

# Teaching Assistant 2A Application Pack

Start Date: ASAP



**NCS CHAMPION SCHOOL**

# Welcome from the Headteacher

Thank you for your interest in the position of teaching assistant at Team Millfield. This is an exciting opportunity to join a dynamic team of Special Educational Needs Support Staff who are focused on providing the best outcomes for our students. The Governors and I are looking for an enthusiastic Teaching Assistant who is driven, determined and passionate about improving students' lives through high-quality SEN support as we take Millfield on the next step of our journey to 'outstanding'.



We are a small, family school with around 870 students on roll. The school is hugely popular; some of our families have even moved to ensure they are in our catchment area, and we have been vastly oversubscribed for the last eleven years. Behaviour at Millfield is excellent and there is a real belief in the Team Millfield ethos.

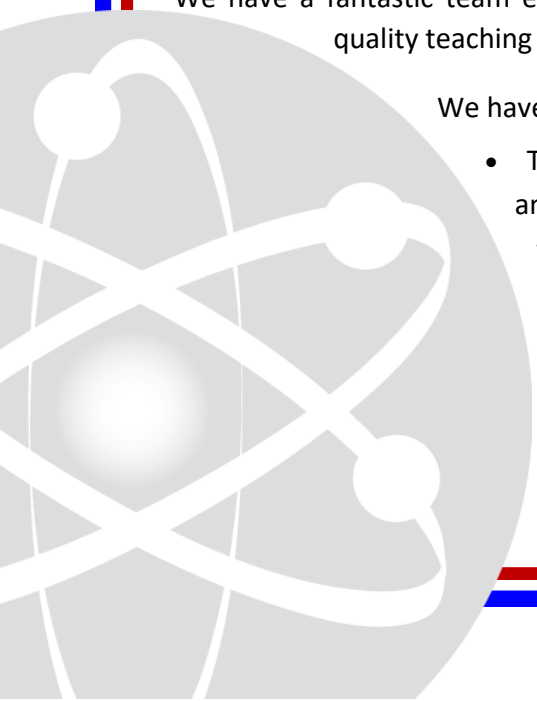
The school is proud to have won the Secondary School National Pupil Premium award in 2014 and in 2015 the Chief of Ofsted chose to visit us, the only secondary school in the North West, and said our students were 'delightful'. In May 2017 Ofsted confirmed that we continue to be a 'good' school and leadership at Millfield remains 'outstanding'. Our Progress 8 results in 2017 were the best on the Fylde Coast. We have a new curriculum model for September 2020; we look to continue to 'Create Bright Futures' for all our students.

I have worked at Millfield since 2009 and was incredibly proud to have been appointed as Headteacher in September 2018. I have high expectations of students and staff and I am a firm believer in giving every student the opportunity to be the very best that they can be; background should not be a barrier to a child's success.

We have a fantastic team ethos; staff collaborate to ensure that developing consistently high-quality teaching and learning is at the heart of everything we do.

We have three key priorities:

- Teaching and Learning: To ensure that we provide consistent stretch and challenge in every lesson, particularly for the disadvantaged and the most able.
- Teaching and Learning: Providing consistent and effective questioning and assessment.
- To become a Dynamic Learning Community, embedding a coaching model across the school.



We can offer you:

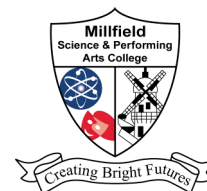
- A commitment to staff development in terms of high-quality CPL, supportive line management and appraisal;
- A commitment to staff wellbeing;
- An Induction Programme;
- Being part of an outward-facing school;
- Recognition and retention of excellent staff through internal promotion;
- A supportive SLT committed to staff wellbeing and workload;
- A friendly and dedicated team of experienced and supportive teachers, teaching assistants, clerical staff and pastoral staff;
- A team of staff who are committed to ensuring that children are both nurtured and educated;
- Enthusiastic students who enjoy learning and being stretched and challenged;
- Engaged and supportive governors who want the best for our students and
- The opportunity to be part of the successful 'Team Millfield' as we move the school to outstanding.

