



Claverham Community College

Inclusion Teaching Assistant & SEN

Exam Administrator

Information for Applicants

Principal: Mr P Swatton

North Trade Road,
Battle,
East Sussex
TN33 0HT
Tel: (01424) 772155
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e-mail: recruitment@claverham.org
Website: www.claverham.org

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Dear Applicant.

Re: Post of Inclusion Teaching Assistant & SEN Exam Administrator

Thank you for your enquiry regarding the vacancy for the above named post. The post is 35.5 hours per week 8.30am – 4.30pm Monday, Tuesday & Thursday and 8.30am – 3.30pm Wednesday & Friday term time only and will be paid on Single Status Grade 4 point 9 – 10 £18,426 - £18,795 (actual is £15,639 – £15,952 per annum).

We seek to appoint a Teaching Assistant to join our SEN Department and meet the day to day needs of the pupils in our care. You will be required to provide support to individual pupils or small groups. You will have excellent interpersonal and communication skills, be well organised and enjoy working as part of a team.

In return we offer access to Battle Sports Centre and a competitive employee pension scheme.

Please find enclosed a pack, which has been prepared to help you with your application. It includes:

- Information about the College;
- The job description;
- The person specification.

Your completed application form should be returned either by post to Personnel, Claverham Community College, North Trade Road, Battle, East Sussex, TN33 0HT or via e-mail to recruitment@claverham.org by the closing date of Friday 1st November 2019. Please be advised that we do not accept curriculum vitae's. Receipt of applications can only be acknowledged if a stamped addressed envelope is enclosed with your application. If you have not heard from the college within three weeks of the closing date, your application has not been successful this time.

Claverham is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This Post is subject to an enhanced DBS disclosure.

If you require any further information, please call 01424 772155.

Yours sincerely,



Mr P Swatton
Principal

About Claverham Community College

Claverham Community College is situated on the outskirts of the historic town of Battle in East Sussex. The College grounds incorporate land which belonged formerly to the Battle Abbey Estate and are immediately adjacent to the site of the Battle of Hastings.

The College aims to provide an outstanding education to the young people it serves through its stated objectives which are:

1. to develop fully their individual academic, emotional, physical and social potential;
2. to develop self respect, self discipline, adaptability, concern for others and the ability to live as independent adults while at the same time making a positive contribution to the community;
3. to acquire conceptual insight, knowledge, skills and practical abilities and the will to use them in the following areas of experience: scientific, technological, mathematical, linguistic, aesthetic, creative, commercial, moral, spiritual, economic, political and recreational;
4. to appreciate human activities of every kind;
5. to acquire understanding of the social economic and political order and a reasoned set of values, attitudes and beliefs;
6. to prepare for their adult lives at home, work, leisure and to make a full contribution to our society.

The Community College was established in 1973 and was developed from the former Battle County Secondary School built in 1955. In school terms the College became fully comprehensive in 1976 and now serves the educational needs of all children between the ages of 11 and 16 in Battle and the neighbouring villages of Ashburnham, Catsfield, Crowhurst, Netherfield, Ninfield, Penhurst, Sedlescombe, Whatlington and Westfield. The College is oversubscribed in all year groups. Children come from as far afield as Rye to the East and Eastbourne to the West, as well as the more immediate areas of Bexhill and Hastings. In addition to its purely 'school' function the College provides a wide range of cultural, educational and social amenities for the local population of the area as a whole. There is a thriving Community Education Centre, an excellent Sports Centre, and a large number of local organisations and sports clubs are affiliated to the College.

We opened a Day Nursery at the College in May 1993. The aim of the Nursery is to provide day care of the highest quality for babies and toddlers. The Nursery has a capacity of 40 places, up to 5 of which can be for children under the age of 2 years. A number of our staff make use of the Nursery for their own children.

The traditional catchment area of the College is almost entirely rural. The chief local occupations are various types of agriculture, forestry, horticulture, gypsum mining and retail services. Many professional and business people who live in the area either commute to London, a relatively fast 60 mile journey, or work in Bexhill, Hastings or Eastbourne, which are 8, 7 and 12 miles distant.

