



Tweendykes
School & Sixth Form



Teaching Assistant L1

Vacancy Information



HumberEducationTrust

Where everybody counts, every moment matters.



We are Humber Education Trust.

Humber Education Trust's vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We will grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we will drive these aims further and faster for the benefit of our pupils and our communities.

Humber Education Trust is also recognised by the DfE as an Academy Sponsor. This means that through the Trust, we are held accountable for sponsored schools who may join us, to ensure improvement in outcomes and taking responsibility for their performance and financial arrangements.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing multi-academy trust for both primary, secondary and alternative provision schools.

Humber Education Trust is committed to:

- Work ethically and with mutual respect and collaboration.
- Prioritise our time and resources on the things that have the biggest positive impact on children's

outcomes. Children are at the heart of everything we do.

- Provide a caring and safe environment where responsible, tolerant and principled global citizens can grow.
- Develop creative, enquiring and resilient learners with a thirst for knowledge.
- Provide an environment where success is recognised, celebrated and built upon.
- Provide a vibrant, challenging and enriching curriculum by encouraging fresh thoughts and outward-looking ideas.
- Ensure all staff have outstanding continual professional development, attracting and retaining a highly skilled, highly motivated workforce who feel appreciated and supported.
- Embrace technology, improve methods of communication, and collaborate through IT to reduce teacher workloads, reflecting the changing needs of our world.
- Provide support for all families within our diverse community, enabling our children and young people to embrace the challenge of life within in the wider world and succeed in reaching their full potential.
- Working together, freeing resources, to drive financial efficiencies saving money and reinvesting within our classrooms.

Thank you for showing an interest in working within our Trust. I wish you well with your application.



Rachel Wilkes
Chief Executive Officer



Grade & Scale point:	3, SCP 3-5
Salary:	£18,887 - £19,650 Full time equivalent £3,274 - £3,406 Actual salary
Hours of work:	7.5 hours per week
Contract:	Permanent, Term-time + 5 days (195 days)
Start date:	ASAP following pre-employment checks

Tweendykes School is a special school for 3-19 year olds supporting children and young people with severe learning difficulties within the Humber Education Trust. We pride ourselves on our outstanding quality of education and are seeking to strengthen and increase our team through the appointment of a number of Level I Teaching Assistant posts.

We are looking for daily lunchtime hours 11:55am - 1:25pm. However, this is can be a development post in order to learn the skills required to progress onto further Teaching Assistant qualifications and levels.

Additional supply hours may be requested but are not an essential part of the role. Many of our pupils have complex medical needs as well as learning and/or communication difficulties. You will be expected to work across the school individually with pupils and/or with groups in classes. The pupils require high levels of adult support not only to access the school curriculum but also with personal care routines.

The school strongly believes that every child should go to school excited about the day ahead and experience a sense of achievement when they go home. Our dedicated team provides the best educational opportunities for all our pupils allowing each and every one of them to succeed in reaching their full potential. In return, we offer a professional, friendly working environment in a school where everyone is valued.

JOB REQUIREMENTS:

- Attends to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Prepares classroom as directed for lessons and clear afterwards and assists with the display of pupils' work
- Encourages pupils to interact with others and engage in activities led by the teacher
- Supports the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed

THE SUCCESSFUL CANDIDATE WILL HAVE:

- GCSE English and Maths Grade A-C (or equivalent)
- Experience in working with or caring for children of relevant age
- Ability to support pupils learning consistently whilst recognising and responding to their individual needs.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- If you believe in the children in Hull, are passionate about our community and truly want to make a difference then we would love to hear from you.

AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through our S2S Support Leaders and Peers network.
- Outstanding individually tailored continual professional development for staff at all levels.
- Staff who feel valued and supported in their roles.
- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration.

Visits to our school are welcome by appointment. Please telephone 01482 826508.

Closing date for completed applications: 8am, Thursday 19 May 2022

Interview date: Friday 27 May 2022

If you have any queries regarding the role or application process, please contact Aaron Holmes, School Business Manager, at Tweendykes School & Sixth Form.

HOW TO APPLY:

Please download our Application Form attached and save it to your desktop. Once complete, please upload via the 'Upload application' button below and submit via the 'Submit Application' button. You may also attach a Cover letter/supporting statement if you wish. Once you have clicked on 'Submit Application', your application document(s) will be sent directly to the School.

All candidates are advised to refer to the job description and person specification before making an application.

Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received.

CONDITIONAL OFFER:

Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks.

SAFEGUARDING STATEMENT:

Humber Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.



