



**APPOINTMENT OF  
SPECIAL NEEDS TEACHING ASSISTANTS  
For September 2022**

**FULL OR PART-TIME (TERM TIME ONLY + 1 INSET DAY)  
CASUAL POSITIONS ALSO AVAILABLE**

**NJC Grade 5, SCP 6-11 (£10.39-11.47 per hour)**

**Closing Date for Applications:  
No later than noon on Wednesday 29 June 2022**

## **THE POST: TEACHING ASSISTANT**

The Fallibroome Academy is a successful 11-18 mixed comprehensive school in a lovely area on the edge of Macclesfield. We are fortunate to have supportive parents, a local community that values the school highly and pupils who are motivated and keen to learn.

We require Specific Needs Teaching Assistants to join our team of TAs who provide direct support for pupils with physical and emotional needs, both in the classroom and in the wider context of the school.

This is a part-time post working during term-time only. Routine working hours will be Monday to Friday, 6½ hours per day from 0830. until 1530. with a half hour unpaid lunch-break. A part-time or casual position is also available. The successful applicant will be expected to adopt a flexible approach to their working pattern.

You should have experience of working with pupils with a range of learning difficulties and/or physical disabilities. Applicants must possess excellent, clear and influential communications skills and have high levels of competency in Mathematics, English and ICT. The Fallibroome Academy is a highly successful school and contributory to its success is a very dedicated and busy support team, of which this post is part.

As well as the technical and practical skills required to carry out the work outlined in the job description, flexibility, the ability to work well under pressure and under one's own initiative and a commitment to high standards in personal work are essential for these positions. Applicants must be good team players, able to relate to a wide variety of people in a complex organisation and have the ability to respond promptly to teachers working under pressure of time.

Applicants must be able to demonstrate a good record of attendance and punctuality in previous employment and be of smart personal appearance. You must be willing to undertake additional training as required to support your own professional development.

## THE FALLIBROOME ACADEMY – JOB DESCRIPTION

|                 |                                      |          |              |
|-----------------|--------------------------------------|----------|--------------|
| JOB TITLE:      | Specific Needs<br>Teaching Assistant | JOB REF: | TFA (TA 002) |
| RESPONSIBLE TO: | SENCO Manager                        | GRADE:   | 5 (SCP 6-11) |

### **BASIC JOB PURPOSE**

To work with subject and class teachers and to contribute to the planning of lessons/work programmes with specific regard to the inclusion of pupils with a physical, emotional or behavioural difficulty

To provide direct support for pupils with physical and emotional needs both in the classroom and in the wider context of the school

To provide general support in classroom management and in the supervision of students, while maintaining a purposeful, orderly and supportive environment

To contribute to the overall ethos, work and aims of the school

### **MAIN RESPONSIBILITIES**

|   |  |
|---|--|
| 1 | To support the teaching and learning (T&L) of teaching groups as well as the specific needs of particular statemented pupils   |
| 2 | To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals   |
| 3 | To work with subject and class teachers across all key stages and to contribute to the planning of lessons/work programmes and to contribute to the monitoring of their impact with regard to the inclusion of pupils with physical, emotional or behavioural difficulty |
| 4 | To assist with differentiation of resources where appropriate  |
| 5 | To work 1:1 or in small groups with identified pupils under the direction of the class teacher, or SENCO both within and outside the subject classroom   |
| 6 | To provide specialist intervention in relation to the specific needs of individual students e.g. units of Sound; physiotherapy while applying detailed knowledge of particular types of special needs acquired through previous experience                               |
| 7 | To supervise Learning Support (LS) classes during the planned absence of members of LS department staff  |
| 8 | To supervise and support pupils to ensure their safety and access to learning and facilitate their physical and emotional development in accordance with the school's behaviour management policy  |
| 9 | To contribute to and to attend meetings as required including departmental and those involving external agencies and those involving parents   |