If you have the skills, drive and enthusiasm to compliment the Millfield vision and be part of our success, then I look forward to receiving your application.

*N. Regan*

Mrs Nicola Regan

Headteacher





# Welcome from the Governing Body

Dear Applicant/Colleague,

I would like to thank you on behalf of the Governing Body for the interest you have shown in our school and this important post that you have applied for. We believe that this is an exciting opportunity and that the successful applicant will be joining a happy, successful and welcoming school.

The Governing Body is seeking to appoint a Teaching Assistant 2A Practitioner who can build on current good practice but will also bring a fresh perspective to the SEN support team.

The school has had fantastic success over the last few years, having won the National Pupil Premium Award and having been the most improved school in Lancashire, as well as having achieved the best results on the Fylde Coast. The governors have a very simple wish for the school and that is to provide an environment that allows all students to become the 'very best that they can be'. The majority of the governors are recruited from our parents and we all have a keen and vested interest in providing the advice and support to help the school in this desire.

We hope you will apply for the post and would like to wish you every success with your application and interview, and we look forward to working with you over the coming years.

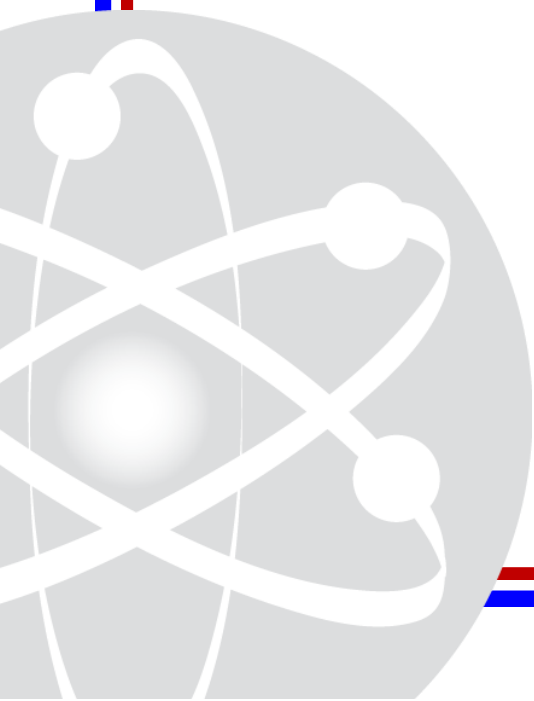


Yours faithfully,

A handwritten signature in black ink that reads "David Slack".

Mr David Slack

Chair of Governors



# Welcome from the Students

Dear Applicant,

Welcome to Millfield! Our school is a place where students feel safe and welcome. Our students are respectful and polite, as are our teachers. When students come to Millfield every morning they know how to behave and how to get the most out of their lessons. Millfield is a great environment where students transform from young children in Year 7 to mature young adults in Year 11, ready for the world.

During our time at Millfield Science and Performing Arts College, every one of us has had a chance to shine and experience things we may not have done without the school. From our breath-taking trips to New York, Italy, and Paris to our wonderful after-school clubs, such as dance, trampolining, chess, astronomy, Mandarin, Latin and the many sports and extracurricular activities: our school has so much to offer! The Year 11s who leave Millfield and go on to college always miss these fantastic opportunities. The staff at Millfield care about all students' life chances and it is vital for students to have the best five years possible. Leaving school with phenomenal grades is important but so are the experiences that will last a lifetime. Here at Millfield we get both!

We believe that Millfield is a journey that everyone's driving through together. We always admire a person with a personal drive for what they want to do. As students, we would want a staff member who is ambitious, fun and hard-working. If you do come to work at Millfield, we would love you to also be a kind and warm person who students know they can smile at in the corridor. We hope that you will be joining us here at Millfield and become part of our wonderful team.

Yours faithfully,

The Senior Student Team



# Job Description

## *Teaching Assistant 2A*

Hours: 26.25 hours a week – term time only 8.30am – 2.50pm including a 15 minute morning break and a 45 minute lunch break (unpaid).

Salary: Grade 4 points 4 – 6 £21189—£21968) fte (pay award pending).

