

Dear Applicant

Thank you for your interest in the position of **Teaching Assistant Level 1 (TA1) SEN** at **Dean Trust Ardwick, 345 Stockport Road, Ardwick, M13 0LF.**

Salary – **Band 3 Point 17-21 £18,672 - £20,541** per annum pro rata – **Actual Salary £15,989**

- 36.25 hours per week, 8.00am – 4.00pm Monday to Friday
- Term time only including 5 INSET days
- Local Government Pension Scheme – Greater Manchester Pension Fund

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust please visit the [thedeantrust.co.uk](http://thedeantrust.co.uk)

#### **Method of Application**

The preferred method of application is electronically via email. All applications must be made using The Dean Trust's application form. Applications will be shortlisted for interview and the Group HR Manager will contact those applicants who are selected.

#### **Closing Date**

Applications received after the closing time of **10am Thursday 17<sup>th</sup> May 2018** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 973 1179 or email [recruitment@thedeantrust.co.uk](mailto:recruitment@thedeantrust.co.uk). Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department

**Believe Achieve Succeed**

---

Cecil Avenue Sale Cheshire M33 5BP  
t: 0161 973 1179  
e: [thedeantrust@aom.trafford.sch.uk](mailto:thedeantrust@aom.trafford.sch.uk)  
w: [www.thedeantrust.co.uk](http://www.thedeantrust.co.uk)

Registered in England 8027943 VAT Registration 195 3889 46  
The Dean Trust is a company limited by guarantee.



## Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

<b>Job title</b>	<b>Teaching Assistant – TA1 – TA1 SEN</b>
<b>Reporting to</b>	<b>SEND Coordinator</b>
<b>Main purpose of job</b>	<b>NJC LEVEL 1</b> - To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.
<b>Main duties:</b>	
<b>Support for pupils</b>	
<ul style="list-style-type: none"><li>• Attend to the pupils' personal needs, and implement related personal programmes, including social, health, and physical</li><li>• Hygiene, first aid and welfare matters</li><li>• Supervise and support pupils ensuring their safety and access to learning</li><li>• Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs</li><li>• Promote the inclusion and acceptance of all pupils</li><li>• Encourage pupils to interact with others and engage in activities led by the teacher</li><li>• Encourage pupils to act independently as appropriate</li></ul>	
<b>Support for teacher</b>	
<ul style="list-style-type: none"><li>• Prepare classroom, as directed, for lessons and clear afterwards and assist with the display of pupils work</li><li>• Be aware of pupil problems/progress/achievements and report to the teacher as agreed</li><li>• Undertake pupil record keeping as requested</li><li>• Support the teacher in managing pupil behaviour, reporting difficulties as appropriate</li><li>• Gather/report information from/to parents/carers as directed</li><li>• Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.</li></ul>	
<b>Support for the curriculum</b>	
<ul style="list-style-type: none"><li>• Support pupils to understand instructions</li><li>• Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher</li><li>• Support pupils in using basic ICT as directed</li><li>• Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use</li></ul>	

### **Support for the school**

- 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/aims of the school
- Appreciate and support the role of other professionals
- Attend 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 lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

### **All employees have the responsibility to:**

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder



## Person Specification

<b>Education and qualifications</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• Good numeracy/literacy skills</li><li>• Completion of DfES Teacher Assistant Induction Programme</li><li>• Participate in development and training opportunities</li><li>• To have attended basic TA training at a college of further education (e.g. NCFE level 1 Training) and be working towards NVQ2 or similar qualifications (e.g. CACHE level 2)</li></ul>
<b>Experience</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• Working with or caring for children of relevant age</li></ul>
<b>Knowledge</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• Appropriate knowledge of first aid</li><li>• To be aware of all school policies and procedures</li><li>• To have some knowledge of NC requirements, especially literacy, numeracy and PSHE (e.g. ELS/ ALS/ FLS/ LPU/ Springboard)</li></ul>
<b>Skills and abilities</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• Use basic technology – computer, video, and photocopier</li><li>• Ability to relate well to children and adults</li><li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li></ul>
<b>SEN Pay band</b>	TAs appointed to jobs carrying the SEN addition must be prepared to carry out duties that include: <ul style="list-style-type: none"><li>• Dealing with complex behaviour/emotional needs</li><li>• Dealing with complex physical, care and personal needs, including lifting and handling</li><li>• Support complex sensory needs</li><li>• Attend appropriate in service training as required to address the complex needs of the pupils</li><li>• Communicate with parents/cares and other professionals around complex issues/needs</li><li>• Be aware that the job may require TAs to work in difficult and challenging conditions arising from anti-social, difficult behaviour or medical conditions</li></ul>