



# SAINT AIDAN'S

## Church of England High School

### TEACHING ASSISTANT 2A

*Aspire & Believe & Succeed*

from 1st September 2023

#### Message from Headteacher

Thank you for requesting details for the post of Teaching Assistant 2A at Saint Aidan's. I am proud to be able to lead the school, and believe that it will provide an ideal environment for you to begin or continue your career.

We are looking for an enthusiastic teaching assistant who enjoys working with children and wants to help them to learn.

If appointed you will work in class to support the learning of children with extra needs, alongside the class teacher, as well as working with individual children out of the classroom. You will be part of a team of teaching assistants and teachers who share a commitment to providing the best possible education to all of the students at Saint Aidan's. The job is demanding, but extremely fulfilling as you know you are making a difference to the lives of the children you are working with.

This new post will allow us to provide even better support to more of our students, and respond to their needs in the best way possible.

Applications are welcome both from those with previous experience working in schools and from those who have not worked in a school but who can demonstrate the skills and attitudes which will make them successful in the role.

I hope that, having read the enclosed information, and looked at the information about the school on our website, you feel encouraged to apply for this position.

Completed application forms should be returned to arrive no later than 12 noon on Wednesday, 7th June 2023. Applications may be submitted by post or by email. Emailed applications should be sent to [recruitment@st-aidans.lancs.sch.uk](mailto:recruitment@st-aidans.lancs.sch.uk) and will be acknowledged on receipt.

Interviews are planned for the week beginning 12th June and the successful candidate will start on 1st September.

I look forward to receiving your application.

**Andy Smith, Headteacher**



**Andy Smith,  
Headteacher**

**Post:**

Teaching Assistant 2A - permanent

**Line Manager:**

Assistant SENDCo, SENDCo

**Start Date:**

1st September 2023

**Closing date for applications:**

12 noon on Wednesday, 7th June 2023

**Interviews:**

Week beginning 12th June 2023

Electronic applications are accepted in Microsoft Word or PDF format.

Please email to **[recruitment@st-aidans.lancs.sch.uk](mailto:recruitment@st-aidans.lancs.sch.uk)**

All applications received will be acknowledged.

# Aspire Believe Succeed



## School Information

Saint Aidan's is a successful and popular 11-16 co-educational Church of England school with 850 students situated in a very pleasant part of the Fylde in Lancashire. We draw our students from a wide area which includes the rural area of Over Wyre, as well as a number of areas on the edge of Blackpool and Fleetwood. The school is within easy reach of the cities of Lancaster and Preston and the town of Blackpool.

Our students achieve very well, and there is a real will in the school to improve even further. In 2022 over 80% of students achieved Grade 4+ in English, Maths and Science. 10% of students achieved Grade 8 or 9 in over half their GCSEs

The school's commitment to learning extends to staff as well as students; there is a well-developed structure of support for new members of staff and a culture of "lifelong learning" among our teaching and associate staff. Our in-house CPD programme is important to us and we are continually looking to develop innovative approaches to teaching and learning, with an emphasis on the use of modern technology and collaborative learning. All teaching staff have access to a Microsoft Surface Pro laptop, and all of our classrooms are equipped with interactive whiteboards or touch displays. Individual tablet devices are used by students in the classroom.

The school was inspected by Ofsted in October 2013 and was found to be a Good school with Outstanding Behaviour and Safety. This was confirmed by a short inspection in July 2018. An inspection by SIAMS in March 2017 found us to be Outstanding in two areas and Good in the other two. The school is full in all year groups, and is regularly oversubscribed for entry into Year 7. The majority of our students travel to us by bus and choose Saint Aidan's over schools nearer their homes because of our individual care for students, our calm and purposeful atmosphere, our high academic standards and our Christian ethos.

As a church school we have a strong emphasis on the provision of a stimulating, secure and caring environment within which all members of our community can develop their potential to the full. Relationships within the school community are characterised by mutual respect; this creates a safe environment where young people can grow and develop, and where learning is valued. There is a strong "vertical" pastoral structure, built around forms that contain students from all five year groups. Our collective worship draws staff and students together and encourages them to explore life's big issues. The school's ethos is distinctively Christian but is also inclusive of those of other faiths or none. This gives us a great responsibility as for many of our children Saint Aidan's provides their only experience of worshipping and growing within a Christian community.

