



# Dyson Perrins

CHURCH OF ENGLAND ACADEMY

LIFE IN ALL ITS FULLNESS

BRIEF FOR THE POSITION OF  
HIGHER LEVEL TEACHING ASSISTANT  
MAINSTREAM AUTISM BASE



## DYSON PERRINS CHURCH OF ENGLAND ACADEMY

### Our Mission:

A Christian school which enables all students, regardless of beliefs, abilities or background, to reach their potential and flourish. 'Life in all its fullness' John 10:10.

### Our Vision:

- To deliver academic excellence every day.
- To enable character development and personal growth.
- To provide extra-ordinary experiences that create life-long memories.
- To create a supportive and happy learning community with a sense of togetherness
- To work in effective partnerships to have a positive influence across our community.

### Our School values:

*Belief*

*Trust*

*Resilience*

*Challenge*

Dear Applicant,

Thank you for showing an interest in joining Dyson Perrins.

This is an exciting opportunity and your contribution will help improve the life chances of our young people. Our students are wonderful and deserve the very best. You will join a supportive, committed and highly talented staff team who share high ambitions for our students. You will need to bring a sense of energy, a desire to continually improve and share our commitment to raising the achievement of every student. In return we will invest in your professional development and offer opportunities for further career development in the future.

“Pupils are happy and feel safe at this inclusive school. Leaders have created a culture in school which celebrates difference. As a result, pupils are respectful and welcoming to all. Staff have high expectations for pupils in all aspects of school life.” Ofsted, June 2023.

Equality and diversity are important to us and we welcome applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race. Dyson Perrins is a Church of England Academy so applicants should be in sympathy with the aims and philosophy of a Church School and willing to lead through our Christian values of belief, trust, challenge and resilience.

I hope you have been inspired to apply and I look forward to reading your application. We are happy to offer informal visits to the school so please do get in contact with any questions, for a conversation about the post or to arrange a visit.

Best wishes with your application.

Mike Gunston  
Headteacher



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**Higher Level Teaching Assistant – Mainstream Autism Base**

**Hours 37 hours per week (30 hours over 4 days may be considered)**

**Term time only (including TE Days)**

**Salary:** FTE £32,061                      Actual salary £27,423

**Grade:** TA4

We are seeking inclusive, dynamic and enthusiastic colleagues to join our highly effective SEN team. You will need to be committed to realising the academic and personal potential of all students, regardless of beliefs, abilities or background, through high standards of inclusion, behaviour, attendance and engagement.

Under the supervision of the SENDCo you will be required to work closely with our SEN team and wider teaching staff to provide academic, social and emotional support for identified young people with a range of special educational needs, and remove any barriers to their learning. You will deliver a range of individual and small group interventions, as well as support young people in the classroom. The role is student facing, therefore an ability to form positive and motivating relationships with young people is essential.

The role may suit experienced teaching assistants who are looking to develop their career or candidates with relevant experience of supporting young people and leading interventions in similarly relevant roles.

The successful candidate will be:

- Ambitious for all young people
- Committed to inclusion and supporting young people to overcome any barriers to learning
- Committed to professional development and continual improvement
- Willing to uphold our Christian values of trust, belief, challenge and resilience.

**Dyson Perrins is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful for this position you will be expected to apply for an enhanced disclosure from the Disclosure and Barring Service before appointment is confirmed. References will be sought on shortlisted candidates before interview.**

We strive to be an Employer of Choice and are committed to the wellbeing and development of our colleagues. You will join a supportive, warm and friendly community. We reserve the right to close this vacancy early if we receive suitable strong applications. If you are interested in working with us, please apply without delay.

For a confidential discussion about this post, more information or to arrange a visit, please contact our HR team.

Email: [HR@dysonperrins.co.uk](mailto:HR@dysonperrins.co.uk)

Telephone: 01684 564751

Our online application process can be found using the following link to our website

<https://www.dysonperrins.worcs.sch.uk/page/?title=Work+For+Us&pid=12>

Thank you for your interest in Dyson Perrins Church of England Academy, we look forward to receiving your application form



## JOB DESCRIPTION

### Main Duties and Responsibilities as a Higher Level Teaching Assistant

#### Support for Students

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Develop and implement Individual Education Plans where appropriate.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Deliver individual and small group interventions
- Support the SENDCo with identifying SEND needs and making referrals.

