

**PATE’S GRAMMAR SCHOOL FOUNDATION &**

**THE RICHARD PATE SCHOOL (“the School”)**

**Teaching Assistant (SEND One-to-One Support)**

**Fixed Term Contract; Part-time**

**Information Pack**

**About Us**

The Richard Pate School is owned and operated by Pate’s Grammar School Foundation. It is a successful independent day school for 3-11 year olds. We offer children a broad education in modern, purpose built facilities, including large classrooms and specialist Art, Languages, Music and Science block as well as excellent sports facilities and a well-developed woodland area. The School has an excellent record of admissions to both grammar and independent schools, with more than 50% moving on to grammar schools and a large number gaining scholarships to independent schools. The School also provides a broad education in sport, art, drama and languages and a varied extra-curricular programme as well.

**Vacancy Details**

* The School requires an experienced Teaching Assistant to support a Year 3 child who is working under an EHCP. The post will be for part-time one-to-one support (08.00 – 12.15 Monday to Friday) starting on 1st September 2023.
* The contract will be for an initial fixed term of 12 months but is likely to be extended until the pupil finishes in Year 6, however terms may change subject to the terms of the EHCP and any reviews.

**To be successful in this role you must be:**

* Qualified with at least NVQ3
* Experienced in working 1:1 with SEND in a Primary setting
* Enthusiastic and flexible with a very “hands-on” approach
* Prepared to get involved in school life and make a positive contribution to the school
* Able to demonstrate high standards of personal presentation
* In possession of good interpersonal and communication skills
* Enthusiastic, hardworking, caring, flexible and self-motivated
* An outstanding teaching assistant focused on raising standards and supporting the pastoral care and individual needs of the pupil
* Enthusiastic about being part of a supportive team, prepared to be immersed fully into school life
* Capable of communicating effectively with pupils, colleagues and parents
* Respectful of the School’s aims and values.

In return we offer a positive working environment with supportive colleagues and regular opportunities for professional development and training. We expect all our staff to engage in pedagogical reflection and development, and to contribute to ongoing improvements in learning and curriculum design and delivery.

**Job Description**

**Main Functions:** To assist in promoting the learning and personal development of the pupil(s) to whom you are assigned, to enable him/her to make best use of the educational opportunities available to them. To work closely with the SENDCo and the class teacher to deliver a modified programme to meet the child’s needs.

1. To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:
   1. Adapting and / or planning lessons and preparing work alongside the classroom teacher and SENDCo
   2. Have experience of working and communicating with children with complex needs (including Social and Communication needs) and be willing to adapt strategies and approaches where appropriate to enable the child to achieve their best outcomes
   3. Be confident in delivering interventions independently, record daily outcomes and use these to inform next appropriate steps
   4. Clarifying and explaining instructions
   5. Ensuring the pupil is able to use equipment and materials provided
   6. Motivating and encouraging the pupil as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to the pupil’s needs
   7. Assisting in areas of challenge, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
   8. Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
   9. Liaising with class teacher, SENDCo and other professionals about My Plans and the EHCP, contributing to the planning and delivery as appropriate
   10. Helping to make appropriate resources to support the pupil
   11. Meeting with parents to discuss the speech and language strategies that are being implemented.
2. To establish supportive relationships with the pupil concerned
3. To promote the acceptance and inclusion of the pupil with SEND, encouraging pupils to interact with each other in an appropriate and acceptable manner
4. Monitor the pupil’s response to the learning activities and, where appropriate, modify or adapt the learning / activities in the moment as agreed with the teacher to achieve the intended learning outcomes
5. To give positive encouragement, feedback and praise to reinforce and sustain the pupil’s efforts and develop self-reliance and self-esteem
6. To mark pupil’s work under the direction of the class teacher and feed back how child experienced their learning to inform next steps
7. To support the pupil in developing social skills both in and out of the classroom
8. To support the use of ICT in learning activities and with specific programmes to support learning
9. To provide regular feedback on the pupil’s learning and behaviour to the teacher/SENDCo,
10. Under the direction of the teacher/SENDCo, carry out and report on systematic observations of the pupil to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
11. To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
12. Where appropriate to develop a relationship to foster links between home and School, and to keep the School informed of relevant information
13. To be aware of confidential issues linked to home/pupil/teacher/School
14. To contribute towards reviews of the pupil’s progress as appropriate
15. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
16. To take part in training activities offered by the School to further knowledge and skills of working with a child with specific learning difficulties
17. To be willing to support playground/break time supervision e.g. educational games
18. To accompany teacher and pupils on educational visits
19. To carry out the above duties in accordance with the Education Department’s Equal Opportunities Policy.

**Specific Duties:** This role will entail more specific tasks which may include:

1. To help the child engage in a variety of activities on offer in the setting
2. To maintain a record of interventions
3. To work on various strategies
4. To work with the relevant professionals
5. To set small achievable targets in order for the child to experience success
6. To work with the School’s SENDCo and the class teacher on short term learning targets to support the child’s EHC Plan
7. To liaise with external agencies
8. To provide regular feedback to parents

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the School as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

**Person Specification**

Qualifications and experience

* Qualified to NVQ3 (or equivalent) or higher for the appropriate age range.
* Applicants should have experience working with SEND in a Primary Setting
* Good standard of literacy and numeracy

Knowledge and understanding

* An understanding of the SEND code of practice 2015
* Knowledge of the difficulties experienced by pupils with special needs and the practical strategies to help them adapt
* Thorough understanding of current education policies and practice, in particular relating to Safeguarding and Health and Safety.

Skills and Abilities

* High levels of discretion and professionalism
* Enthusiasm
* Flexible, adaptable and cooperative
* Able to foster good relationships with all stakeholders, including parents
* Well organised
* Able to follow instructions but also show initiative

In return, we offer you

* Talented and dedicated colleagues with inspirational team spirit
* Children who are enthusiastic to learn, with outstanding behaviour
* A supportive and nurturing ethos which will help you fulfil your potential
* A strong commitment to on-going professional development and lifelong learning.

**Salary Scale**

The Richard Pate School uses the state sector’s teaching assistant pay scale. The pay for this role will be offered depending on the experience of the applicant.

**Safeguarding**

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with the Disclosure and Barring Service.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

**Further Information**

Up to date information including policies may be found on our website, **www.richardpate.co.uk.**

Should you wish to discuss any of the detail contained within this information pack, please contact our bursary on 01242 522052.

**How to Apply**

To apply, please download an application form from our website. Please post completed forms to the following address:

Mrs Lucy Cox - Bursar

The Richard Pate School Bursary

Southern Road

Cheltenham

GL53 9RP

Or e-mail to: [bursar@patesfoundation.org](mailto:bursar@patesfoundation.org)

**Applications must be received by 12:00pm on Thursday 22 June 2023.**

Interviews will be held on **Thursday 29 June 2023.**

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.

*The Richard Pate School is an equal opportunities employer.*