In addition to being ideally placed from the point of view of communication, Battle is very well provided for culturally. The town itself has a strong sense of community and supports a wide range of cultural and social activities. Bexhill, Hastings and particularly Eastbourne, offer good shopping facilities, excellent sporting opportunities, outstanding provision for the Arts and a wide range of social organisations.

**EAST SUSSEX COUNTY COUNCIL
EDUCATION DEPARTMENT**

JOB DESCRIPTION

SCHOOL: Claverham Community College
POST: Teaching Assistant
GRADE: Single Status Grade 2 Point 3-4
RESPONSIBLE TO: Principal/Class Teacher/SENCO

Main Purpose of Job

To undertake education support duties and assist the class teacher in the day to day needs of the pupils in their care, to enable the teacher to implement the curriculum and respond to the pupil's needs. These special needs include social, emotional and/or behavioural problems. Complete confidentiality is required on all school matters.

Main Tasks

- 1 Provide pupils with the level and type of support specified by the teacher, whilst at the same time encouraging the pupils towards independence and accepting responsibility for their own behaviour.
- 2 Establish a good relationship with pupils by using language and other communication skills that the pupils can understand and relate to.
- 3 Encourage pupils to interact with each other in an appropriate and acceptable manner.
- 4 Promote positive pupil behaviour in line with school policies by the use of praise and encouragement.
- 5 To supervise and support the activities of individual and groups of children under the direction of the teaching staff.
- 6 Work under the direction of a teacher to prepare and maintain an effective learning environment by preparing work materials and apparatus and clearing up afterwards.
- 7 Set out learning materials as directed by the teacher so that pupils are able to participate safely and effectively in the planned activities.
- 8 To liaise regularly with the teacher and/or take part in planning meetings and inset days as required.
- 9 Provide consistent and effective support for colleagues in line with the requirements and responsibilities of your role.

- 10 To assist in the recording of lessons and assessment as required by the teacher.
- 11 To take part in training activities, including swimming and outings, as may be required.
- 12 To abide by and work towards all policies within the school e.g. Health and Safety.
13. To support pupils in Homework Club after school Monday – Thursday.
14. To carry out the above duties in accordance with the Children’s Services Equal Opportunities policies and the Race, Disability and Gender Equality Schemes.
15. To carry out such duties as may be necessary from time to time in accordance with local practice or within reasonable requirements of the Principal.

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 common occurrence and would not justify a reconsideration of the grading of the post.

EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT	Children's Services
SCHOOL	Secondary
JOB TITLE	Inclusion Teaching Assistant (ASD & Vulnerable Pupils) & SEN Exam Admin
GRADE	Single Status Grade 4
RESPONSIBLE TO	SENCO/Assistant SENCO
MAIN PURPOSE OF THE JOB	<p>To assist the SEN Department in meeting the day to day needs of the pupils in their care to enable the pupils to access the curriculum and respond to the pupils' needs, in and out of the classroom.</p> <p>To coordinate and assist in the organisation of the school access arrangements and associated work, liaising closely with both the SEN department and Exams Officer.</p>

Main Functions

Inclusion TA

1. To provide individual pupils, whose behaviour causes general concern, with the level and type of support specified by the SEN Department, whilst at the same time encouraging the pupils towards independence and accepting responsibility for their own behaviour
2. To manage a caseload of up to 15 pupils
3. To make contact with parents under the direction of the Senco
4. To establish a good relationship with pupils by using language and other social communication skills which pupils can understand and relate to.
5. To encourage pupils to interact with each other in an appropriate and acceptable manner.
6. To promote positive pupil behaviour in line with school policies by the use of praise and encouragement.
7. To run restorative meetings in order to resolve conflict.

8. To be the first point of contact and supervise pupils when needed before school, during break times and at the end of the school day
9. To liaise regularly with the Senco and Assistant Senco and take part in planning meetings, Inset days and any other meetings as required.
10. To provide consistent and effective support for colleagues in line with the requirements and responsibilities of the role.
12. To keep accurate records, including monitoring, in line with school policies.
To take part in training activities offered by the school and the County to further knowledge.
13. Attend after school meetings and meetings with outside agencies when requested to.
14. To take part in such activities, including outings, as may be required.
15. Arrange for work to be set and collected for the pupils on the caseload that are unable to access the curriculum.

