



# Part time Teaching Assistant (25 hours)

## Recruitment Pack

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**MAXIMISE OUR POTENTIAL, TO BE  
THE BEST WE CAN BE, EVERY DAY.**

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## How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to [S.Bramah@theheys.school](mailto:S.Bramah@theheys.school)

Closing Date: 16th October 2023

Interview Date: To be confirmed.

## Welcome



Dear Applicant,

Thank you for your interest in the post.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team.

We promote a culture of high expectations, within a supportive environment, based upon our core values of, 'Be Respectful, Be Kind, Be Determined'. These core values are intrinsic to the school; they form the basis of how we work together as a family and how pupils are rewarded for the fantastic things they do.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what The Heys School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver our vision to **maximise our potential, to be the best we can be, every day**, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting Sean Bramah on 0161 773 2052 or email [s.bramah@theheys.school](mailto:s.bramah@theheys.school).

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

*Yours faithfully,*

**Mr P McKendrick**

**Headteacher  
The Heys School**



# The Heys School



We are a smaller than average school with a family feel. We know our students' well and do all we can to ensure they have every opportunity to make the most of themselves and **maximise their potential, to be the best they can be, every day.**

At The Heys School, we focus on students' academic progress and believe that it is important to develop the child as a whole. We offer several different pathways to support our students and work with a number of local providers to ensure they have every opportunity available to them. We are passionate about developing well rounded students who have a clear focus on their future goals.

The Heys School is a diverse and exciting place to work and learn and our students always see this as a strength of the school. Our students believe that at the Heys everyone is treated equally.

We have a clear focus on ensuring that our students make good and sustained progress, regardless of their starting point. We are so proud of the amazing things that our students achieve every day and we are constantly looking for new ways to celebrate their successes.

We believe that education is a journey and we are committed to ensuring every student has the skills to meet the obstacles they face head on. We believe in the importance of grit, perseverance and resilience and of showing our pupils the value of getting back up and trying again if they don't succeed the first-time round.

In the Heys family we value determination, respect and above all kindness. We are looking for committed staff who value the sense of family and are determined to support our pupils in any way they can.

# The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises nine schools: three high schools, an all-through alternative provision academy and five primary school. Together we share a set of common values:

- Mutual respect
- Fairness
- Equality of opportunity
- Individual growth
- Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.



# Job Description

## Teaching Assistant

Reports to:	SEND Lead
Location:	The Heys School
Salary:	Grade 6, scale point 6 - £12,809.88 (£21,968 pro rata) per annum
Hours:	25 hours per week – Term time plus 3 days

## Overall purpose of post

- Work under the instruction/guidance of teaching/senior staff, in the classroom or outside the main teaching area.
- Undertake support programmes.
- Enable the access to learning for students.
- Assist the teacher in the management of students in the classroom.
- Support the aims and objectives of the School.
- Work with and supervise identified students with SEND and provide support for other students with SEND in the classroom as required, ensuring their safety and access to learning activities.
- Liaise with the class teacher regarding SEND profiles to ensure that individual needs are met within a lesson.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Provide specialist support to students with barriers to learning on a one-to-one basis, in a small group or in or out of the classroom.
- Promote the inclusion and acceptance of all pupils.
- Promote independence for students with SEND.
- Encourage pupils to interact with others and engage in activities led by the teacher, including encouragement of participation in enrichment activities.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Provide daily feedback to parents/carers following the Inclusion faculty process.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with teachers' lesson plans.
- Develop a dialogue with teachers to implement SEND specific quality first teaching and to provide feedback to teaching staff on the effectiveness of this.
- Provide regular feedback to teachers on pupils' achievement, progress and barriers to learning.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Foster a relationship with teaching staff to promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policies and encourage pupils to take responsibility for their own behaviour.
- Assist with the supervision of pupils out of lesson times, including before and after school as may be reasonably directed.
- Accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.
- Undertake exam/test invigilation if required.
- Attend Inclusion Faculty meetings/CPD sessions where appropriate.
- Carry out the duties in the most effective, efficient, and economic manner available.
- Continue personal development in the relevant area.
- Participate in the staff review and development appraisal process.
- Undertake Health and Safety Training on areas within the designated work area.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as may be reasonably directed.
- Participate in training, other learning activities and performance management as may be reasonably directed.
- Assist with the supervision of students out of lesson times, including before and after school as may be reasonably directed.
- Be a designated first aider.
- Play a full part in the life of the school community, to support its distinctive mission and ethos.



