Kelford School

Application Pack
Level 3 Teaching Assistant

May 2020
Welcome to Kelford School

Our pupils

Here at Kelford School we put our children and young people at the centre of everything we do. We genuinely believe that ‘Every child is special’ and we are passionate about providing the very best quality of care and education for all our pupils.

At Kelford School 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 Kelford School we promote individuality and independence and are passionate in the promotion of our pupil’s voices.

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

At Kelford School we inspire our pupils to achieve and succeed beyond all expectations, we strongly believe that all provision is pupil centred and is differentiated to meet the needs of all pupils.

At Kelford School we lead learning through innovative and creative practices that best suit the needs of each individual pupil; if children cannot learn the way we teach then we adapt to teach the way they learn. We want our curriculum to be outstanding and we want teaching in our school to be passionate.

At Kelford School we are active in our community and we enable our students to make positive community contributions. We want each pupil to be self-confident, sustain positive relationships and achieve good economic well-being that will prepare them for adulthood.

Our staff:

Kelford 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 Kelford 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.

Kelford School is part of Nexus Multi Academy Trust. Nexus Multi Academy Trust was founded in 2016 and has the highest ambitions possible for anyone and everyone we work with. A team of 8 Special Schools and 1 Mainstream Primary in the South Yorkshire area form the trust and we work collaboratively together to provide our workforce with high quality training, experienced support and exciting career opportunities and we welcome anyone who wants to be part of our team.
Welcome to Kelford School

Letter to candidates

Dear Applicant,

Thank you for expressing an interest in the post of Level 3 Teaching Assistant at Kelford School. The successful candidate will join the school at an exciting time in its development; we have recently become 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.

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

Kelford School are looking for individuals to join the team who 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. If you feel you have these skills and have experience of working with children and young people with SEND, some of which can present behaviours that challenge, we very much welcome your application. Some of these posts will be based at our Post 16 Satellite Provision, The View. The View is a Vocational Centre for 16-19 year olds with additional needs which is focussed on Vocational Learning, Life Skills and Independence with the intention to prepare for adulthood and employment.

We usually encourage candidates to come and visit us and spend some time with our children and young people in the classroom however, during this Covid-19 Pandemic these visits are not available, however, if there is anything you would like to know about us please take a look at our school website, www.kelfordschool.com, or our social media sites or contact a member of the Senior Leadership Team at school.

Thank you for your interest in applying for a job in our school and please feel free to contact us if there is anything that you require help with. Further information about the job and how to apply can be found in the next few pages.
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Job description

Post title: Teaching Assistant – Level 3

Salary and grade: Band E

30 hours per week

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:
- Ensuring that pupils’ have access to personal programmes including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and provide support pupils, including those with special needs, ensuring their safety and access to learning.
- Establish constructive relationship 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.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement.
- Willingness to undertake Keyworker training and responsibilities associated with this role.

Support for the Teacher:
- Ensure that the classroom is 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.
- Ensure regular and detailed feedback to teachers on pupils’ achievement and progress is provided.
- 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.
- Maintain accurate pupils’ records.
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Job description

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 e.g. 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.
- Willingness to supervise whole classes occasionally during the short term absence of a teacher.
- To lead and manage an area of responsible in relation to the school’s improvement plan.

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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Person Specification

Experience of working with children and young people with special needs in a school setting.

Experience in positive behaviour management.

Experience of working with children and young people with profound and multiple learning needs.

NVQ Level 3 or equivalent qualification in childcare or education.

Significant experience in a school environment working with national curriculum and other frameworks.

A good understanding of National Curriculum, Early Years Foundation Stage Curriculum, accreditation or other basic learning programmes and strategies.

A good understanding of child development.

Knowledge and experience of using a range of computer applications and ICT to support teaching and learning.

Understanding of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.

Basic knowledge and understanding of health and safety, including the ability to identify and minimise risks.

Willingness to supervise whole classes occasionally during the short term absence of a teacher.

First aid training.

Moving and handling training.

A knowledge of Individual Education Plans.

To undertake the role of Key Worker where required.

Proactive and positive approach to working with other people.

Committed to safeguarding and promoting the welfare of children and young people.

Plans and organises work, works flexibly to get the job done on time, and ensures work is high quality.

Listens to others’ views, seeks feedback and deals with it constructively, shares knowledge and practice, suggests ways of doing things differently to improve.

Treat all people equally, fairly and with dignity and respect.

Has a positive approach to team working.

Takes ownership of personal development and is willing to pursue development opportunities.
Information for Candidates

Closing Date: Wednesday 20th May at 12 noon
Interview Dates: w/c 8th June

How to Apply:
If you would like to apply for the post of Level 3 Teaching Assistant, you will find an Application Form on our website, www.kelfordschool.com, which you can download and complete. We are asking that all forms are submitted electronically.

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.

All completed application forms should be returned to Amanda Hobson or emailed to kelford.vacancies@nexusmat.org, by the date and time of closing detailed above.

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.