



# Welbourne Primary Academy



## Welbourne Primary Academy

Application Information Pack

Teaching Assistant (SEN Hub)



## Principal's Welcome

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Dear Applicant,

Thank you for your interest in joining the Welbourne Primary Academy family. I am delighted to introduce you to our vibrant and inclusive school community.

At Welbourne Primary Academy, we believe in inspiring excellence and achievement through an innovative, relevant, broad, and balanced curriculum. Our vision is to open children's eyes to a life full of choice and opportunity, ensuring that every door remains open through quality first teaching. We aim

to develop curious and motivated learners who have the self-belief that they can succeed in whatever they choose to pursue.

Our values are at the HEART of everything we do: Happiness, Excellence, Aspiration, Respect, and Teamwork. These values guide us in creating a nurturing environment where every child can flourish.

We place great emphasis on community involvement. We believe that a strong partnership between the school, parents, and the wider community is essential for the holistic development of our students. We actively encourage parents and community members to participate in school events, volunteer opportunities, and collaborative projects. By working closely with our community, we create a supportive and enriching environment where every child can thrive.

Our Academy is a thriving, one-form entry school where new children and families quickly become part of our family community. The positive relationships between leaders, staff, and pupils support the progress of all students. We are committed to providing a range of rich learning experiences that prepare our children for a life full of choice and opportunity.

We are proud to be part of Thomas Deacon Education Trust which, like us, is dedicated to raising educational outcomes for all its students across its range of primary and secondary phase academies. As a member of staff here you will benefit from high quality professional development and support both from this school, and also directly from an exciting range of development and training opportunities our locally based trust allows us to share in. Sharing expertise with a variety of like-minded schools ensures we provide the best possible opportunities for our staff to grow and develop regardless of the point in their career they join us.

We look forward to welcoming you to our school and invite prospective candidates to visit and explore the opportunities to join our team.

Warm regards,

Miss T. Lawson | Principal



## Job Description

<b>Job Title</b>	Autism Hub Teaching Assistant
<b>Reports to</b>	Hub Manager
<b>Working Hours &amp; Pattern</b>	32.5 hours per week, term time plus 1 week – 8.30 am to 3:30 pm Monday to Friday
<b>Salary / Grade</b>	Pathway 3 Points 9-13 plus A2 allowance
<b>Core Purpose</b>	To work alongside other members of the hub team to support individual students or groups of students as directed. To support children access the mainstream setting. To take responsibility for planning, preparing and delivering lessons to individual children or small groups of children within the hub, under the supervision of hub teaching staff.

## Key Responsibilities

### Supporting the Pupil (under the guidance of the class teacher)

- Support individual to access learning at an appropriate level to assist their progression
- Provide specialist learning support to enable pupils to meet individual targets
- Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks
- Promote the inclusion and acceptance of all pupils
- Adapt activities and tasks for individual pupils to make them more accessible
- Understand the specific needs of individual pupils and adopt effective strategies to support them

### Supporting the Teacher

- Work alongside the teacher in lesson planning, evaluating and adapting lessons.
- Provide detailed and regular feedback to the teacher on pupil achievement and progress.
- Promote good pupil behaviour, dealing with pupils in line with the established policies encouraging pupils to take responsibility for their own behaviour

### Supporting the Curriculum

- Support pupils in respect of learning strategies specific to children with a diagnosis of autism.



- Support the use of ICT in the curriculum

### **Supporting the Academy**

- Set a personal example that contributes to the positive ethos of the Academy
- Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Assist with the supervision of pupils out of lessons, including before and after school and at lunch times
- Accompany staff and pupils on visits, trips and out-of-school activities as required and take responsibility for small groups
- Develop and maintain professional and effective working relationships with parents/carers, external partners and other colleagues
- Attend meetings as required
- Engage actively in the Academy Performance Management Process
- Undertake professional development as required or identified through the Performance Management process
- To undertake First Aid training and use this to assist as required during the day.

## **General Responsibilities**

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and



ensure that all processes comply with this.

- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

**The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.**

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.





## Person Specification

Attribute	Essential or Desirable	Assessment
<b>Qualifications</b>		
Level 2 qualification in Maths/Numeracy and English/Literacy	E	A
Willingness to undertake appropriate first aid training	E	A
Training in relevant learning strategies e.g. literacy/numeracy/EAL	D	A
Level 3 Teaching Assistant qualification (or working towards)	E	A
<b>Knowledge &amp; Understanding</b>		
Ability to provide support for pupils with autism, ensuring their safety and access to learning activities	E	I
Promote good pupil behaviour, and deal promptly with conflict and incidents	E	I
Ability to undertake student record keeping as requested	E	I
Ability to provide support for structured and agreed learning activities/learning programmes, taking into consideration pupils' learning needs	E	I
Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection	E	I
Ability to utilise strategies to support students in achieving learning goals	D	I
Understanding of how to support Literacy/Numeracy/EAL programmes, record achievements and progress and providing appropriate reports and feedback for the teacher	D	I
<b>Skills &amp; Abilities</b>		
Establish good working relationships with pupils acting as a role model	E	I
Encourage pupils to interact with others and engage in activities led by the teacher	E	I
Assist with the development and implementation of Individual Learning Plans and Education Health Care Plans	E	I
Provide detailed and regular feedback to teachers on pupils' achievements and progress	E	I
Support the use of ICT in learning activities and develop pupils' competence and independence in its use	E	I
Work as part of a team appreciating and supporting the role of other people in the team	E	I



## Experience

Previous experience of working as a Level 2 or 3 Teaching Assistant within a primary school environment	E	A
Experience of working with children with a diagnosis of Autism	E	A/I
General understanding of national curriculum and other basic learning programmes/techniques	E	I
Basic understanding of Autism and how it affects child development and learning	E	I
Ability to relate well to children and adults	E	I
General awareness of inclusion, especially within a school setting	E	I

## Personal Commitment

Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

## Assessment methods

A – Application  
R – References

I – Interview

T – Task/Activity

L – Lesson Observation



# **Welbourne Primary**

Academy