



## **Learning Support Assistant (TA2 with SEN allowance)**

TA2 point 5-6 plus SEN allowance.  
32.5 hours per week, term time only plus Training Days

We are looking for a Learning Support Assistant to join our school which is going through an exciting period of development. Our students are 11-16 years and have been excluded or are close to being excluded from mainstream school. Students attend full or part time and are referred to us by schools and the Local Authority. Our Teaching groups are small between 2 and 8 students per class. We currently have 42 students on role.

Our ideal candidate will be passionate about making a difference and helping to improve the learning opportunities for our children. You must be passionate about ensuring students succeed both academically and pastorally. Our ideal candidate may already have experience working in our kind of setting or have worked with young people who have SEMH difficulties.

The post holder should be able to work as part of a team, support class teachers and manage pupils on a 1:1 basis and whole class setting, have NVQ level II in child related subject or relevant experience and exceptionally good communication skills & Numeracy/literacy Skills. This post could involve supporting students at other Site so access to a car, driving licence and business insurance are essential.

If you would like to find out more or would like an application pack email to you then please contact our Business Operations Manager Julie Jarvis 01527 597936 or email to [jjarvis@theforge.worcs.sch.uk](mailto:jjarvis@theforge.worcs.sch.uk). We encourage all candidates to come and view the school

Applications form and job description are also available [www.theforge.worcs.sch.uk/vacancies](http://www.theforge.worcs.sch.uk/vacancies)

**OF COURSE - SAFEGUARDING THE CONDITIONS FOR GROWTH AND DEVELOPMENT IS OUR PRIMARY CONCERN. ALL APPOINTMENTS ARE SUBJECT TO SATISFACTORY REFERENCES AND DBS CHECKS AND RIGOROUS INTERVIEW**

Return completed application forms to the school as soon as possible.  
Interviews will take place before the end of the school year.



## Teaching Assistant

**Conditions of Service:** NJC for Local Government Services

32.5 hours per week, Term Time only plus 5 additional training days

**Points Range:** TA 2 NJC point range 5-6 plus SEN allowance

### **Job Purpose:**

To support the ethos of the school and work collaboratively with the classroom teacher in their responsibility for the development and education process by providing care and supervision skills to children. To play a full role in implementing the school's agreed learning and behaviour policies. To provide support and guidance to pupils and those engaged with them, by removing barriers to learning to promote effective participation, enhanced individual learning, raise aspirations and achieve their potential.

### **Main responsibilities and tasks:**

- To provide support and guidance to all students, by removing barriers to learning to promote effective participation in lessons.
- To support the classroom teacher with their responsibility for the development and education of children by utilising detailed knowledge and specialist skills.
- To work under the guidance of teaching/senior staff to implement agreed work programmes with individual groups, in or out of the classroom and sometimes off site. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the management/preparation of resources.
- Use ICT effectively to support learning.
- Manage the behaviour of pupils whilst they are undertaking work to ensure a constructive environment.

### **Support for the School:**

- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be able to understand and use a range of strategies to deal with classroom behaviour as a whole and individual behavioural need.
- Use skills and experiences to manage safely classroom activities, the physical learning space and resources for which you are responsible.
- 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.
- Participate in training and other learning activities as required.

- Recognise own strengths and areas of expertise and use these to advise and support others.
- Adhere to and maintain school routines and codes of conduct.
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher to support achievement and progress of pupils.
- Undertake duties as per the duty rota
- Cover for absent of other Learning Support Practitioners where appropriate.
- Ensure full and detailed records are maintained in line with school procedures
- Participate in meetings and briefings when required
- Support Students via the 'Team Teach' approach as and where necessary.

**Other Duties**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

I agree to the above

Signed :

Name :

Date :



## Personal Specification – Teaching Assistant

	Essential	Desirable
Qualifications	NVQ Level 2 or equivalent qualification, or equivalent relevant experience in working with young people.	Additional qualifications relating to working with young people.
Training	Willingness to undertake Professional Development courses as and when required.	First Aid Team Teach Any relevant courses undertaken in the last 3 years
Knowledge	Up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children & young people.	Knowledge of SEN code of practice. Knowledge of behaviour strategies and practice.
Experience	Experience of working with Young People	Experience of working in an education setting. Experience of working with Special needs Pupils. Experience of working with outside agencies. Experience working in an alternative provision school
Skills & Abilities	Excellent communication both written & verbal. Ability to work on own initiative or part of a team. An understanding of the importance of accurate and impartial record keeping. Ability to monitor & record information. The ability to use ICT effectively.	Ability to plan & adapt plans to individual pupils needs
Qualities & Values	Commitment to valuing and showing respect to all individuals. Flexible approach to the role. Commitment to the protection and safeguarding of all young people. Reliable, trustworthy & punctual. Enthusiastic Good sense of humour Full driving license and access to a car Business insurance.	