

# Applicant Information Pack

**Teaching Assistant**

**Salary: £80 - £100 per day**



Dear Applicant,

Thank you for your interest in the position of teaching assistant for young people with SEMH at FreshSteps Independent School

I hope you find the information helpful. If you feel that this is a post for which you would like to apply, please complete all sections of the Application Form, including the Equal Opportunities monitoring (CVs are not accepted), and return it via email:

Email: [primary@freshstepseducationcentre.org.uk](mailto:primary@freshstepseducationcentre.org.uk)

Post: FreshSteps Independent School, Innova House, 4 Kinetic Crescent, EN3 7XH

The closing deadline for applications is 12 noon on Tuesday 7<sup>th</sup> July 2020

Please ensure you provide the name, addresses (including email addresses where possible) of two referees, one of whom should be your current direct Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be held on zoom. If you have not been invited to attend an interview within 7 days of your application being sent, you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

I wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

If you would like to discuss the role further please contact the primary phase leader via [primary@freshstepseducationcentre.org.uk](mailto:primary@freshstepseducationcentre.org.uk) and leave your name and number.

Yours sincerely

*Diane Anderson*  
Head Teacher

## JOB DESCRIPTION

School:	FreshSteps Independent School
Job title:	Teaching Assistant
Reports to:	Head Teacher
Hours of work:	Full time
Salary:	£80 - £100. Dependent on experience

### JOB PURPOSE

To assist in the support, education, integration and development of independence of a pupils with SEMH in an independent school

### KEY RELATIONSHIPS

The post holder will be responsible to the HEADTEACHER and will have contact with pupils, teaching staff, parents, carers and others.

### MAIN DUTIES

#### Supporting the Students

- To support and provide general care, welfare and safety of pupils.
- To aid pupils to learn as effectively as possible both in group situations and on their own.
- To establish a positive relationship with pupils.
- To encourage acceptance and integration of students with SEMH.
- To develop methods of promoting/reinforcing pupils' self-esteem.
- To facilitate and actively encourage independent communication with peers.
- To actively encourage pupil's independence and self-reliance.
- To support pupils with reading, writing, etc.
- To support children on school trips.
- To take part in discussions and case conferences where appropriate.
- To work with class teachers/leads

#### Supporting the teacher

- To assist the class teacher/lead (and other professionals as appropriate) in the development of a suitable programme of support for pupils
- In conjunction with the class teacher and/or other professionals, to develop and maintain a system for recording pupil progress.
- To contribute to the maintenance of the pupils progress records
- To participate in the target setting evaluation and review of pupil progress

#### Supporting the school

- To support the aims and ethos of the school

- To liaise and consult with other professionals supporting pupils.
- To attend relevant in-service training and meetings.
- To be aware of school policies.
- To undertake medical training and provide medical cover if required
- To undertake any other reasonable duties which might from time to time be requested by the Headteacher or any person delegated by them.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at the start of the year and it may be subject to modification and amendment at any time after consultation with the holder of the post

		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Good standard level of education. 5 GCSE or equivalent including English & Maths	√	
	First Aid qualification		√
<b>Work &amp; Related Experience</b>	Experience of working in an education setting	√	
	Experience of working with students on a one-to-one basis	√	
	Experience of working with children with speech and language needs		√
	Experience of classroom administration support	√	
<b>Knowledge and understanding</b>	Understands the importance of following policy and procedure.	√	
<b>Skills and Abilities</b>	Ability to think quickly, assess situations and react calmly	√	
	Ability to plan and organise effectively	√	
	Ability to work effectively in small groups or with individual students and be a good team player	√	
	Good communication skills and the ability to relate well to children, staff & parents	√	
	Good ICT skills and the willingness to update skills and undertake further training.	√	
<b>Personal Qualities</b>	Ability to bring to the role a good sense of humour, initiative, enthusiasm and commitment	√	

## **Explanatory Notes**

Applications will only be accepted from candidates completing the appropriate Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

## **Safeguarding Children & Young People**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

1. Candidates should be aware that all posts involve a degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
2. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
3. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

## **Interview Process**

After the closing date, short listing will be conducted by our SLT, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving license including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)

- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of supporting positive behaviours.

### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- List 99 Check
- Satisfactory DBS Enhanced Disclosure
- Verification of professional status such as GTC registration, QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

**You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.**

**ALL positions at FreshSteps are on a self-employment basis. Successful candidates will be offered renewable yearly contracts (following a successful probation period) and support from our accountant to register with HMRC.**