

Sparklers Centre of Excellence

Teaching and Learning Assistant with Paediatric Experience

Full-Time, Position to commence August 2020

Sparklers Centre of excellence is an Inclusive setting, for children and young people aged 3 to 19 years who may or may not have additional needs. We have a warm, mutually supportive and caring ethos with an enthusiastic and skilled staff team that is highly aspirational and committed to pupil welfare, progress and enhanced life chances.

We are seeking a Teaching Assistant (with relevant further education experience) wishing to work in a school setting, to join our multi-disciplinary team comprising of speech and language therapy, occupational therapy, behavioural specialist and psychology. The successful candidate may be required to work across the age-range and in our different settings.

We are looking for a Teaching Assistant who:

- Is highly motivated, passionate, dynamic and flexible
- Has experience working with children and young people with autism and related conditions or other special needs.
- Has highly developed communication and interpersonal skills
- Has experience working collaboratively within multi-disciplinary teams in school environments
- Is seeking to further develop their skills and knowledge in working with young people with Autism
- Has knowledge of the National Curriculum and statutory requirement of Assessments
- Must hold a post-secondary qualification and have Paediatric experience.

Main responsibilities:

KEY ACCOUNTABILITIES

Policy and Leadership

- To have a good working knowledge and understanding of all school policies
- To ensure all policies are vigorously adhered to in practice

Management of Teaching and Learning

- To provide teaching assistance defined according to weekly/daily/sessional planning of the teacher
- To lead the team of Teaching Assistants within the class and co-ordinate their work if appointed as Senior Teaching Assistant

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- To act as the 'Buddy' for any new members of staff allocated to the class in which you are working.
- To adhere to and encourage the class team to use and follow line management
- To provide consistent and effective support in line with the requirements and responsibilities of your role

Management of Curriculum

- To provide group and/or individual activities, planned by the teacher
- To work individually with learners/students to develop work.

This may be work planned by the TA after consultation with the teacher

- To discuss with the Teacher and Therapy team, to contribute to curriculum and classroom planning

Management of Learners/Students

- To support the general wellbeing of learners within the structure of the school
- To ensure that learners are managed in accordance with school expectations during their time at school
- To liaise with teachers, care staff, therapy team, and Parents creating an effective team sharing knowledge and information

Management of Financial and Physical Resources

- To play a leading role in the management of resources within the designated teaching area

Evaluation and Quality

- To monitor and evaluate learners' learning under the guidance of the teacher
- To provide continuity in support and organisation

Administration

- To ensure that designated administrative tasks are fulfilled
- To carry out other reasonable requests made by the Principal and Governors

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KEY TASKS

Policy and Leadership

- To assist in the review of policies relating to work practices
- To help, if required, to assess learners using knowledge of the school curriculum, schemes of work, and national curriculum requirements and nationally accredited awards : eg), Asdan; work experience accreditation; Entry levels etc

Management of Teaching and Learning

- To assist teachers and HLTAs in the meeting of school policy and national curriculum requirements
- To organise and maintain the learning environment including responsibility for specific aspects of class organisation and administration
- Monitoring and assessing learners and recording and reporting on learners' achievements and development
- Assisting the Teacher with the development and implementation of Individual Education plans (IEPs)
- Lead other Teaching Assistants including allocation and monitoring of work
- To assist teachers in the use of relevant management strategies to ensure a purposeful environment for teaching and learning to take place

Management of Learners/Students

- To support all learners in their planned structured work in all curriculum areas
- To help prepare differentiated work especially. Work tasks may include working outside the classroom in the community

e.g. shopping, activities at the leisure centre, travel skills, supporting work experience placements etc. following planning meetings with the teacher

- To enhance the quality of experience for the students to contribute towards teamwork through a positive attitude and the sharing of ideas
- To be proactive in implementing Team Teach strategies
- To take a lead in maintaining safety of all learners
- To support teachers and Inclusion Support Team
- To ensure that the necessary paperwork is completed correctly and promptly and that the relevant phone calls are made
- To implement strategies identified and agreed on Behaviour Management Plans
- To ensure that behaviour monitoring sheets are recorded daily and filed appropriately

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- To be aware of class learners stated needs and objectives

Management of Financial and Physical Resources

- To assist in the managing of classroom organisation within the framework of the teaching and learning policy with the aim of leading the learners and students on a path towards independence and individual responsibility
- To assist in the implementing of a resource management policy:

this will include some or all of the following:

Language equipment

Maths resources

Audio visual equipment

Art equipment

Topic Resources other designated resources

Supervision of Children

- Within the framework of general awareness of student's safety and welfare and the school's ethos, values and attitudes

- To supervise students: in the general movement about the school

in the classroom or other workplaces particularly: -

Work Experience placements

in toileting

in changing rooms

in play areas

in the dining room

- In groupwork entailing potentially hazardous equipment:

e.g. cooking, science, art, D & T etc.

Evaluation and Quality

- To assist in monitoring learners work and to use that to help inform the planning process to meet individual needs

- To assist, if required, in keeping records of learners progress and report achievement in line with school policy

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Administration

- To keep records and carry out procedures to satisfy school policies
- To be fully involved in the appraisal process
- To attend and contribute to staff meetings, open evenings and/or consultation evenings as required by the school
- To respond to teacher requests for help when necessary and accepting priorities as they arise

These requests may include:

- photocopying
 - making worksheets
 - stock-taking
 - covering books/work cards
 - mounting work for displays
 - making phone calls
- To be able to deal with parents in cases such as: illness mishaps, lost property etc.

Benefits include:

- Working with a creative, enthusiastic, supportive and caring team of staff
- Training and CPD
- Coaching and mentoring
- Access to our company voucher scheme

Safeguarding: Sparklers Centre of Excellence is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. Successful applicant will be subject to an enhanced check by the police.

Equal Opportunities: Our foundation has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

Confidentiality: Our foundation is committed to maintaining the privacy of all its staff and learners. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Health and Safety: Our foundation is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

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If you have high expectations of your learners and want to work within a stimulating and motivating learning environment as part of a successful and supportive team, then please get in touch. For an informal discussion, to arrange a visit, or request for an application pack, please email harriet@sparklersfoundation.org CVs will not be accepted; only applications submitted on the application form will be considered. Our application form is also available on our website.

Closing date: 31st March 2020

Interview date: Contact for further information