SHUTTLEWORTH COLLEGE

Application Pack



www.shuttleworthcollege.org

SHUTTLEWORTH COLLEGE

Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Student Support Worker (TA3) at Shuttleworth College, a place where everyone can live our motto; 'Think Big, Chase Dreams and Succeed Together'.

We are seeking to appoint an enthusiastic, skilled and dedicated individual to work across our SEND department. The successful candidate should have the skills and energy to inspire and motivate others as well as the mindset to solve problems and overcome challenges.

Shuttleworth is a fantastic place to work and to learn and families, visitors, and Ofsted alike comment on the calm and purposeful atmosphere in the college. Ofsted describe the school as a 'haven' and our young people as 'confident, friendly and courteous'. We expect huge things of all our young people here and set them up to be the best they can be in their future lives. Staff, students and families work together to get the very best out of the five years young people have in this school, with a no excuses culture where everyone is expected to give their best every day.

With excellent guidance and support from an established and committed team, there hasn't been a better time to join our welcoming, attractive and well-resourced learning environment. We look forward to receiving your completed application form outlining how your skills and experience have prepared you for this role.

If would like to find out more about us or visit the college, please do not hesitate to contact us.

Yours Sincerely,

Karen Lightfoot
Headteacher



Job Description

POST TITLE:	Student Support Worker (TA3)
GRADE:	Grade 6
CAR USER:	N/A
LOCATION:	Shuttleworth College
RESPONSIBLE TO:	HLTA/ SENCO
STAFF RESPONSIBLE FOR:	N/A

JOB PURPOSE: **The main objectives to be achieved by the Postholder**

Expected to work with the teacher in a collaborative way, in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and its differentiation amongst pupils. Would be expected to:

- plan and implement teaching and learning activities to individuals and groups to undertake supervisory cover for classes as appropriate.
- establish supportive and constructive relationships with pupils, parents, carers and the wider community

MAIN ACTIVITIES **What the Postholder will actually do**
What prescribed duties the postholder will have

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

- To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s).
- To plan and implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupil(s).
- 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 develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To monitor and record pupil progress on a regular basis and to prepare reports as required.

- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

Support for the Teacher

- To monitor individual pupils' progress and to report on pupils needs, achievements and concerns.
- To assist in pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks including the maintenance of records.
- To provide ideas, resources and learning strategies for lessons
- To liaise with parents, carers and outside agencies, where appropriate.
- To undertake arrangements for out of school learning activities, for example, pupil work experience**.**
- Undertake marking of pupils work and recording of achievement.
- Administer tests and assist in the invigilation of exams**.**
- Assist in the supervision of children on trips/visits.

Support for the School

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To liaise with the School's appropriate person with regard to the ordering supplies and equipment
- Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- Assist in the supervision, training and development of other members of staff.
- To undertake cover supervision for whole classes.

Support for the Curriculum

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities

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

Equal opportunities
We are 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 us 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.

Person Specification

SHUTTLEWORTH COLLEGE

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications		
Degree level qualification or working toward (or qualified through experience)	E	A
GCSE Grade C and above for English, Maths and Science	E	A
Experience		
Experience of working with children	D	A, I, R
Experience of working in a relevant classroom/service environment	D	A, I
Experience of Administrative work	D	A, I, R
Experience of supporting pupils with challenging behaviour	D	A, I, R
Knowledge/skills/abilities		
Ability to relate well to children	E	A, I, R
Ability to work as part of a team	E	A, I, R
Good communication skills	E	A, I
Ability to relate well to parents/carers	E	A, I
Ability to supervise and assist pupils	E	A, I
Time management skills	D	A, I, R
Organisational skills	E	A, I, R
Knowledge of classroom roles and responsibilities	E	A, I
Knowledge of the concept of confidentiality	D	A, I, R
First Aid Certificate	D	A
Administrative skills	E	A, I
Knowledge of Early Years Foundation Stage	E	A, I
Knowledge of strategies, for example numeracy and literacy	E	A, I
Ability to make effective use of ICT	E	A, I, R
Ability to assess children's development	E	A, I
Ability to plan and deliver work programmes	E	A, I, R
Flexible attitude to work	E	A, I, R
Other		
Commitment to undertake in –service development	E	A, I
Commitment to safeguarding and protecting the welfare of children and young people	E	A, I
Satisfactory attendance record/commitment to regular attendance at work	E	A, I, R

Useful Information

Thank you for your interest in joining our incredible team of staff here at Shuttleworth College.

Application forms can be found at the top of the vacancies section of our website here.

Please email your application to applications@shuttleworth.lancs.sch.uk

If you have any questions, please do not hesitate to get in touch.

