

# The Special Partnership Trust

*A community which aspires together*

**Delivered by:**

An ambitious, inspirational partnership of outstanding learning.

**Achieved by:**

An integrated Trust with strong leadership at all levels in delivering outstanding educational outcomes, empowering pupils, parents, and staff to strengthen our community even further.

## JOB DESCRIPTION

<b>Job Title:</b>	Teaching Assistant
<b>Salary:</b>	£25,923 FTE per annum/pro rata
<b>Base:</b>	Mill Water School

<b>Main Purpose of Job:</b>
<ul style="list-style-type: none"> <li>• Hold and articulate clear values and moral purpose, focused on supporting pupils.</li> <li>• Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils with profound, severe and complex learning needs, the workforce, and towards parents, governors and local community.</li> <li>• Lead by example - with integrity, creativity, resilience, and clarity</li> <li>• Sustain knowledge and understanding of education and school systems locally and pursue continuous professional development.</li> <li>• To support the educational, social and physical needs of pupils including those with severe physical, learning and complex behavioural difficulties, supporting the curriculum and school through the provision of assistance to the Teacher.</li> </ul>

<b>Main Duties and Responsibilities:</b>
<p><b>Expectations</b></p> <ul style="list-style-type: none"> <li>• Hold and articulate clear values and moral purpose, focused on supporting pupils.</li> <li>• Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils with profound, severe and complex learning needs, the workforce, and towards parents, governors and local community.</li> <li>• Lead by example - with integrity, creativity, resilience, and clarity</li> <li>• Sustain knowledge and understanding of education and school systems locally and pursue continuous professional development.</li> </ul> <p><b>Main duties</b></p> <ul style="list-style-type: none"> <li>• Assist children in developing knowledge, skills and attitudes as defined by the curriculum, taking into account the learning support involved to aid the children to learn effectively</li> <li>• Establish supportive relationships with pupils, encouraging individual development, acceptance, social integration, and development of self-esteem</li> <li>• Carry out administration in relation to pupil progress, monitoring health, behaviour and general wellbeing and feeding back or adapting as appropriate</li> <li>• Effectively use IT systems as required by the school</li> <li>• Work independently with groups of children on specific tasks, under the overall responsibility of the Teacher</li> <li>• Contribute to meetings with parents (which may be held outside of school hours), providing constructive feedback on pupil progress, achievement and behaviour where relevant</li> <li>• Maintain confidentiality in regards to sensitive issues linked to home/pupil/staff/school</li> <li>• Administer minor first aid where training has been undertaken</li> <li>• Administer medically prescribed drugs as per the approved procedure</li> </ul>

- Assist with the safe physical and medical needs of pupils, including:
  - personal hygiene/self-care, for example toileting or changing
  - specialist care, for example one-to-one feeding where training has been undertaken
  - mobility needs, for example use of wheelchairs or hoists where training has been undertaken
- Support in the management of pupils with challenging emotional and behavioural difficulties so as to prevent harm and disruption to the pupil or others
- Supervise pupils during break time, and plan and organise play time activities, where required
- Accompany children on educational visits as supervised by senior staff
- Contribute to class meetings, staff meetings and school-based INSET
- Carry out interventions as required
- Raise any concerns in accordance with the school's safeguarding policies and procedures
- Assist with duties relating to pupil swimming and sports activities/events where relevant
- Deliver therapy to pupils such as physiotherapy or speech and language therapy as guided by professionals where training has been undertaken
- Input into planning of lesson content led by teaching staff where relevant
- Provide pastoral care to pupils where relevant
- Ensure all teaching aids are readily available by monitoring stock levels of materials, checking for missing/damaged equipment, arranging for new supplies to be ordered where relevant
- Assist in preparing, using and maintaining relevant teaching resources, including wall displays and ensuring classrooms are left clean and tidy

#### **General – applicable to all Trust roles:**

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the Trust's pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To adhere to Trust values and behaviours
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as require

#### **Company Overview:**

We are a specialist educational trust on a journey to raise the bar and set new standards for Special Educational Needs (SEN) throughout the South West.

