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**Lord Lawson of Beamish Academy**

Application Pack

**Teaching Assistant (Level 3) - SEND**



Dear Applicant,

Thank you for your interest in the post Teaching Assistant – SEND at Lord Lawson of Beamish Academy. I am writing to give you some more information on the team that you would be joining if successful in the recruitment process. I hope this is valuable to you in the process of deciding whether to apply for the role.

Lord Lawson of Beamish Academy is a successful 11-18 mainstream co-educational academy which has improved rapidly over recent years. We recently celebrated achieving a ‘Good’ Ofsted rating in our November 2022 inspection. The improvement in progress 8 scores from 2019 to 2022 indicates we were the most improved school in Gateshead and among the top 10% of schools for improvement in the North East of England. Whole school progress remained at similar levels into 2023, indicating that the improvements made have been embedded consistently.

We provide an exceptional programme of CPD for staff. We know this through staff surveys and our very low levels of staff turnover. The majority of staff who have left us have gone on to promoted positions. Staff are happy here; Lord Lawson of Beamish Academy is a good place to work. We have high expectations of our staff and students, but we also know our staff are our greatest asset, and we treat them with respect. We value the development of all our staff and you will develop further during your time here.

We are looking to recruit a skilful, passionate and dynamic TA for our SEND Department. You will be committed to transforming the life chances of our students. You will be passionate about raising the achievement of all students, particularly the disadvantaged, including those with SEND. You will be keen to learn and develop further, through collaboration with others, and through whole school and departmental CPD.

You will contribute to the development of an excellent standard of teaching within across the school as part of the SEND department. You will raise the achievement of our students through the support of our students with SEND, adopting strategies to access the teaching and learning in the classroom and ensuring student progression by implementing bespoke interventions strategies which meet the students’ needs.

We also expect the candidate to be someone who will share good practice to enhance the learning experience of all students. We believe that staff can learn from their peers at all levels, and we operate a professional learning group approach to sharing good practice across the academy.

The SEND Department consists of an Assistant Principal SENDCo, a Deputy SENDCo and 10 HLTAs/TAs with active responsibilities for an area of SEND. We are fortunate to be able to offer our students further support by expanding our department and are looking to recruit additional TAs.

This is a professional and forward thinking department; we are flexible in meeting our students’ needs, both in and out of the classroom. “Teachers and teaching assistants work together to ensure that pupils with SEND are well supported in lessons.” (Ofsted) November 2022. We are striving for excellence and always looking for new, creative, and exciting opportunities to develop learning, supporting students and advising staff, “teaching staff have the knowledge to helps pupils with special educational needs and/or disabilities (SEND)”. (Ofsted) November 2022.

To be considered for this post you must have a good education background to GCSE equivalent or above and be willing to engage in further professional development. We are looking for a TAwith the capability to provide an excellent range of support for our students, and with the capacity to develop further.

This is an exceptional opportunity to join us on our journey towards becoming one of the best schools in the North East of England. We have further work to do but are well on the way in our improvement plan. The successful

candidate will learn and develop here, and will, we hope, go on to achieve great success in their career.

Lord Lawson of Beamish Academy is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act and is subject to an enhanced DBS check.

With best wishes,

Helen Potter

**Assistant Principal – SENDCo**

Job Specification

**Job Title:**  **Teaching Assistant (Level 3) - SEND**

**Salary Scale: Grade E, £21,504 - £22,616 + SSA**

**Contract Type: Permanent, Term Time Only**

**Line Manager: Assistant Principal - SENDCo**

**Purpose of the role**

To work under the guidance and instruction of designated teaching and senior staff to undertake work, care and support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom.

Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff.

To contribute to raising standards of student achievement.

To share and support the academy’s responsibility to provide and monitor opportunities for personal and academic growth.

To be committed to the values of the academy.

**Key Responsibilities**

* To provide physical and communication support using modes of communication appropriate to the individual needs of the child, establishing productive working relationships with students.
* To provide communication support to enable full access to the curriculum and any extracurricular activities e.g. lessons, assemblies, parents’ evenings, reviews and visits.
* To work with individuals and groups of students with additional needs to support access to the curriculum.
* To administer and assess routine tests under direction of the SENDCo/teacher.
* To monitor the progress of identified students, keep written records consistent with academy systems and provide the teacher with feedback on students’ progress in relation to provision.
* To provide support in a manner which facilitates the child’s cognitive development by removing barriers to learning.
* To clarify, modify and adapt materials to an appropriate level according to need.
* To promote students’ inclusion within school by promoting their independence in communication, learning and social skills.
* Under the guidance of the SENDCo/teacher, contribute to setting individual targets and reviewing those targets. Attend and contribute to EHCP meetings to review students’ progress and contribute to written reports.
* To ensure the physical welfare of students and assist students with their physical needs as appropriate and agreed in accordance with their plan e.g., assisting with lifting, moving and handling, intimate care.
* To liaise with professionals and external agencies where necessary under the direction of the SENDCo/teacher.
* To provide support for students’ emotional and social development by encouraging and modelling positive behaviour and dealing with disruption as agreed in the academy’s Behaviour Management Policy.
* To contribute to developing programmes of support for identified students.
* To provide organisational support for the effective assessment and delivery of examination access arrangements in line with JCQ standards.
* To invigilate examinations/tests as required.
* To maintain and monitor the use of specialist equipment and promote optimum use of specialist equipment in all settings.
* To carry out duties positively and professionally whilst promoting and supporting teamwork at all times.
* To be flexible in your approach in order to meet the circumstances of the day.
* To accompany staff and students on external educational visits.

**General Duties**

**Professional Development**

* To take part in the academy’s staff development programme by participating in arrangements for further training and professional development.
* To engage actively in the appraisal process.
* To work as a member of a designated team and to contribute positively to effective working relations within the

Academy.

**Safeguarding**

* Promote the safety and wellbeing of students and help to safeguard students’ wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school’s child protection policy.
* Promote the safeguarding of all students in the school.
* Ensure that appropriate reasonable adjustments are made where necessary for students.

**General**

* Equal Opportunities: the academy has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.
* Health and Safety: the academy is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.
* Confidentiality: the academy is committed to maintaining the privacy of all its staff and pupils. It expects all staff to handle all individuals’ personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

All staff are required to follow school policies and the staff code of conduct.

This job description is illustrative of the general nature and level of responsibility of the role. It Is not a comprehensive list of tasks, and the postholder may be required to carry out other duties appropriate to the role.

This job description may be amended at any time in discussion between the Principal or Line manager and the employee and will be reviewed annually before the commencement of the next appraisal cycle.