JOB DESCRIPTION and PERSON SPECIFICATION

SCHOOL: Tweendykes School

SECTION: Supporting and Delivering Learning

JOB TITLE: Teaching Assistant
Level 1 – Special School

GRADE: Grade 3

DATE: April 2021

DIGNITY AT WORK: To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone in the school.

PURPOSE: 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 and specific assistance to the teacher in the management of pupils and the classroom.

PRINCIPAL ACCOUNTABILITIES:

1.	To promote and safeguard the welfare of children, young people and/or vulnerable adults
	SUPPORT FOR PUPILS
2.	Attends to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
3.	Supervises and supports pupils ensuring their safety and access to learning
4.	Establishes good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
5.	Promotes the inclusion and acceptance of all pupils
6.	Encourages pupils to interact with others and engage in activities led by the teacher
7.	Encourages pupils to act independently as appropriate
	SUPPORT FOR THE TEACHER
8.	Prepares classroom as directed for lessons and clear afterwards and assists with the display of pupils work
9.	Be aware of pupil problems/progress/achievements and report to the teacher as agreed
10.	Supports the teacher in managing pupil behaviour, reporting difficulties as appropriate
11.	Undertakes pupil record keeping as requested

12.	Gathers/report information from/to parents/carers as directed
13.	Provides clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.
	SUPPORT FOR THE CURRICULUM
14.	Supports pupils to understand instructions
15.	Supports pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher
16.	Supports pupils in using basic ICT as directed
17.	Prepares and maintains equipment/resources as directed by the teacher and assists pupils in their use
	SUPPORT FOR THE SCHOOL
18.	Is aware of and complies with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
19.	Is aware of and supports difference and ensure all pupils have equal access to opportunities to learn and develop
20.	Contributes to the overall ethos/work/aims of the school
21.	Appreciates and support the role of other professionals
22.	Participates in training and other learning activities and performance development as required and attends relevant meetings as required
23.	Assists with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
24.	Accompanies teaching staff and pupils on visits, trips and out of school activities as required
25.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employers overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Health and Safety policy adopted by the school.
<p>GENERAL: The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school.</p>	

DIMENSIONS:	
All sections should be completed – if there aren't any state 'none'	
1. Responsibility for Staff:	None
2. Responsibility for Customers/Clients:	The postholder is responsible for working with the pupils, their parents and other staff members, following agreed plans and protocols.
3. Responsibility for Budgets:	None
4. Responsibility for Physical Resources:	The postholder is responsible, along with all other staff, to safeguard and protect the school's resources to the best of their ability and not to misuse or misplace school property.
WORKING RELATIONSHIPS:	
All sections should be completed – if there aren't any state 'none'	

1. Within School:

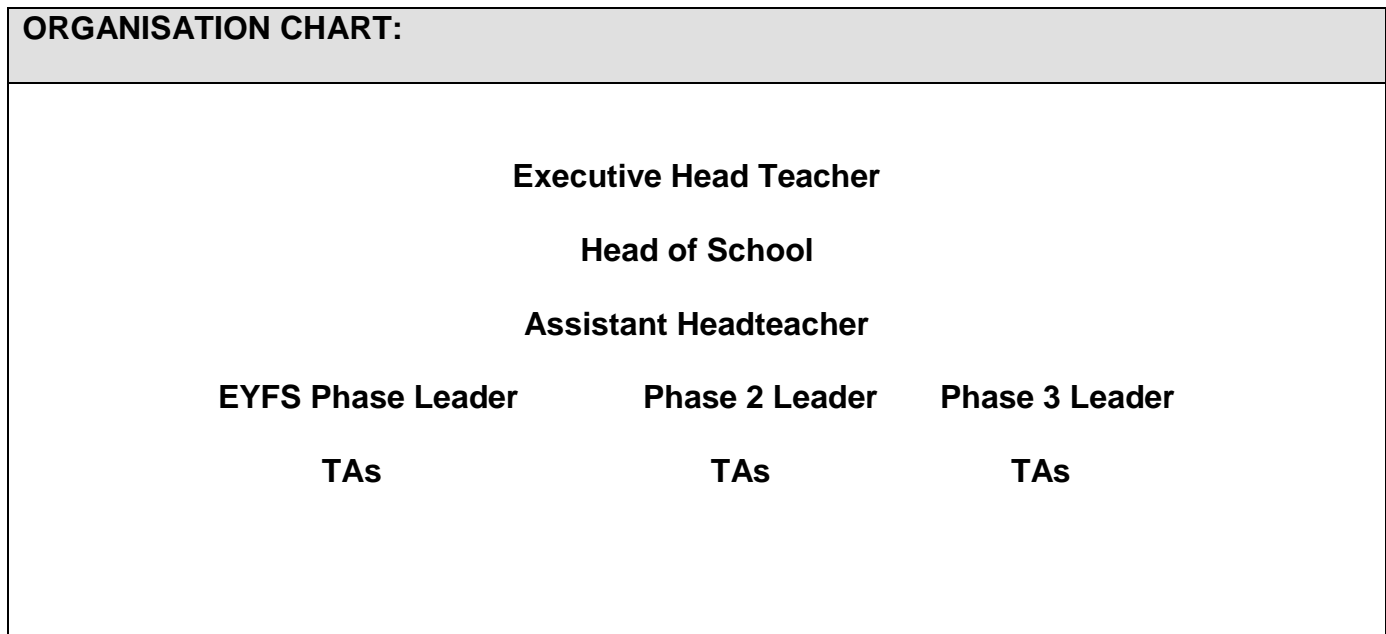
All school staff, pupils, parents, governors and the community.