SEN Exam Admin

1. Coordinate testing for access arrangements, ensuring that deadlines are met.
2. Coordinate completion of Form 8's, liaising with the SENCO and assessor, collating supporting evidence and ensuring that Forms are submitted by the required deadline.
3. Liaise with parents regarding whether pupils want to use their entitlement for all access arrangements, and analyse the actual use of these for all exams.
4. Provide a definitive list of those requiring access arrangements for the Exams Officer by the required deadlines.
5. Assign TA's to pupils who require readers and scribes for internal and external exams, liaising closely with the Exams Officer to ensure that there is adequate numbers and rooms. Provide all TAs with an exam timetable and reminder, ensuring that there are no problems on the actual exam days.
6. Collate a report on the exam results of pupils with access arrangements for the Deputy Principal.

General

15. To abide by and work towards all the policies within the school e.g. Health and Safety
16. To undertake such other reasonable duties as may be required by the Principal.

17.To carry out the above duties in accordance with the Children’s Services Department’s Equal Opportunities Policy.

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 reasonable 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.

EAST SUSSEX COUNTY COUNCIL

Person Specification

DEPARTMENT	Children's Services
SCHOOL	Secondary
JOB TITLE	Inclusion Teaching Assistant (ASD & Vulnerable Pupils) & SEN Exam Admin
GRADE	Single Status Grade 4

Knowledge

- 1.1 Good knowledge of the working of a school and SEN department
- 1.2 Knowledge of SEN Code of Practice
- 1.3 Good working knowledge of a range of computer applications including Microsoft Word and Excel
- 1.4 GCSE (or equivalent) Grade C or above in English and Maths

Experience

- 2.1 Experience of supporting children in a classroom environment, including those with ASD
- 2.2 Experience of using Information Technology to support pupils in the classroom
- 2.3 Experience of working with teenagers, including those with ASD
- 2.4 Experience of dealing with difficult situations/behaviours involving young people, including those with ASD
- 2.5 Experience of producing documents and correspondence to a high standard
- 2.6 Experience of undertaking a range of clerical/administrative duties including data input
- 2.7 Experience in dealing with confidential information

Skills & Abilities

- 3.1 Ability to use language and other communication skills that pupils can understand and relate to
- 3.2 Ability to establish positive relationships with pupils and empathise with their needs
- 3.3 Ability to be consistent and professional with students at all times
- 3.4 Ability to demonstrate active listening skills
- 3.5 Excellent communication skills with the ability to communicate to a wide range of audiences including pupils, parents/carers, other employees and senior staff
- 3.6 Ability to multi task, identify work priorities and manage own workload
- 3.7 Ability to consistently and effectively implement agreed behaviour management strategies
- 3.8 Ability to deal with difficult and challenging situations in a calm and consistent manner
- 3.9 Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task

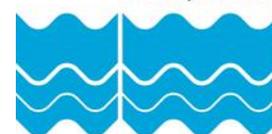
- 3.10 Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
- 3.11 Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills
- 3.12 Ability to assist in the recording of lessons and assessment as required by the teacher
- 3.13 Ability to work in an organised and methodical manner
- 3.14 Ability to word process documents and input data quickly and accurately
- 3.15 Ability to input data into SIMS ensuring that this is accurate and up to date
- 3.16 Ability to keep and produce accurate and up to date records and reports
- 3.17 Ability to offer constructive feedback to pupils to reinforce self-esteem
- 3.18 Ability to work effectively and supportively as a member of the school team
- 3.19 Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc

Personal Qualities

- 4.1 Excellent interpersonal skills
- 4.2 Ability to work effectively as part of a team
- 4.3 Ability to demonstrate commitment to equal opportunities
- 4.4 Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
- 4.5 Willingness to maintain confidentiality on all school matters

Desirable Criteria

- 5.1 Good working knowledge and experience in using SIMS
- 5.2 Experience of working with teenagers, including those with ASD in a school environment



EAST SUSSEX COUNTY COUNCIL

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	X
Moving & handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and /or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood /body fluids	<input type="checkbox"/>

The Selection Process

The interview process will involve:

- A tour of the school;
- Meeting with the SENCO;
- Formal interview.

We look forward to receiving your application.

Deadline for receiving applications: Friday 1st November 2019.