



## **Recruitment Information Pack**

# **Teaching and Learning Assistant**



Welcome to The Rise School. Thank you for your interest in joining our team!

I have almost 20 years experience of working in a variety of secondary mainstream and special educational needs schools. During this time I have come to understand that the 'whole child' and his or her happiness is the absolute key to their overall success.

I am passionate about providing the very best educational opportunities in our school community. The Rise is a very special place for autistic children and young people to learn, thrive and be happy, working hand in hand with our families and carers.

Our school values are Be Kind, Be Resilient, Be Proud. They underpin our community and if you visit us you will see examples of these values in action recorded on our 'Kindness Trees' and celebrated through our rewards system which encourages our pupils to develop empathy and compassion. Our environment is one in which we all can feel safe and appreciated for our individual contributions.

Our pupils are some of the most vulnerable children in society and we are passionate about wanting them to blossom and experience success whilst developing confidence and strategies to overcome some of the challenges associated with their autism. I believe that we have a responsibility to ensure we equip our pupils with the confidence and skills to live their lives safely and successfully and go on to take their place within the local community and beyond.

I have the highest expectations and am very aspirational for each and every pupil in our care. We see academic success for our pupils as of equal importance to their social and emotional growth. We constantly review our practice and provide staff training to ensure we are providing the best possible teaching and learning experience for our pupils.

Our "state of the art" building offers an enormous range of learning and social opportunities to our pupils. In addition to the basic core curriculum we provide a range of really exciting and beneficial learning opportunities such as Duke of Edinburgh awards, camping trips, yoga, learning opportunities outside the classroom and Mindfulness. As our pupils go into Key Stage 4 (14-16 years) we offer a bespoke curriculum that will provide further opportunities from GCSEs to vocational pathways. I encourage staff to innovate and play to their strengths whilst offering additional opportunities for our pupils to achieve academic success and a personal fulfilment.

Ultimately I am so very proud of the pupils and staff of The Rise School, who together ensure that our school is a very special and exciting place for us all to be.

**Sarah Roscoe**  
**Head Teacher**  
**BA Hons PGCE MA NPQH**



**BE KIND – BE RESILIENT – BE PROUD**

## Teaching and Learning Assistant

<b>Salary details:</b>	<b>From £15,607 (actual) dependent on experience</b>
<b>Job Term:</b>	Full Time
<b>Appointment Type:</b>	Term-time only
<b>Hours:</b>	37.5 hours per week (8am to 4pm daily)



**Are you a creative practitioner who really wants to make a difference to the everyday lives of the most wonderful children?**

We are looking for **exceptional Teaching and Learning Assistants** to join our fantastic team at The Rise School. You will be enthusiastic about training and development and be committed to achieving high standards for all our pupils working closely with colleagues in a multi-disciplinary team.

In return for your experience, we offer:

- A rewarding challenge, with the opportunity to be part of an exciting new school
- Support with professional development to progress your career
- A comprehensive induction programme to support you in your role
- A happy, exciting, engaged and supportive environment with learning at its core

### How to apply

To apply please download and complete our application form and equality monitoring form from our website [www.TheRiseSchool.com](http://www.TheRiseSchool.com). Completed applications should be emailed to [LindaBurn@TheRiseSchool.com](mailto:LindaBurn@TheRiseSchool.com).

**The closing date for applications is 9<sup>th</sup> February 2018, interviews will take place week commencing 5<sup>th</sup> March 2018.** The school is committed to safeguarding and promoting the safety and welfare of children and young people. All staff and volunteers are expected to share this commitment and all appointments will be subject to appropriate vetting including references and an enhanced DBS.

## Teaching & Learning Assistant



<b>Job Title</b>	<b>Teaching &amp; Learning Assistant</b>	<b>Team</b>	<b>The Rise School</b>
<b>Job Band</b>	<b>TBC</b>	<b>Reporting to</b>	<b>Class Teacher</b>
<b>Hours</b>	<b>Teaching Staff</b>	<b>Line Manages</b>	<b>N/A</b>

### Job Description

Updated: November 2017

#### **Purpose:**

- To support the education of pupils who need specialist support to overcome specific barriers to learning.

#### Key Tasks & Responsibilities

##### **Duties**

- Contribute and support to the overall vision and values of the school.
- Use specialist knowledge and experience to support pupils' learning.
- Work as part of a team and assist the class teacher to ensure quality education for the children.
- Assist with the planning and delivery of individual support plans (or other pupil-specific plans).
- Provide clerical/administrative support to the assigned teacher, eg. Photocopying, typing, filing and record-keeping.
- Monitor and evaluate pupils' progress and maintain pupil records where appropriate.
- Be aware of and support school policies and procedures.
- Liaise with parents, carers and professional staff (such as OT/SALT) in order to promote the holistic learning objectives of each pupil.
- Assist with the reception and departure of children at the beginning and end of school sessions.
- Develop and implement actions that will promote the integration of the pupil with his/her peers.
- Supervise whole classes during the occasional short-term absence of a teacher as times such as PPA and Golden time.
- Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters.
- Attend appropriate staff meetings and training days/events as requested.
- Have the highest expectations of our pupils learning and behaviour.
- Be aspirational for our pupils' future after school.

##### **Equalities**

- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

##### **Health & Safety**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

## Training & Professional Development

- The jobholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.
- The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

**This job description is not exhaustive and reflects the type and range of tasks responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by the Head teacher.**

## Person Specification

Role and Band Competencies	Essential	Desirable
<b>Education Levels &amp; Qualifications</b>		
1. Educated to at least GCSE Grade C standard or equivalent in English and Mathematics	X	
2. Further Education in a relevant area		X
<b>Specific Knowledge, Experience &amp; Technical Skills</b>		
3. Experience of working with children and young people with autism	X	
4. Experience of managing challenging behavior	X	
5. Commitment to the principles of positive behavior approaches	X	
6. Ability to demonstrate an understanding and personal commitment to safeguarding and promoting the welfare of children and young people	X	
7. Experience of working in a UK based school setting.		X
8. Knowledge of typically developing children		X
9. Experience of positive handling techniques		X
<b>Personal Attributes</b>		
10. Good communication both verbal and written	X	
11. Ability to communicate effectively with a range of stakeholders	X	
12. Ability to work effectively as a member of a multi-disciplinary team	X	
13. Good organisation, planning and prioritization skills	X	
14. Ability to work using own initiative	X	
15. Ability to solve problems quickly and decisively and able to stay calm in a crisis	X	
16. IT literate	X	
17. Physically and emotionally resilient in order to work with children	X	