2. Within Trust:

Other school based staff.

3. With External Bodies to the *School/Academy*:

Educational support staff, educational support services, other schools and educational establishments, other public services and community representatives.



	<i>Tick relevant level for each category</i>						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		x					
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		x					
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.			x				

PERSON SPECIFICATION		Tick relevant column	List code/s*	
<p>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</p> <p><i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i></p>		Essential	Desirable	How identified
1.	Qualifications:			
	GCSE to 5A*-C or equivalent including Maths and English	x		AF, CQ
	Safeguarding Level 1	x		AF, CQ
	Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc		x	AF
	First Aid Cert		x	AF, CQ
2.	Relevant Experience:			
	Experience of working with or caring for children of relevant age	x		AF, I
	Experience of working with and supporting children in a learning environment who have SEN		x	AF
3.	Skills (including thinking challenge/mental demands):			
	Motivation to work with children and young people	x		I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	x		I, R
	Ability to support pupils learning consistently whilst recognising and responding to their individual needs.	x		AF, I, R
	Good numeracy/literacy skills	x		AF, I, R
	Use of other basic equipment/technology – ipads, photocopy	x		AF
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	x		I, R
	Knowledge of curriculum and P scales	x		AF, I
	Knowledge of relevant polices/codes of practice and awareness of relevant legislation	x		AF, I
	Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies		x	AF, I
	Understanding of principles of child development and learning processes		x	AF, I
	Knowledge of Child Protection procedures and issues	x		AF, I
	Awareness of Health and Safety issues	x		AF, I
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	x		AF, I
	Ability to establish good professional relationships and effective working relationships with a range of partners/colleagues and pupils at a variety of levels.	x		AF, I, R
	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	x		AF, I

PERSON SPECIFICATION		Tick relevant column		List code/s*
<p>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</p> <p><i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i></p>		Essential	Desirable	How identified
	Ability to relate well to children and adults	x		AF, I
Written Skills				
	Good written skills	x		AF, I
6.	Other:			
	Participates in development and training opportunities	x		AF
	Flexible approach to working arrangements. The postholder must be flexible to ensure the operational needs of the school are met.	x		AF
<p>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</p>				
7.	Additional Requirements:			
	If there aren't any state 'none'		N/A	
			N/A	
			N/A	
8.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the school/academy obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Servic.	x		DBS Disclosure

I have read and accept the role of Teaching Assistant Level 1:

Name:

Signed:

Date:



Vision & Values

We are Humber Education Trust.

Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. This is inclusion in its truest sense. We recognise that as every child needs different things to achieve the same end point, their full potential, so too do the schools that nurture and develop those children.

One size does not fit all.

Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do. We are outward looking, embracing links with other education providers and agencies as we all seek the best outcomes for children.

We believe in innovative staff development opportunities at all levels, so that our teams enable our pupils and families to shine. We are passionate educators, both of ourselves and of others, prioritising resources to have the greatest impact, every minute of every day, on the children we serve.

We welcome challenge as this promotes positive change. Our determination to achieve the best outcomes for every individual means that we are relentless in our pursuit of excellence.

Only the best is good enough.

This is us. Humber Education Trust.



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Where everybody counts, every moment matters.



Work for Humber Education Trust

We value our employees.

The following **benefits** are available to employees within our academies:

Financial

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay
- Occupational Health Referrals & Counselling

Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working
- Childcare vouchers (applicable if already enrolled pre October 2018)

Employee Benefits - Permanent Contracted Employees & Fixed Term

- 20% Discounted Gym Membership - Hull City Council Leisure
- Display Screen User Eye Tests

Professional Development

- Continuous Professional Development for All Staff
- Access to Middle and Senior Leadership Courses
- Supportive staff, committed to improvement, who will work with you to achieve your goals

The opportunity to make a real difference to the lives of our students