

Job Role: SEND TA1

Closing Date: Friday 12th April 2024 at noon

Salary: NJC Grade C, Point 3 £15,628 per annum (based on FTE of £22,737)

Contract type: Fixed term, 29 hours per week, Monday to Friday, term time only until 23 July 2024

Start Date: As soon as possible

Interviews: w/c Monday 15th April 2024

Dear Prospective Applicant

It is with great pleasure that I introduce you to Greenbank High School, a high achieving, all girls academy.

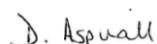
Would you like to join a well-established and successful team in a consistently high performing, oversubscribed, 11-16 school that focuses on each child as an individual whilst fostering a sense of belonging to a rich and diverse community? Greenbank High School is committed to supporting every child to develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern British society.

As a school and a member of Southport Learning Trust we are determined to **inspire** our students through learning both inside and outside the classroom, **care** for individual pastoral needs and **achieve** the highest academic standards.

We are looking for an enthusiastic person to join our experienced team who, under the direction of the SEND Co-ordinator will support those who require help with their learning, providing specific support to pupils, providing 1:1 support to pupils based on their individual needs, ensuring their safety whilst supporting access to learning activities.

I am very proud of the school, its pupils, staff and governors. We are a dynamic learning community built on traditional values. Education at Greenbank provides much more than exam excellence. It aims to develop and nurture all students to take their place as caring and confident young women in the outside world. We have a strong safeguarding culture and will expect you to share this commitment.

We look forward to receiving your application.



Davina Aspinall
Headteacher



Headteacher Ms Davina Aspinall BSc (Hons) NPQH

Greenbank High School Hastings Road, Southport PR8 2LT

T 01704 567591 **E** enquiries@greenbankhigh.co.uk **W** www.greenbankhigh.co.uk

Greenbank High School is part of Southport Learning Trust. For details of all Trust schools, and the aims and objectives of the organisation, visit www.southportlearningtrust.org

Southport Learning Trust is a Company Limited by Guarantee Reg No 7790934
Registered Address — Mornington Road, Southport PR9 0TT

Further information can be found on our website www.greenbankhigh.co.uk where you can learn more about the school and download an application form.

Completed application forms should be emailed to recruitment@greenbankhigh.co.uk

For any enquiries please contact recruitment@greenbankhigh.co.uk or telephone 01704 567591 and speak to Mrs Murphy.

Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check.

SEND TA1 – Job Description

Responsible to: SENDCO
Responsible for: Supporting the learning outcomes, progress and personal development of SEND students

Post Title: SEND TA1
Grade: NJC Grade C

JOB PURPOSE:

Under the direction of the SEND Co-ordinator and/or as directed and taking into account the practices and procedures of the school, the Teaching Assistant will support those who require help with their learning.

Main Activities and Responsibilities

Main duties and responsibilities are indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated.

- To work to the SEND Code of Practice at all times.
- To provide specific support to pupils based on their individual needs, ensuring their safety whilst supporting access to learning activities.
- To work closely with EHCP and High Needs students
- To deliver therapy, if required, as advised by the link physiotherapist.
- To provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
- To maintain confidentiality of pupils' personal and family details.
- To be involved in planning individual programmes of work with class teachers and SEN Co-ordinator.
- To enable and assist SEND pupils in preparing and organising class work.
- To provide an understanding and interpretation of class teachers' requirements to enable SEND pupils to make progress during lessons.
- To assist and support basic skills practice.
- To collate and prepare learning materials in conjunction with class teacher or SEND Co-ordinator.
- To support and assist pupils in taking notes.
- To support pupils in special arrangements for internal and external examinations.

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- To carry out any other duties of a similar nature as directed.
- To participate in appropriate staff training and/or meetings.
- To participate in performance management.
- To maintain TA planner to assist SEND Co-ordinator with monitoring of SEND pupils' progress.
- To participate in out of school activities to assist SEND pupils.

Additional Responsibilities

- To adhere at all times to professional business standards of dress, courtesy and efficiency.
- To attend subject and staff meetings.
- To uphold the school's Behaviour for Learning Policy.
- To be responsible for ensuring subject knowledge is developed and participate in staff training and development.
- To work collaboratively with other schools as an employee of the Southport Learning Trust.

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities, including performance management as required.

Note This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

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General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All staff are to deal with all student data in the strictest confidence. Any member of staff in breach of this confidentiality will be subject to disciplinary procedures being invoked.

The post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory enhanced criminal record disclosure in order to be appointed to the post. In this respect, a criminal record check will be undertaken prior to confirmation of appointment.

This job description is subject to change with the agreement of the post holder.

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SEND TA1 – Person Specification

QUALIFICATIONS

CACHE, or equivalent, TA qualification
Numeracy and literacy skills - Level 2 or above

DESIRABLE/ESSENTIAL

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ABILITIES AND COMPETENCE

Competence in the use of IT
High standard of organisation
Empathy with all pupils
Good communication skills
Ability to use initiative
Ability to work independently
Ability to work as part of a team
Good interpersonal skills
Willingness to develop subject knowledge

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COMMITMENT

Commitment to INSET training
Commitment to professional standards
Commitment to ethos of school

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EXPERIENCE

Appropriate training or recent work experience

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Application and Interview Process

Application forms must be received by noon on Friday 12th April 2024.

Interviews will take place week commencing Monday 15th April 2024.

Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.