**INFORMATION PACK**

**NORTHERN SAINTS Church of england (VA) Primary School**

**3 x GRADE D TEACHING ASSISTANTS (EY,KS1 & KS2)**

**1 x C Grade TEACHING ASSISTANT (EY)**

**Salary: PENDING REVIEW £15,207 - £17,372**

**About Northern Saints**

**Northern Saints** is known as a school of innovation, high standards and excellence. Progress that falls within the UK 100 Top Performing Schools 2015 does not come easilyand working with us requires determination and an inexhaustible supply of enthusiasm.

We are Sunderland’s largest primary with 517 pupils aged 4-11 yrs. currently on roll and expanding to 3-form entry reaching 630 pupils by 2021.

The school is led by Steve Williamson, an experienced Head Teacher, with a strong background in supporting school improvement and staff development, being a head in both London and Manchester before locating to Sunderland. He was initially appointed to bring the former Hylton Red House Primary out of special measures, then incorporated Bishop Harland CofE Primary and amalgamated the two to form Northern Saints in September 2013.

Steve says:

*“I could not have foreseen how rapidly the school would grow in the confidence of the community it serves. Our success has only been possible because we have embraced the values that put the needs of the children first and have sought to make this a place of wonder and excitement, creating resilient and enthusiastic learners where high standards prevail. There can be no sustained school improvement without staff development opportunities and we seek to maximize every learning conversation in a culture of ‘high challenge – high support’ to grow confidence and experience leading to maximum impact. I thoroughly enjoy working with such a dedicated team.”*

As part of the 2013 amalgamation Governors spent £1.8m to refurbish and rebuild giving much needed space to staff and pupils as part of our belief that we learn best when we live in an organised and engaging learning community. Learning hubs, shared dining areas and a quality environment are provided to foster attitudes of mutual respect and sharing amongst children and staff. We have specialisms in outdoor education, the arts and reading for pleasure. The school is situated in the north of the city on the Red House Estate, very close to the site of the new bridge being built to connect the two halves of the city. This means we are located in the middle of the new economic strategic ‘corridor’, an area that will see increased investment in the near future.

*Rotherham Road, Redhouse, Sunderland, SR5 5QL*

*Tel: 0191 5535580*

*Email: reception@nsprimary.org.uk*

**About the immediate future**

The formation of Northern Saints was never intended to be the end of the journey. Our next step is obtaining academy status, however we have currently delayed that process for the foreseeable future until the national and regional picture becomes clearer. Nevertheless we are convinced that we can continue to provide an outstanding education for our pupils whether we are an academy or a school.

**The School Team from September 2016 onwards**

The Strategic Leadership Team includes the SENDCo who is directly responsible for all matters relating to SEN and Disability as well as leading our outstanding Language Provision. In 2016, one or two teachers will be working on intervention as directed by the team and SENDCo. Grade D teaching assistants will work on intervention only and Grade C teaching assistants will work with specific named children (normally no more than two). The school does not employ generalist teaching assistants except in the Early Years where they must be at the higher standard.

We are appointing both Grade D and Grade C Assistants on a permanent basis to complement the team. Although Teaching Assistants must be prepared to work anywhere within the school the panel will want to ascertain strengths and preferred years groups at interview

**About The Roles –Teaching Assistants**

We are looking for candidates who strive for excellence in both their own professional development and for first class provision for all of our children. Successful candidates will have the energy, experience and passion to help realise their own and our aspirations.

We have up to 3 vacancies for Grade D Teaching Assistants, 1 for Grade C and need to interview candidates who will pride themselves on being part of an incredibly creative and innovative organisation. We expect all of our teaching assistants to be a contributor to the school vision and to support our school on the journey to outstanding achievement, contributing to the local and wider community, which is essential in providing a highly valued education that is committed to excellence.

Ideally we would like to employ teaching assistants with significant experience as we have a relatively new team of teachers currently working across the school. The school is in an excellent financial position and can afford to pay the right candidate at a higher rate so please do apply and if you are the right person you will be able to negotiate a good package. However, if you feel you have the skills, ability and enthusiasm but little experience then we would encourage you to apply.