We work closely with our local primary schools, sixth forms, FE providers and universities. Further afield the school has many links with partners in Britain and abroad, including strong links with a partner school in South Africa. Students can participate in a wide range of extra-curricular activities and educational visits in this country and further afield. All staff are encouraged to contribute to this programme.

Over the last two years Saint Aidan's, like all schools, has constantly adapted to keep students' education and the life of the school going through all of the challenges the pandemic has brought. The close school community and our investment in technology for learning have allowed us to do this better than most. Staff, students and parents have worked together and have shown the qualities that make Saint Aidan's such a great place to work or study.

Our school 'motto' is taken from John 10 v 10 - **"I have come that they may have life in all its fullness"**. All we do at Saint Aidan's is aimed at making this a reality for our students and staff.

**Ofsted say that Saint Aidan's is a good school where the behaviour of pupils is outstanding.**



**What the parents think...**

**"My daughter loves her new school, she looks forward to going every morning and comes home with a smile on her face every night. Thank you to all concerned, you have done a brilliant job."**

**(Year 7 parent)**



**"The school has always been supportive to all our children. I think one of the reasons is the fact that the unique pastoral system allows the pupils at the school to develop friendships with others in different years; it also fosters positive relationships with their form tutor with whom they remain for the whole of their time at the school."**

**(Year 11 parent)**



# Departmental Information

## The SEND Team

The SEND team at Saint Aidan's includes the SENDCo, Assistant SENDCo and a team of Teaching Assistants and Cover Supervisors.

Students are supported in lessons, through small nurture groups, via targeted intervention such as our Buddy Reading and Touch Typing schemes and also 1-1 where required. Students also benefit from the support offered in our well-resourced 'Achievement Room' during registration, break and lunchtime, ensuring students always have a place to find help with all aspects of school life.

We are a team proud of the relationships we build with our students and their families and of the difference we make to students' progress and well-being. We are lucky enough to work with some fantastic young people and strive to do all we can to provide the highest levels of support when needed.

### Aims of the Department

- ♦ To ensure the identification of all students requiring SEND provision as early as possible
- ♦ To ensure that all students have access to a broad and balanced curriculum
- ♦ To provide a differentiated curriculum appropriate to the individual's needs and ability
- ♦ To ensure that students with SEND have the opportunity to participate in all school activities with reasonable adjustment
- ♦ To provide personalised learning plans where appropriate to support and enhance the learning of our students with SEND
- ♦ To ensure that parents/carers of students with SEND are kept fully informed of their child's progress and attainment
- ♦ To ensure that all students with SEND and parents/carers, where possible, are involved in decisions affecting their future SEND provision

## Meet the Team



**Helen Cross,**  
English Teacher  
SENDCo



**Michael Boughton,**  
Assistant SENDCo



**Lucy Holloway,**  
Cover  
Supervisor/  
Teaching  
Assistant/  
Learning Plus  
Manager



**Jo Hind**  
Cover Supervisor/  
Teaching Assistant



**Sandra Johnstone,**  
Teaching Assistant



**Alison Daniel,**  
Teaching Assistant



**Jordan Dickson,**  
Cover Supervisor/  
Teaching Assistant

**Kelly Helm,**  
Teaching Assistant



**Jennefer Tinsley,**  
Teaching Assistant



**Claire Andrews,**  
Teaching Assistant



**Eden Parkinson,**  
Cover Supervisor/  
Teaching Assistant



**Sharon Robinson,**  
Teaching Assistant



**Wayne Chadwick,**  
Teaching Assistant





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## **JOB DESCRIPTION TEACHING ASSISTANT 2A**

**JE Grade 4 - Scale Points 4 to 6 (23,114 - £23,893 gross per annum)**

**Pro rata £15,812 - £16,334 gross per annum - includes proposed pay award April 2023**

**Term-time only** (39 weeks per year to include all INSET days)

**Part time** (29 hours 10 minutes per week, 5 hours 50 minutes per day, over 5 days - 8.20am start)

**Responsible to:** Assistant SENDCo and SENDCo

**Staff responsible for:** None

**Job purpose:** Work as part of a team to deliver a high quality education to Saint Aidan's pupils by supporting learning for individuals or groups of pupils with additional needs.

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

**In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post.**

#### **Support for Pupils**

- ◆ Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/groups of pupils to complete tasks.
- ◆ To undertake activities to assist in monitoring the personal social and emotional needs of pupils.
- ◆ To develop positive relationships with pupils to assist pupil progress and attainment.
- ◆ To assist in the devising of pupil's individual targets and their monitoring and review.
- ◆ To support pupils as part of a planned inclusion programme.
- ◆ To assist in the development of varying skills that support pupils' learning.
- ◆ To assist in the specific medical/care needs of pupils when specific training has been undertaken.