#### Support for Teachers

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement, etc.
- Administer and assess/mark tests and invigilate exams/tests.
- Production of lesson plans, worksheet, plans, etc.



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## SUPPORT FOR THE CURRICULUM

- Support the SENDCo to devise appropriate interventions and take responsibility for the planning, delivery and evaluation.
- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

## SUPPORT FOR THE SCHOOL

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Where appropriate, deliver out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

## LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE

- Manage other teaching assistants.
- Liaise between managers/teaching staff and teaching assistants.
- Hold regular team meetings with managed staff.
- Represent teaching assistants at teaching staff/management/other appropriate meetings.
- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants.
- Lead training for other teaching Assistants.
- Support the SENDCo with quality assuring the work of Teaching Assistant interventions.

## OTHER DUTIES

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.



## Person Specification

	Essential	Desirable
<b>Knowledge &amp; Experience</b>		
Have GCSE x 5 at grade C or above including English and Maths (or equivalent)	✓	
Degree Level qualification		✓
Higher Level Teaching Assistant qualification or willingness to work towards it	✓	
Successful experience working with children with SEN needs in a school or similar setting	✓	✓
The ability to work constructively as part of a team, follow line management structures and understand classroom roles and your own position within those responsibilities	✓	
The ability to take the initiative to support students presenting with a range of SEND	✓	
To be able to form empathetic relationships with young people and be able to communicate their needs effectively to other professionals	✓	
Knowledge of strategies to recognise and reward efforts and achievements along with the ability to encourage students to become resilient and independent learners	✓	
Relevant professional development for the role	✓	
The ability to use ICT effectively to support learning.	✓	
Experience of leading academic, social or emotional interventions	✓	
<b>Skills &amp; Abilities</b>		
Ability to understand and apply school policies	✓	
The ability to work constructively as part of a team, understanding classroom roles and responsibilities and his/her own position within these.	✓	
The ability and motivation to constantly improve own practice/knowledge through self-evaluation and learning from others.	✓	
Ability to communicate clearly and sensitively with children and adults	✓	
Good understanding of child development and learning processes	✓	
Ability to establish rapport and respectful and trusting relationships with students, staff and other professionals.	✓	
Ability to organise, lead and motivate a team.	✓	
Flexible in approach to all work undertaken; be able to multi task	✓	
Ability to complete and maintain accurate manual and computerised records	✓	
Ability to adhere to working procedures and policies within the school environment	✓	
<b>Personal Qualities</b>		
Enthusiasm and a positive outlook	✓	
An open and friendly personality, willing attitude and intelligent approach to tasks.	✓	
Well organised, energetic and self-motivated	✓	
Excellent attendance and punctuality	✓	
Reliability and integrity	✓	
A sense of humour	✓	
Be prepared to develop and learn in the role and undertake training as and when required	✓	
Ability to work effectively and supportively as a member of the school team	✓	

### Notes

- The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder will have regard to the needs and priorities of the school.
- The job description is not a comprehensive definition of the post and you may be required to undertake such tasks appropriate to the level of appointment as the line manager may reasonably require. It may be reviewed annually or earlier if necessary. You may discuss your job description with your line manager or the Headteacher at any arranged time.



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## Staff Benefits:

- A supportive and caring community
- Excellent CPD opportunities and career progression/ Professional development of support staff
- Weekly one to one coaching for teaching staff
- Centralised behaviour systems
- Employer Contributions to Teachers Pension Scheme or Local Government Pension Scheme
- Employee Assistance Programme for free and confidential advice
- Family friendly working arrangements and policies
- Eye Care Voucher scheme / Annual Flu Vaccination
- Free parking
- Member of Dyson Perrins Staff Association
- Laptop available for staff for business use
- Mental health and well-being support

## Our Commitment to Safeguarding:

Dyson Perrins Church of England Academy is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

An offer of employment will be conditional until an enhanced DBS and medical clearance have been received. References will include your most recent employer and may be sought prior to interview. Any offer of employment will be conditional on the receipt of at least two satisfactory references.





📍 Dyson Perrins Church  
of England Academy  
Yates Hay Road  
Malvern  
Worcestershire  
WR14 1WD

☎ 01684 564751  
✉ [office@dysonperrins.co.uk](mailto:office@dysonperrins.co.uk)  
🌐 [www.dysonperrins.worcs.sch.uk](http://www.dysonperrins.worcs.sch.uk)