Pro rata actual £12702—£13169. Paid lunch and break duties may be available.

### **Purpose of the Post:**

Under the SENDCO's clear guidance, in respect of their work with individuals or small groups, to support the education, personal and social development of pupils in the class including those with special needs and to establish positive relationships with pupils and assist them to complete structured learning activities. The role would be to ensure pupils remain on task and to report progress to the SENDO and teacher as required.

### **The Department:**

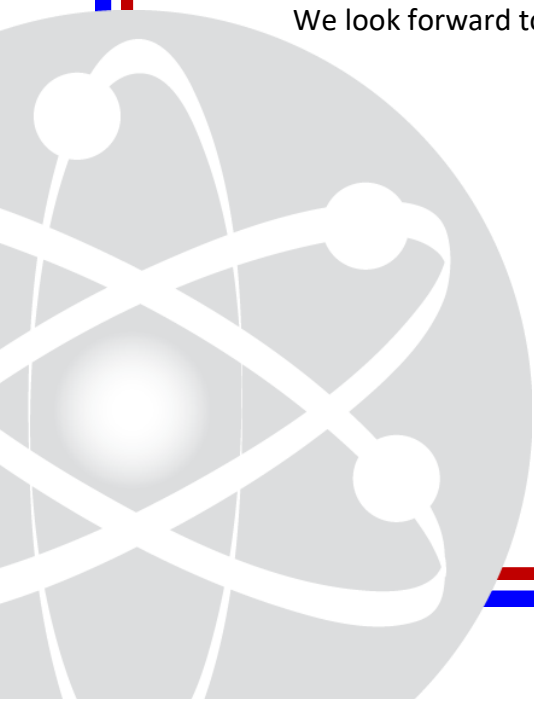
The Learning Support Department is a forward thinking , resourceful department and is committed to providing an enjoyable, successful experience of learning for all its students. We support students with a wide range of needs. We are committed to helping all our students flourish academically whilst at school but also to enjoy their learning experience.

Our department has a drive to improve our students' literacy and numeracy skills . Therefore, Teaching Assistants predominantly support and provide intervention in English, Mathematics and Science lessons.

At Millfield, we have a number of students who have an Education and Health Care Plan. For these students, we will support in other subject areas dependent on the students' individual needs.

The Governors and the Leadership Team at Millfield are seeking new members to join the Learning Support Team who will provide high quality and impactful support for our students with barriers to their learning.

We look forward to hearing from you!



# Role Profile

**In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post**

## Support for Pupils

- Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks.
- To undertake activities to assist in monitoring the personal social and emotional needs of pupils.
- To develop positive relationships with pupils to assist pupil progress and attainment.
- To assist in the devising of pupil's individual targets and their monitoring and review.
- Support pupils as part of a planned inclusion programme
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

## Support for the Teacher

- To assist in the monitoring/recording of pupil progress and developmental needs.
- To assist in the production of learning resources.
- To undertake routine classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for out of school learning activities including the administration of work experience.
- To provide clerical and administrative support including the collection and recording of money.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work.

## Support for the School

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

## Support for the Curriculum

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

**Note:**

**In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**

# Person Specification

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
<b>Qualifications</b>		
NVQ level 2 or above qualification –appropriate to the post (or equivalent)	D	AF
English and Mathematics GCSE Grade C/4	E	AF
<b>Experience</b>		
Experience of working with or caring for children of relevant age	E	AF/I
Experience of working in a relevant classroom/service environment	D	AF/I
Experience of Administrative work	E	AF
Experience of supporting pupils with challenging behaviour	D	AF/I
<b>Knowledge/skills/abilities</b>		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E	AF
Ability to relate well to children	E	AF/I
Ability to work as part of a team	E	AF/I
Good communication skills	E	AF/I
Ability to supervise and assist pupils	E	AF/I
Time management skills	E	AF
Organisational skills	E	AF
Knowledge of classroom roles and responsibilities	D	AF
Knowledge of the concept of confidentiality	E	AF
First Aid Certificate	D	AF
Administrative skills	E	AF/I
Knowledge of Early Years Foundation Stage	N/A	
Good numeracy and literacy skills	E	AF/I
Ability to make effective use of ICT	E	AF
Flexible attitude to work	E	AF
<b>Other</b>		
Commitment to undertake in –service development	E	I
Commitment to safeguarding and protecting the welfare of children and young people.	E	I
<b>Special Requirements</b>		



# How to Apply

To find out more information about Millfield please look at our school website where you will find our latest prospectus and examination results.

All job details and an application form are available to view and download from the school website under the vacancies section, LCC vacancies online, or an application pack can also be posted or emailed to you by contacting Mrs Mountford on 01253 865929 or emailing [dmountford@millfield.lancs.sch.uk](mailto:dmountford@millfield.lancs.sch.uk).

**The Lancashire Application Form must also be fully completed, ensuring there are no gaps in your career history.** In the references section of the application form, please clearly give details of two referees. References from employers are preferred, one of which should be your current employer. Please also include an email address for each of your referees. An excellent attendance record is essential. We will contact your current employer for attendance information if we make you a conditional offer of employment. An offer of employment will also be conditional on satisfactory medical clearance. The successful candidate will be asked to complete a confidential online medical questionnaire for submission to Occupational Health.

**Closing date for applications: Thursday 7th December 2023 at 9am.**

**Interview: TBC**

## **Child Protection and Safeguarding**

At Millfield, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way. Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. A full enhanced DBS with barred list check will be required for this post. We will arrange this check for you through an on-line process.

Please note that in line with Keeping Children Safe in Education 2022, an online search will be carried out as part of our due diligence on shortlisted candidates.

## **GDPR and Data Protection**

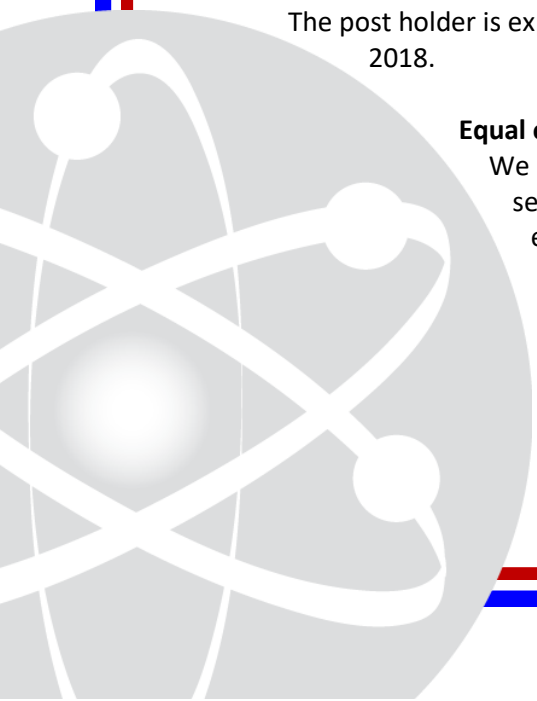
The post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018.

## **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.





## SEN Department Structure

**Headteacher**

**Assistant Headteacher:  
Inclusion, Pastoral and  
Behaviour**

**SENDCO**

**Assistant SENDCO**

**Teaching Assistants**









## OFSTED COMMENTS:

*"Staff morale is high."*

*"Students are well prepared for the next stage of their education."*

*"Relationships between staff and students are positive."*

*"Teachers use questioning effectively to target pupils of different abilities and to probe and deepen students' understanding."*

*"You provide a strong vision and have developed a sense of teamwork among staff and students."*

*"My children are supported in their learning and are encouraged to reach their full potential."*

*"The curriculum is well-matched to the aspirations and interests of students, and they are increasingly successful as a result."*

*"Your ongoing focus on raising aspirations has ensured that students' outcomes have continued to improve."*

*"Students say that they feel safe and well looked after in school."*

*"Students are polite, courteous and welcoming."*

*"Students behave well in lessons, at breaktimes and around the school."*

*"Students enjoy coming to school."*



**MILLFIELD SCIENCE & PERFORMING ARTS COLLEGE**

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