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## **JOB DESCRIPTION TEACHING ASSISTANT 2A**

**(continued)**

### **Support for the Teacher**

- ◆ To assist in the monitoring/recording of pupil progress and developmental needs.
- ◆ To assist in the production of learning resources.
- ◆ To undertake routine classroom administrative tasks including the maintenance of records.
- ◆ To assist in pupil supervision and assist in the management of pupil behaviour.
- ◆ To provide information to the class teacher to assist in the planning of work programmes.
- ◆ To liaise with the school's nominated person in respect of pupil absence.
- ◆ To assist with the arrangements for out of school learning activities including the administration of work experience.
- ◆ To provide clerical and administrative support including the collection and recording of money.
- ◆ To administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils' work.

### **Support for the School**

- ◆ To assist in providing an atmosphere in which effective learning can take place.
- ◆ To support the promotion of positive relationships with parents, carers and outside agencies.
- ◆ To work within school policies and procedures.
- ◆ To attend staff training as appropriate.
- ◆ To take care for their own and other people's health and safety.
- ◆ To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

### **Support for the Curriculum**

- ◆ To assist the delivery of educational and developmental work programmes.
- ◆ To support the use of ICT in learning activities.

**In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**

### **Equal Opportunities**

The school is committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help the school to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

May 2023

<b>PERSON SPECIFICATION FORM</b> <b>POST TITLE: TEACHING ASSISTANT 2A</b>	<b>Essential (E) or Desirable (D)</b>	<b>To be identified by: application form (F), interview (I), reference (R)</b>
<b>QUALIFICATIONS</b>  NVQ level 2 or above qualification appropriate to the post (or equivalent)  Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	D  E	F  F
<b>EXPERIENCE</b>  Experience of working with children in a school or other relevant context  Experience of administrative work  Experience of supporting pupils with challenging behaviour	D  D  D	F  F  F
<b>KNOWLEDGE AND SKILLS</b>  Ability to relate well to children Ability to work as part of a team Good communication skills Ability to supervise and assist pupils Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality First Aid Certificate Administrative skills Good numeracy and literacy skills Ability to make effective use of ICT Flexible attitude to work Ability to provide expert support in English and / or Maths	E E E E E E D E D E E E D	F/I/R F/I/R F/I/R F/I/R F/I/R F/I/R F/I/R F/I/R F F/I/R F/I/R F/I/R F/I/R F/I/R
<b>OTHER</b>  Willingness to support the Christian ethos of the school  Commitment to undertake in-service development  Commitment to safeguarding and protecting the welfare of children and young people	E  E  E	F/I  F/I/R  F/I/R

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## Our School Values

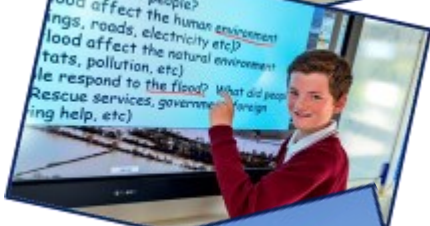
### We aspire

- ♦ to give each one of our students the best possible education to prepare them for a successful and fulfilling life
- ♦ to build a community based on mutual respect and tolerance
- ♦ to open minds and provide a rich experience inside and beyond the classroom



### We believe

- ♦ in a school with the Christian faith and Christian values at its heart
- ♦ in the God-given potential of each of our students
- ♦ in the value of every member of our school community of all faiths and none



### We succeed

- ♦ by excellence in teaching and learning
- ♦ by fostering a purposeful and disciplined atmosphere where all can thrive
- ♦ by students, staff, parents and the wider community working together



Ofsted say that relationships between students and with adults are first rate.



What the students say...

**"The lessons are all absolutely brilliant! My favourite has got to be IT because we research all sorts of fun and fascinating things and I am learning so much."**

(Year 7 student)



**"Saint Aidan's is a very welcoming environment where nobody is lost and we are all treated as one. It has provided me with many opportunities to push myself, not just academically but with self confidence too."**

(Head Girl)

Our school "motto" is taken from John 10 v10 –

**"I have come that they may have life in all its fullness".**

All we do at Saint Aidan's is aimed at making this true for our students and staff.