|   |  |
|---|--|
| 10  | To keep records for any pupils involved in non-subject based interventions and maintain awareness of targets and current attainment of pupils  |
| 11  | To liaise with the IRC manager and Pastoral Support Centre staff as required   |
| 12  | To assist with fostering good links between home and school, communicating regularly with parents/carers of pupils with statements and other pupils with particular needs and advising the Learning Support Department about on-going issues |
| 13  | To accompany where necessary, departmental trips and give advice regarding the specific needs of individual pupils liaising with the Lead TA to ensure additional cover is provided as required  |
| 14  | To use ICT effectively to support learning activities and develop students 'competence and independence in its use   |
| 15  | To monitor individual pupils' progress, achievement and development and report to the SENCO and/or teaching staff to inform decisions taken regarding Access plans and Personal Care Programmes  |
| 16  | To assist with the implementation of access arrangements for individual students liaising with the appropriate teacher or TA   |
| 17  | To provide specialist intervention in relation to the specific needs of individual students e.g. Units of Sound and Physiotherapy  |
| 18  | To attend to and to implement the personal and physical needs of students including health and hygiene matters and to assist with lifting, manual handling and transfer of physically disabled pupils as required                            |
| 19  | To take part in Performance Management   |
| 20  | To take responsibility of one's own training needs; attending INSET training and to attend relevant external courses as required   |
| 21  | To undertake lunchtime supervisory duties as directed by the Lead TA   |
| 22  | To cover for absent Learning Support colleagues as directed (Teachers and TAs)   |
| 23  | To actively safeguard and promote the welfare of children at all times.  |
| 24  | Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times   |
| 25  | Ensure all duties and responsibilities are undertaken in line with the school's Health and Safety policy   |
| 26  | To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a line manager  |
| Notwithstanding the detail in this job description the job holder will be required to undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job. |  |

## SPECIFIC NEEDS TEACHING ASSISTANT

### PERSON SPECIFICATION

| <b>QUALIFICATIONS</b>   | <b>ESSENTIAL</b> | <b>DESIRABLE</b> |
|---|------------------|------------------|
| Educated to at least GCSE Grade C or equivalent in English and Mathematics  | √                |                  |
| A qualification relating to supervising and/or directing pupil activity   |                  | √                |
| Nursing qualification   |                  | √                |
| First Aid Qualification   |                  | √                |
| <b>EXPERIENCE</b>   |                  |                  |
| Experience of working with high needs pupils  |                  | √                |
| Experience of working with children/young people  | √                |                  |
| Experience of working as part of a multi-disciplinary team  | √                |                  |
| Experience of working in/with an educational establishment  | √                |                  |
| Experience of working with external agencies/professionals  |                  | √                |
| <b>KNOWLEDGE AND SKILLS</b>   |                  |                  |
| Knowledge of specific emotional, behavioural and physical needs   | √                |                  |
| Ability to build and form very good relationships with colleagues, other professionals and students/parents/carers              | √                |                  |
| Very good communication skills, both verbal and written   | √                |                  |
| Ability to work independently, to manage own caseload and use initiative but also able to work constructively as part of a team | √                |                  |
| Very good literacy and numeracy skills  | √                |                  |
| Ability to use ICT packages and equipment effectively   | √                |                  |
| Basic understanding of child development and learning principles  | √                |                  |
| Effective networking skills   | √                |                  |
| Ability and a commitment to work flexibly and to respond to unplanned situations  | √                |                  |
| <b>PERSONAL QUALITIES</b>   |                  |                  |
| Ability to instil confidence in young and vulnerable children   | √                |                  |
| Ability to deal confidentially, impartially and appropriately with situations   | √                |                  |
| Patience, tolerance and sensitivity   | √                |                  |
| Good interpersonal skills and the ability to establish rapport with individuals adults and students                             | √                |                  |
| Efficient and meticulous in organisation  | √                |                  |
| A desire to develop skills and knowledge through CPD  | √                |                  |
| Evidence of exemplary attendance and punctuality  | √                |                  |
| Ability to work additional hours as required (paid)   | √                |                  |
| Commitment to the highest standards of child protection   | √                |                  |
| Recognition of the importance of personal responsibility for Health and Safety  | √                |                  |
| Commitment to the school's ethos, aims and its whole community  | √                |                  |

## THE POST: TEACHING ASSISTANT

### APPLICATION PROCEDURE

If you wish to be considered for this vacancy you should complete our application form, describing how your experience and particular achievements make you a strong candidate for this position.

Please note that only applications on the school's application form will be considered. Additional sheets may be attached to the back of the application form if there is insufficient space. CVs are accepted in addition, but not in place of, the application form.

Please state in your application whether you are interested in a full-time, part-time or casual position.

Completed applications should be returned to jobs @fallibroome.org.uk.

The closing date for applications is **Wednesday 29 June at noon.**

If you have not heard from us within three weeks of the closing date, regrettably you must assume that your application has been unsuccessful on this occasion, in which case the Governors would like to thank you for your time and your interest in the school.

*The Fallibroome Academy is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.*

The Fallibroome Academy  
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SK10 4AF

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