



Recruitment Information Pack

Teaching and Learning Assistant

Contents

The Advert

Job Description

Person Specification

Prospectus

Teaching and Learning Assistant

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



Are you an 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. Completed applications should be emailed to LindaBurn@TheRiseSchool.com.

The closing date for applications is Monday 3rd July at 12 noon, interviews will take place the same week. 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.

Job Description

Role Title: Teaching and Learning Assistant

Progression up the pay scale is informed as and when pay increases are awarded by the organisation.

Reason Job Exists

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

Duties

- Use specialist knowledge or experience to support pupils' learning.
- 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.
- Liaise with parents, carers and professional staff (such as educational psychologists) in order to promote the learning objectives of each pupil.
- Develop and implement actions that will promote the integration of the pupil with his/her peers.
- Supervise whole classes during the short-term absence of a teacher.
- Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters.

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.

Disclosure and Barring Service

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

Additional Information

- 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.

Person Specification Teaching and Learning Assistant

	Essential	Desirable
Education level & qualifications	<ul style="list-style-type: none"> • Educated to at least GCSE Grade C standard or equivalent in English and Mathematics 	<ul style="list-style-type: none"> • Further Education in a relevant area
Technical skills / experience / knowledge / expertise	<ul style="list-style-type: none"> • Experience of working with children and young people with autism • Experience of managing challenging behaviour • Commitment to the principles of positive behaviour approaches • Ability to demonstrate an understanding and personal commitment to safeguarding and promoting the welfare of children and young people 	<ul style="list-style-type: none"> • Experience of working in a UK based school setting. • Knowledge of typically developing children • Experience of positive handling techniques
Personal skills	<ul style="list-style-type: none"> • Good communication both verbal and written • Ability to communicate effectively with a range of stakeholders • Ability to work effectively as a member of a multi-disciplinary team • Good organisation, planning and prioritisation skills • Ability to work using own initiative • Ability to solve problems quickly and decisively and able to stay calm in a crisis • IT literate • Physically and emotionally resilient in order to work with children 	