Our teaching assistants are role models to their pupils and build a strong sense of community. We value professional development and see it as a way to ensure that staff are supported in ensuring the maximum impact.

Candidates will need to be strongly aligned to our Christian values and our Firm Foundations about which, more information can be found on the school website [www.nsprimary.org.uk](http://www.nsprimary.org.uk)

**Purpose of Job:**

* To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the school's policies and procedures.

**Principal Responsibilities**

* Providing support for pupils, teachers and the whole school as outlined below.

**Main Duties**

Support for the Teacher

* Raising awareness to teaching staff of the strengths and problems of individual pupils.
* Assisting teaching staff in the monitoring, recording and evaluation of pupils progress, including providing feedback on observations undertaken.
* Assisting in the assessment of individual pupils.
* Liaising with the SENCO and teaching staff, to identify the needs of the pupils.
* Assisting in the preparation and review of I.E.Ps including co-ordinating relevant information for I.E.Ps
* Setting up and using equipment as required to maintain pupils’ needs and support their participation in learning tasks and activities.
* Providing support to teachers in developing effective approaches to manage behaviour and discipline problems.
* Raising the awareness of school staff to pressures on pupils, which may result in behavioural problems.
* Assisting in the setting of behaviour targets.
* Assisting in compiling and maintaining pupils' records.
* Carrying out appropriate schemes of work and programmes set by the teaching staff for pupils and to assist in the preparation of learning materials for this purpose.
* Managing the planning and programming of specific educational activities for the pupils.
* Assisting with lessons, especially in mathematics and literacy.
* Assisting in the preparation of work and other activities for pupils in accordance with objectives set by teaching staff and the SENDCo.

**Support for the Pupil**

* Using specialist knowledge to support pupils, especially in literacy (including reading).
* Working with pupils on individual targets set by a member of the teaching staff.
* Supporting all pupils included in a mainstream setting, support base, home base, special school, or any other learning environment as appropriate.
* Supporting the reintegration of pupils in mainstream schools to access the curriculum either on an individual basis or as a member of a small group.
* Assisting in the provision of activities for the fullest development of the pupils which may involve work outside the school base and in the local community.
* Under the direction of teaching staff or senior colleagues, working independently with individual pupils or groups of pupils if this is necessary.
* Undertaking duties in connection with personal hygiene and welfare of pupils as directed by the teaching staff.
* Applying considerable knowledge and understanding of the curriculum, age range, or SEN as determined by the SEN Code of Practice or the particular needs of the school pupils.

**Support for the School**

* Participating in meetings to review pupil progress and reporting to the meeting as required, on involvement with pupils.
* Liaising with educational and health specialists, and outside agencies as required.
* Supporting the senior management team in deployment and/or mentoring of TA trainee level and TA levels 1 and 2
* Contributing to the whole School’s Self Evaluation process.

**General Requirements**

* Attending and participating in training and development activities as required.
* Participating in schemes of assessment, professional development and review.
* Assisting teaching staff or senior colleagues in escorting pupils home as and when required, as directed by the teaching staff.
* Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
* Being an effective role model for the standards of behaviour expected of pupils.
* Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.

**Professional Values and Practices**

* Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
* Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
* In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
* Working collaboratively with colleagues as part of a professional team and carrying out roles effectively, knowing when to seek help and advice from colleagues.
* Reflecting upon and seeking to improve personal practice.
* Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
* Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
* Building and maintaining successful relationships with pupils, parents/carers and staff.
* To adhere to the Terms and Conditions of Employment as a teacher in a Voluntary Aided Church of England School, in accordance with guidance from the Diocese
* To promote the Christian ethos, principles and practices of the school.

**Specific Duties**

1. To prepare (with the support of the class teacher and SENDCo) and run specific intervention programmes for groups of pupils who have fallen behind.

