

Teaching Assistant

£18,028 per annum, (Band 5 SCP 5)

Permanent & Temporary

33 hrs/week - Term Time Only + 5 PD Days

Ref 2024004

Catcote Futures provides learning for a wide range of students with Learning Difficulties or Disabilities from the age of 19.

We are looking to appoint experienced and enthusiastic Teaching Assistants. Both permanent and temporary roles are available. Applicants with previous experience working within a SEN environment are preferable.

You must be strongly motivated and possess the character needed to work in a demanding and often challenging environment.

Closing date: Sunday 25th February 2024

Start Date: As soon as possible

Interviews: Thursday 29th February 2024

Completed application forms to be sent to:

Recruitment, Catcote Academy, Catcote Road, Hartlepool, TS25 4EZ

Or email jobs@catcote.co.uk

You will need to meet the requirements of the person specification in order to be offered an interview. Only applications submitted on the Trust's application form will be accepted. **Application forms can also be found at www.catcotefutures.co.uk.**

We welcome applications regardless of age, gender, disability, ethnicity or religion.

Please see our website for our Privacy Notice (Job Applicants) regarding how we will use your personal information.

Please note that online searches will be carried out on shortlisted candidates to help identify issues that may need to be explored at interview.

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

REHABILITATION OF OFFENDERS ACT 1974 - The position for which you are applying is exempt from this Act and requires an enhanced check to be made through the Disclosure and Barring Service (DBS), known as the disclosure process. You are therefore required to disclose any unspent convictions/cautions/binders that you have received and any prosecutions that are pending against you. Enhanced Disclosure and check of the Children's and Adult's Barred list via the Disclosure and Barring Service is required for any successful candidate.

Please see the Privacy Notice (Job Applicants) on our websites for details of how we will use your personal data.



www.catcotefutures.co.uk



Job Description – Teaching Assistant Level 1 (TA1)

Main Duties

Under the guidance and direction of teaching staff and/or senior colleagues:-

General Responsibilities

- Work as directed by senior staff
- Adhere to all Trust policies and whole college development plans including confidentiality, child/vulnerable adult protection, H&S, equal opportunities, SEN and no smoking policy
- Maintain a safe working and teaching environment including adhering to policies on safeguarding of students and behaviour management
- The post holder must carry out their duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner
- That the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others
- Attend and participate in CPD activities as required
- Attend meetings and liaise with colleagues in college and parents/careers as required
- Be an effective role model for students by demonstrating and promoting positive values, attitudes and behaviours
- Engage with all students as directed by the Trust in line with the overall goals of the Trust and the needs of all students
- Work at multi-site locations as directed
- Any other duties of a similar nature related to the post, which may be required from time to time

Core Responsibilities

- Support students with their learning and well-being including whole classroom, 1 to 1 and small group environments, under the direction of a Teacher
- Have knowledge of individual students in order to assist with learning and behaviour in line with any plans
- Feedback to teaching staff on progress and behaviour of students and effectiveness of learning activities



- Feedback to students in relation to learning and behaviour
- Assist in preparing student reports and other administrative tasks including outcome plans, end of year reports, behaviour reports/plans and third party assessments
- Support the assessment and recording of student progress and attainment
- Support students in any location as directed, indoor and outdoor, including outdoor learning, educational visits, after college clubs, activity centres, vocational areas etc.
- Supervision and support of children/vulnerable adults during break and lunch times including feeding where necessary
- Assist and take part in physical activities as directed e.g. walking, swimming, trampoline etc
- Preparation of learning resources, equipment and displays including cleaning, tidying & organising
- Ensure cleanliness of equipment, resources and learning areas
- Use ICT effectively to support learning activities
- Escort students to and from college transport and escort students with an appropriate colleague if required
- Accompany teachers/senior colleagues and students on educational visits and assist in the supervision of students
- Carry out tasks for the general health, domestic care and welfare of students including toileting/changing, cleaning, using specialist equipment when necessary (this may include administering medicine under guidance and training on a voluntary basis)

Person Specification – Teaching Assistant (TA1)

ESSENTIAL CRITERIA

Criteria No.	Essential	Stage Identified
Qualifications		
E1	Ability and willingness to obtain GCSE Grade C or equivalent (Level 2) in Maths and English	AF,C
Experience & Knowledge		
E2	Effective use of ICT to support learning	AF,I,R
E3	General understanding of the basic learning programmes/techniques	AF,I,R
E4	Manage the behaviour of students with a positive attitude and supportive manner	AF,I,R
Skills		
E5	Work with children/young people at all levels regardless of specific individual needs	AF,I,R
E6	Ability to follow the direction of a Teacher to support all aspects of learning and wellbeing of students in a variety of activities, locations and environments	AF,I,R
E7	Work effectively within a team environment, understanding classroom roles and responsibilities	AF,I,R
E8	Demonstrate and promote the positive values, attitudes and behaviour they expect from the students with whom they work	AF,I,R
E9	Good communication and listening skills	AF,I,R
Special requirements		
E10	Interest in working with children /young people with learning difficulties to promote their development and educational needs	AF,I
E11	Ability to form and maintain appropriate effective working relationships and personal boundaries with children/young people/vulnerable adults	AF,I
E12	Emotional resilience when faced with challenging behaviour	AF,I
E13	A commitment to working as part of the whole college team and supporting the vision and aims of the college	AF,I
E14	Respect for their social, cultural, linguistic, religious and ethnic backgrounds	AF,I
E15	Ability to liaise sensitively and effectively with parents and carers	AF,I
E16	Suitability to work with children and vulnerable adults, enhanced DBS required with barred list check	D

DESIRABLE CRITERIA

Criteria No.	Desirable	Stage Identified
Qualifications		
D1	Relevant Teaching Assistant Qualification	AF,C
D2	GCSE Grade C or equivalent in Maths and English	AF,C
D3	Safeguarding training	AF,C
D4	Training in Special Needs Education	AF,C
Experience & Knowledge		
D5	Experience of working in a college environment	AF,I,R
D6	Experience of working with children / young people with learning difficulties	AF,I,C
D7	Knowledge/experience of using TEACCH and PECS	AF,I
D8	Understanding of key characteristics of different types of learners (PMLD, SLD, MLD)	AF,I,R
Skills		
D9	Team Teach training or equivalent	AF,I,C

AF Application Form
C Certificates
I Interview
R References
D DBS disclosure

