout the school.”
(Ofsted)



Students are very courteous, considerate and polite to each other and to adults. There is an established culture of positive relationships and respect for others, which students adopt readily.”
(Ofsted)

Fulfilling every girl's potential is our common purpose. We achieve this through outstanding teaching and learning, providing a supportive environment where girls can flourish.



Penwortham Girls' High School enjoys a unique status, as the only non-selective, non-fee paying girls' school in Lancashire. We welcome girls of all abilities, interests and aptitudes, and pride ourselves on our long-standing reputation for academic success. We are a successful school because we have high expectations, promote learning for its own sake and provide every opportunity for personal growth and development.

Importantly, we are specialists in girls' education, providing a nurturing, supportive and challenging environment where girls excel. At our school, traditional values meet with modern, innovative approaches to learning. We are a forward thinking school that has invested considerably in new technology, ensuring that when they leave us, our students are fully equipped for the future. However, equally important are the qualities we instil in the girls. We have developed an environment that supports them as individuals, enabling them to progress to the next stage of their life equipped with a sense of achievement, maturity and self-confidence.

OUR MISSION IS TO PREPARE: Articulate, Questioning, Tolerant, Independent Women for the future

We aim to foster a love of learning and we strive to unlock the potential in every girl. We want our students to challenge themselves both inside and outside the classroom, to develop their talents for the future.

Teaching Assistant Post

Working within the Learning Support department as a member of the Teaching Assistant staff team, you will contribute positively to student progress by providing in class support, small group teaching and one-to-one intervention to enable students to access the curriculum and make progress across a range of non-core subjects.

In this position you will work under the supervision of the SENDCO and our Deputy SENDCO/HLTA. Under the direction of the SENDCO, you will support classes at both KS3 and KS4 as well providing small group and one-to-one personalised interventions. The position will require you to work closely with class teachers to ensure focused and effective support. This position will involve you supporting students with specific learning needs (including able students) as well as those with social and behaviour concerns.

At Penwortham Girls' High School, we have subject specialist TAs in maths, English and science. However, the successful applicant for this post will support across the curriculum.

For an informal discussion about the role please contact the SENDCO, Mrs Katie McGibbon on 01772 743399 or k.mcgibbon@penworthamgirls.lancs.sch.uk. As a school we are committed to continuous staff development and relevant training will be made available to the successful candidate.

This is a **part time** post (30 hours per week), **term time plus INSET days**. The hours of work will be **8.50 to 3.20pm every day**. **INSET time is currently completed as one full day in September and the rest from 3.30 to 4.30pm on Tuesdays – arrangements for this will be discussed and agreed with the successful candidate.**

Please note the actual salary range for this position, once adjusted for part time hours and term time only, will be £15502 to £18162.

This post is subject to the receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service.

APPLICATION

All applications should be on the Lancashire County Council application form. **Completed forms should be accompanied by a letter of application which should be no more than two sides of A4.** In the letter you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training and/or experience has prepared you for this position. Please note that whilst CVs can be submitted as additional information they will not be accepted as an application on their own.

The closing date for applications is by **12 noon on Thursday 13th October 2022.**

All applications should be returned addressed to:

**TA3 30hrs Application
c/o Business Manager
Penwortham Girls' High School
Cop Lane, Penwortham
Preston, PR1 0SR**

Due to limited resources it is not our policy to write to the unsuccessful candidates so please assume your application has been unsuccessful if you do not hear from us within two weeks of the closing date. Thank you for your interest.



Student progress is dependent upon good teaching and learning delivered by professional, committed and knowledgeable staff who have a clear understanding of the teaching and learning processes and the importance of CPD to maintain this expertise.

Job Title	Teaching Assistant Level 3 Permanent, part time (30 hrs per week), term time only plus INSET
Department	Learning Support Department
Grade	Grade 6
Line Management	Responsible to SENDCO/Deputy SENDCO
Main Aims	Provide support to ensure ALL students achieve their full potential
Liaison	Across school
Disclosure Level	Enhanced

JOB PURPOSE

To work within the Learning Support Department to provide support to ensure ALL students achieve their full potential. Expected to work with the teacher in a collaborative way, in meeting the personal, social and curriculum related needs of students, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with students, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and it's differentiation amongst students.

Would be expected to:

- plan and implement teaching and learning activities to individuals and groups to undertake supervisory cover for classes as appropriate.
- establish supportive and constructive relationships with students, parents, carers and the wider community

MAIN ACTIVITIES

In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post

Support for Students

- To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for student(s) and to differentiate curriculum content according to the needs of student(s).
- To plan and implement specific programmes with individual students or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of student(s).
- To assist in the devising of student's individual targets and their monitoring and review.
- To support students as part of a planned inclusion programme.
- To develop positive relationships with students and staff to assist student progress and attainment.
- To monitor and record student progress on a regular basis and to prepare reports as required.
- To assist in the specific medical/care needs of students when specific training has been undertaken
- To provide support during non-contact time and assist a student with physical difficulties in movement between lessons.
- To supervise the use of wheelchair and walking equipment and monitor and report any issues that arise with it.
- To provide advice in preparation for termly review meetings.
- To liaise with outside agencies providing support for our students.

Support for the Teacher

- To monitor individual students' progress and to report on students needs, achievements and concerns.
- To assist in student supervision and the management of student behaviour.
- To undertake classroom administrative tasks including the maintenance of records.
- To provide ideas, resources and learning strategies for lessons
- To liaise with parents, carers and outside agencies, where appropriate.
- To undertake arrangements for out of school learning activities, for example, student work experience.
- Undertake marking of students work and recording of achievement.
- Administer tests and assist in the invigilation of exams.
- Assist in the supervision of children on trips/visits

Support for the School

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.

- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To liaise with the School's appropriate person with regard to the ordering supplies and equipment
- Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.
- To be aware of the confidential nature of issues related to home/student/teacher/school work.
- Assist in the supervision, training and development of other members of staff.
- To undertake cover supervision for whole classes

Support for the Curriculum

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities

Note:	In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.
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Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.