The Trust was founded in 2016 and is currently made up of 6 schools and 4 ARBs. Unlike other trusts, we are purely made up of SEN schools and ARBs. This puts us in a unique position to do things differently.

We realised early on in our journey that there wasn't a one-size-fits-all approach. So we developed a philosophy that places our young people front and centre. Every decision we take is based on meeting the needs of our young people and helping them succeed. And when we say 'succeed' we don't just mean academically.

When you work with us you'll be joining a specialist educational trust on a journey to raise the bar and set new standards for Special Educational Needs (SEN) throughout the UK.

We are not afraid to do things differently and we never settle for ordinary. We aspire to be the best in everything that we do. We provide our young people with the highest quality education, give them access to the best opportunities available to them, and take pride in giving them a sense of self-worth and purpose - built on a foundation of resilience and independence.

Through collaboration, co-operation, and creativity - underpinned by an ethos built on inclusivity, empowerment, and transparency - we aim to inspire every single young person (as well as their families and our staff) to be the very best versions of themselves they possibly can. We do this through an ambitious, specialist curriculum that goes beyond school life and focuses on living as well as learning.

We step outside the comfort zone when it's needed, we care more than people think is needed or necessary, and we genuinely want to improve the lives and experiences of our learners. We dare to be different, we have courage in our convictions, and we strive every single day to draw the best out of everything and everyone in our community.

**We are...**

**Ambitious:** We believe in setting new standards and consistently raising them through the quality of our work and approach.

**Aspirational:** We dream big and are brave enough to act on our aspirations. Invested. We care. It's easy to say but, for us, it flows through every part of the Trust. We are invested in improving the lives of our young people both now and into the future.

**Purposeful:** We don't do things for the sake of doing them. We are driven by our purpose and committed to turning our vision into a reality.

**Genuine:** Honesty, transparency, and authenticity are what all our work is built on. Inclusive. Every single voice matters. Everyone can have ideas, express views, and be heard.

**Energetic:** We make SEN exciting. We are the go-getters and the trend-setters. We are not bound by convention and infuse our energy and passion through everything we do.

**Specialist:** We are a specialist trust and this gives us a unique and unprecedented insight into the needs of our young people and their families.

<b>Person Specification:</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Recruiting method</b>
<b>Education and Training</b>	Attainment of 5 GCSE's A-C (or equivalent) including English and Maths, or working towards.	Childcare or education related qualification  NVQ Level 3 in relevant subject	Application
<b>Skills and Experience</b>	Good skills in basic communication, literacy and numeracy  Good IT skills and ability to learn and effectively use electronic information systems  Able to work without supervision  Confident to work independently with a group of children  Ability to undertake training required for the role	Previous experience working in a school or with young people  Previous experience working with SEN children or adults  Previous experience in administering medical procedures/delivering therapies	Application/ Interview/ Assessment
<b>Specialist Knowledge and Skills</b>	Able to react and deal effectively with challenging or unpredictable behaviours  Ability to undertake advanced training to administer medical procedures where required  Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people  Demonstrates an awareness, understanding and commitment to equal opportunities	Knowledge of curriculums, learning methods and lesson planning	Application/ Interview/ Assessment
<b>Behaviours and Values</b>	Be flexible to work independently in a responsible manner		Application/ Interview/ Assessment

	<p>Constructively support the positive ethos of the school by being self-aware and taking personal responsibility for being part of the broader team</p> <p>Respect confidentiality</p>		
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#### Special Conditions related to the post:

***The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.***

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

#### Trust Benefits:

**Our Trust is committed to providing employee benefits that motivate and reward our employees. Our benefits include:**

- A competitive salary
- 29 days paid annual leave (plus bank holidays) - pro-rata for part time workers
- Eligibility to join the local government pension scheme
- Family friendly policies
- Local and national discount schemes, special offers and cash back initiatives
- Employee Assistance Programme
- Bike2Work Scheme
- Simply Health Optimise Health Plan and Wellbeing support
- Continued professional development support
- Apprenticeship Opportunities
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
- Support for the wellbeing of staff