2. To deliver the schools programme using specialist knowledge to ensure pupils progress in reading is at least good.

3. To take part in Midday Meals Supervision and carry out lunchtime learning opportunities for pupils as directed by the head teacher

**The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.**

**The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.**

**The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.**

**The post holder must carry out their duties with full regard to the Governing Body Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Governing Body Policies.**

**The postholder must comply with the Governing Body Health and safety rules and regulations and with Health and Safety legislation.**

**Hours are to be arranged flexibly to meet the needs of the school and to be advised on a termly basis.**

**About the person – Teaching Assistant Grade C**

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|  | **Essential** | **Desirable** |
| **Qualifications,****Education,****Training** | At least Level 2 in English and Maths or it’s equivalent | Level 3 in English and Maths. |
| **Relevant****Experience** | **Working with children:**Successful experience of working with children at primary level for example in a hospital, school, play centre, day care | Evidence of a contribution to the organisations you have worked in.  |
| **Knowledge, Skills,****Abilities** | Understanding the principles of effective teaching and learning.Very good oral and written communication skills.An understanding of the school curriculumAwareness of current developments in education Ability to work with children to get the best out of themAbility to work with others as a team | Specialist knowledge from a school setting |
| **Specialist Knowledge** | Willingness to learn about conditions and disabilities relating to the children in the school | A good knowledge of any of ADHD, ASD, Dyslexia |
| **Dispositions and Attitudes** | Hold and articulate clear values and moral purpose.Have vision and values aligned with the school’s high aspirations and high expectations for children, staff and families.Promote diversity; champion the vulnerable.Clear understanding of the ethos and strategies to establish consistently high standards of outcomes, attitudes and behavior.Demonstrable commitment to contribute to the wider life of the School and to be in sympathy with the values of a church school. Commitment to ensure outstanding pupil progress  |  |

**About the person – Teaching Assistant Grade D**

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|  | **Essential** | **Desirable** |
| **Qualifications,****Education,****Training** | At least Level 3 in English and Maths or it’s equivalent | GCSE grade C and above in Maths and EnglishOther qualifications relating to working with childrenFirst Aid qualification or similar |
| **Relevant****Experience** | **Working with children:**At least 2 years successful experience of working as a teaching assistant or similar post with children in a primary setting. Successful experience of running intervention programmes e.g. to improve reading / maths / writing / spelling.  | Evidence of a contribution to the organisations you have worked in. Experience of working with pupils with SENA subject specialismWorking in an early Years Setting  |
| **Knowledge, Skills,****Abilities** | Understanding the principles of effective teaching and learning.Very good oral and written communication skills.An understanding of the school curriculumAwareness of current developments in education Ability to work with children to get the best out of themAbility to work with others as a teamAbility to work on own initiativeBeing able to create your own work plan and carry it out, reporting on impact to managers and others.  |  |
| **Specialist Knowledge** | Willingness to learn about conditions and disabilities relating to the children in the schoolA knowledge of any of ADHD, ASD, Dyslexia, maths difficulties, reading difficulties, Early Years |  |
| **Dispositions and Attitudes** | Hold and articulate clear values and moral purpose.Have vision and values aligned with the school’s high aspirations and high expectations for children, staff and families.Promote diversity; champion the vulnerable.Clear understanding of the ethos and strategies to establish consistently high standards of outcomes, attitudes and behavior.Demonstrable commitment to contribute to the wider life of the School and to be in sympathy with the values of a church school. Commitment to ensure outstanding pupil progress  |  |

**Further information and application details**

We are proud to offer...

* An innovative professional learning environment
* Children who are proud of their school and want to achieve
* A genuinely committed staff
* A commitment to the health and well-being of all of our staff
* Professional development opportunities second to none

**Closing date:** Tuesday 10th May 12 noon

**Recruitment Events**

Tuesday 26th April 2016 4-6pm

Thursday 5th May 2016 4-6pm

Come along and meet our staff, senior pupils and Governors, see our facilities and hear some short presentations.

Interviews are scheduled for either 23rd or 25th May 2016 between 0930 - 1630hrs.

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**The main contact for applications and any queries relating to the advertisement, please contact:**

**Dionne Hall, HR Clerk/PA to Head Teacher – 0191 5535580**

**Email: dionne.hall@nsprimary.org.uk**