# Person Specification

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## Essential Criteria

- Experience of working and interacting with children of a relevant age and or learning need
- NVQ level 2 or equivalent qualification or a comparable level of experience
- Basic level of literacy and numeracy (GCSE, grade c & above or equivalent)
- Basic knowledge of how to use ICT to support learning.
- Understanding of how to use relevant equipment/resources.
- Ability to work under supervision and as a team member.
- Ability to work in accordance with the school's health and safety policies.
- Legally entitled to work in the UK.

## Desirable Criteria

- Willingness to undertake further relevant teaching assistant training.
- Knowledge of basic health and safety
- A knowledge of the national/foundation stage curriculum and other basic learning programmes
- Understanding of relevant policies, codes of practice and awareness of relevant legislation

# How to Apply

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Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to Sean Bramah (HR)  
s.bramah@theheys.school

If we are to find the right candidate, we may withdraw the role at any time.





The Heys School



# THE HEYS SCHOOL

## JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS

*The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.*

HEYS ROAD,  
PRESTWICH,  
MANCHESTER.  
M25 1JZ

**TELEPHONE:** 0161 773 2052

**EMAIL:** [jobs@theheys.school](mailto:jobs@theheys.school)

### 1. POST APPLIED FOR

<b>Post Applied For:</b>			
<b>School:</b>	The Heys School, Heys Road, Prestwich, Manchester. M25 1JZ		
<b>As advertised in:</b>		<b>On date:</b>	

### 2. PERSONAL DETAILS

<b>SURNAME:</b>		<b>FORENAMES:</b>	
<b>TITLE: (Optional)</b>		<b>Date of Birth: (Optional)</b>	
<b>ADDRESS</b>			
<b>POSTCODE:</b>		<b>MOBILE NUMBER:</b>	
<b>TELEPHONE NUMBER:</b>		<b>NATIONAL INSURANCE NUMBER:</b>	
<b>EMAIL ADDRESS:</b>			



### 3. CURRENT POST

<b>CURRENT EMPLOYER:</b>			
<b>JOB TITLE:</b>			
<b>DATE OF APPOINTMENT:</b>		<b>SALARY:</b>	
<b>NOTICE PERIOD:</b>			
<b>MAIN DUTIES AND RESPONSIBILITIES</b>			
<b>Reason for this application</b>			

### 4. PREVIOUS WORK EXPERIENCE

NAME OF EMPLOYER	Dates of employment		Post(s) held	Reasons for leaving
	From	To		



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**5. OTHER RELEVANT WORK EXPERIENCE**

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			

**6. GENERAL EDUCATION**

School	From	To	Qualifications – Grades, awarding bodies and dates



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**7. FURTHER AND HIGHER EDUCATION**

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

**8. ANY OTHER RELEVANT QUALIFICATIONS**

Please give details of any other relevant qualifications you have for this post.

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## 9. ADDITIONAL INFORMATION

Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? <i>(If yes, please state relationship)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? <i>(If yes, please give details)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? <i>(If yes, please give details)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold a current and valid driving licence? <i>(if yes, please state the category)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please indicate if you have any special requirements to allow you to participate fully in an interview.	

## 10. Criminal convictions or cautions

You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.

Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.

Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.

Do you have any unspent criminal convictions, cautions or bind-overs? If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked "Addressee Only – Headteacher".	Yes <input type="checkbox"/> No <input type="checkbox"/>
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## 11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1				REFEREE 2			
Please provide name and address				Please provide name and address			
TELEPHONE NUMBER:				TELEPHONE NUMBER:			
EMAIL:				EMAIL:			
Reference Type:	Employer <input type="checkbox"/>	Education <input type="checkbox"/>	Character <input type="checkbox"/>	Reference Type:	Employer <input type="checkbox"/>	Education <input type="checkbox"/>	Character <input type="checkbox"/>



Please note that we will contact these referees if you are short-listed for this post and seek reference before interview.							

**12. FURTHER INFORMATION FOR CANDIDATES**

- \* You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- \* Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.
- \* To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

**THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT**

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**13. DECLARATION**

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:

Date:

