



[www.smithillsschool.net](http://www.smithillsschool.net)



smithillsschoollive



SmithillsSchoolLive



@SmithillsSchool

# SMITHILLS SCHOOL

## SUCCESS FOR ALL

Teaching Assistant Level 2 SEND  
Candidate Information



### OUR VALUES



EXCELLENCE



INDEPENDENCE



COMMUNITY



Welcome to Smithills School

Thank you for expressing an interest in the position of Teaching Assistant Level 2 SEND. This is a wonderful opportunity to join our successful, over-subscribed 11-16 school at an exciting stage of our journey.

We are a large secondary school, a single Academy Trust, situated in the heart of Bolton. As Headteacher I am fortunate to work alongside our talented staff, pupils, families and community partners. Our school is a very special place where we respect individuality, diversity and difference. Every child who joins us is encouraged to achieve and every adult who joins our team is given the opportunity to contribute.

Our values of Excellence, Independence and Community are evident in all that we do. They combine to ensure our vision of 'Success for All' is achieved.

September 2023, two weeks into my headship, the school was judged as requires improvement for Quality of Education and Leadership and Management, but good for Personal Development and Behaviour and Attitudes. Ofsted commented 'pupils are warmly welcomed and quickly settle into school life', we have 'high aspirations for pupils' achievement' and 'staff feel happy and proud to work' at the school. They remarked that we are on the right track with the changes we are making, we simply need more time to implement and embed them.

Our pupils are at the heart of everything we do. We are committed to developing and nurturing every child, providing the very best standards of education through a strong, knowledge rich curriculum, which is built around our expectations that all pupils will develop their depth of understanding across a wide range of subjects, securing an ambitious education for all. We also offer our pupils a wealth of cultural experiences, broadening horizons and developing self-esteem which provides them with the skills to make positive contributions to society, now and in the future.

We are committed to the continued professional development of all our colleagues and take our responsibility to develop leaders of the future seriously. We are equally committed to staff wellbeing: we provide a package of support to help all colleagues achieve a happy work life balance and we have a thriving wellbeing group that initiates real change in school.

If you are a dynamic, motivated, conscientious professional who has a passion for working with children and young people and you feel you have the skills and personal attributes to work as part of an innovative, energetic and ambitious team, we would love to hear from you.

Carolyn Dewse  
Headteacher



## Why work at Smithills?

As a team, we value every member of staff – from the site team to middle leaders, from teachers to SLT, from canteen staff to teaching assistants, from pastoral staff to IT support. We know that every person on our staff is crucial to the strategic development and the operational work of our school. As such, we promote well-being and prioritise manageable workloads in the following ways:

- SLT are supportive and highly visible around our site
- Teachers have their own classrooms
- We are committed to the Education Staff Wellbeing Charter
- Staff wellbeing is prioritised with free access to our swimming pool, gym, 'Friday football' and all sports centre activities during the week and at weekend
- The Staff Wellbeing Team includes broad representation from teaching and associate staff
- This team meets at least every half term, capturing staff voice and responding with concrete actions
- Teaching staff typically have above the national expectation of 10% of Planning, Preparation and Assessment (PPA) time
- Every teacher has a protected Professional Development hour every fortnight
- CPD is a regular feature of our calendar and includes teaching and support staff
- Opportunities for career development are embedded in our structures and systems
- Early Careers Teachers thrive in a supportive and caring environment. They have access to a broad and individualised programme of professional development
- As part of our commitment to continuous professional development all staff are encouraged and supported to undertake further study
- Internal applications for a range of roles are actively encouraged
- Data entry points are kept to a minimum for each year group
- Every department has high quality 5-year curriculum plans in place
- Departmental marking policies have been designed to actively reduce marking workload
- All teaching staff have an iPad/laptop
- The correction system is centralised
- Lunch duties are paid
- Reprographics is centralised

Most of all, though, we offer something which a bullet point list cannot capture: our staff and students are friendly and fiercely loyal to our school. Our school is a community and we are proud of that.

**'Leaders at all levels carefully consider the impact of any changes that they make to school systems which may affect the workload and well-being of staff'.**

OFSTED  
September 2023

We encourage you to come and see our school for yourselves. Please contact the Headteacher's PA, Chris Fleming on 01204 842382 ext. 104 or [c.fleming@smithillsschool.net](mailto:c.fleming@smithillsschool.net) to arrange an appointment. A member of SLT will be only too happy to show you around.

**Closing date for applications: Wednesday 26<sup>th</sup> March 2025 at 9.00am**

**Interview date: Tuesday 1<sup>st</sup> April 2025**

## Teaching Assistant Level 2 SEND

**Salary: GRADE D SCP 6 -11 £25,183 - £27,269 PA PRO RATA**

**ACTUAL SALARY AT POINT 6 APPROX £16,746**

**28 hrs 45 mins per week Term Time Only Plus 5 Days - Permanent Position**

### Job Description

#### MAIN RESPONSIBILITIES OF THE POST

##### SUPPORT FOR THE PUPILS

- To understand the needs of pupils through individual key performance indicators.
- To ensure practices are in place in the classroom to support the progress of pupils with SEND.
- To develop positive relationships with individuals/groups of pupils, and their families.
- To work predominantly in mainstream by ensuring pupils receive tailored support to meet their needs, taking into account strategies provided by outside agencies.
- To plan and deliver to small groups of pupils in a curriculum area under the direction of the relevant subject leader(s) or senior member of the Curriculum Hub.
- Provide consistent provision and use detailed knowledge and specialist skills to support pupils' learning in a range of subjects.
- Develop and implement passports and individual learning plans.
- Provide feedback to pupils in relation to progress and achievement.
- Establish productive working relationships with all pupils, acting as a role model and setting high expectations.
- Promote self-esteem and independence, employing strategies to recognise and reward for values and achievement within the established school procedures.
- Encourage pupils to interact with others and engage in activities.
- Use data to establish interventions in mainstream (following the 'plan, assess, do, review' model) for those pupils who require additional support.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities

##### SUPPORT FOR THE TEACHER

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of those with SEND.
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Observe pupil performance and pass observations and strategies on to the class teacher.
- Direct the work, where relevant, of other adults in supporting learning for pupils with SEND.



SMITHILLS SCHOOL  
SUCCESS FOR ALL

- Contribute to lesson plans, resources, success criteria within an agreed system of supervision
- Effectively contribute to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
- Use teaching and learning outcomes to plan challenging targets for SEND pupils and to evaluate and adjust lesson/work plans as appropriate within agreed systems of supervision.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined success criteria.
- Support the role of parents in their child's learning and contribute to meetings with parents to provide constructive feedback on pupil's strengths and areas for development.
- Provide objective and accurate feedback and reports, as required, to the teacher and SENCo on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records in agreed the format with the teacher and SENCo, contributing to reviews of systems/records as requested.
- Administer and assess/mark tests and accurately record achievement/progress.
- Support a range of exam access arrangements and invigilate assessments when required.
- Implement the school framework for pupil discipline. Anticipate and manage pupil behaviour constructively, promoting self-control and independence in line with the established school policy.
- Undertake any other relevant duties given by the class teacher

#### **SUPPORT FOR THE CURRICULUM**

- Within an agreed system of supervision, plan and deliver learning activities/programmes, adjusting activities according to pupils' individual needs.
- Support the delivery of SEND programmes effectively utilising alternative learning opportunities to support extended development.
- Use ICT effectively in learning activities, the preparation of resources and to develop pupils' competence and independence in its use.
- Select and prepare required resources to lead learning activities, taking account of pupils' interest, language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

#### **SUPPORT FOR THE SCHOOL**

- To work closely with the class teacher and any external professionals as appropriate, to deliver any special programme designed for the pupil(s) and to undertake such training as necessary.
- Comply with school policies and procedures relating to child protection, health, safety, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school values, priorities and improvement plans.
- Attend and participate in regular meetings as required.
- Participate in training and other learning activities and personal development, as required.
- Establish own best practice and advise on specialist areas to support others.
- To accompany pupils on school visits, trips and out of school activities, as required.
- On occasion to accompany staff on home visits.
- To undertake lunch duty as required.
- Contribute to the SEND information and resource area. Maintain a personal system for filing, ensuring paperwork is accurate, up to date and accessible.



SMITHILLS SCHOOL  
SUCCESS FOR ALL

The roles and responsibilities in this job description may change and/or evolve in a reasonable manner over time.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

## Person Specification

### METHOD OF ASSESSMENT: Application Form and Interview

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
<b>1. Skills, Competency and Knowledge</b>	
1.1 Ability to work effectively within a team environment, understanding classroom roles and responsibilities	Application Form /Interview
1.2 Ability to build effective working relationships with all pupils and colleagues	Application Form/Interview
1.3 Ability to work within a team of staff, ensuring effective communication and deployment	Application Form/Interview
1.4 Ability to contribute to the Care, Guidance and Support of pupils	Application Form/Interview
1.5 Ability to promote a positive ethos and role model positive attributes	Application Form/Interview
1.6 Ability to adapt own approach in accordance with pupils' needs	Application Form/Interview
1.7 Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate	Application Form/Interview
1.8 Demonstrate excellent behaviour management techniques	Application Form/Interview
1.9 Ability to continually develop and extend own working practices	Application Form/Interview
1.10 Understanding of safeguarding principles and safe working practices, and to be able to set in motion appropriate procedures according to the school setting/policies	Application Form/Interview
1.11 Demonstrate the potential to contribute to the departmental team	Interview
1.12 Excellent personal Literacy and Numeracy skills	Application Form/Interview
1.13 A level of understanding of the national curriculum and other learning programmes (within specified age range/subject area) e.g. knowledge of core subject areas etc.	Application Form/Interview



SMITHILLS SCHOOL  
SUCCESS FOR ALL

1.14	An understanding of the principles of child development, learning styles and independent learning.	Application Form/Interview
1.15	Working knowledge of relevant school policies/codes of practice/legislation.	Application Form/Interview
1.16	A level of understanding of the statutory frameworks relating to teaching and learning	Application Form/Interview
1.17	Understanding of inclusion, especially within a school setting	Application Form/Interview
1.18	Experience of resources preparation to support learning programmes	Application Form/Interview
1.19	Effective use of ICT to support learning	Application Form/Interview
1.20	<b>Valuing Diversity</b> - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how valuing diversity can improve our ability to deliver better services and reduce disadvantage.	Application Form/Interview
1.22	<b>Developing Self and Others</b> - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others' learning and share learning with others	Interview
1.23	<b>Health and Safety</b> - The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk.	Interview
1.24	<b>Confidentiality</b> - To acknowledge the need to maintain confidentiality at all times and to become aware of the National, Council and school/setting policies on Confidentiality, and the management and sharing of information.	Interview

<b>2. Desired Experience/Qualifications/Training etc.</b>		
2.1	At least a Level 2 qualification in Maths and English (GCSE grade C or above or equivalent).	Application Form / Certificates
2.2	An NVQ Level 2 or a desire to work towards.	Application Form & Interview
2.3	Experience of working with pupils with a range of needs.	Application Form & Interview

<b>3. Work Related Circumstances – Professional Values &amp; Practices</b>		
3.1	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	Application Form & Interview



SMITHILLS SCHOOL  
SUCCESS FOR ALL

3.2	Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	Application Form & Interview
3.3	Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work	Application Form & Interview
3.4	Able to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	Application Form & Interview
3.5	Able to liaise sensitively and effectively with parents and carers, recognising their role in student learning	Application Form & Interview
3.6	Able to improve their own practice through observations, evaluations and discussion with colleagues.	Application Form & Interview

### **Safeguarding**

Smithills School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates are subject to an enhanced disclosure from the Disclosure & Barring Service.

Current or previous employers will be contacted as part of the verification process pre-appointment checks if the applicant is short-listed. Information requested will include:

- Disciplinary offences relating to children, including anywhere the penalty is “time expired”
- Whether the applicant has been the subject of any child protection concerns
- The outcome of any enquiry or disciplinary procedure

Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

We may use internet searches using information held in the public domain to perform due diligence on shortlisted candidates in the course of recruitment, in terms of suitability for the post applied for. Where we do this, we will act in accordance with our data protection and equal opportunities obligations.

C Dewse  
Headteacher