



Teaching Assistant - June 26

## A Welcome from the Headteacher



A warm welcome to The Whitby High School and thank you for expressing an interest to join our highly skilled and committed staff team.

Commitment is a core value at our school and underpins all that we do. To join this school is to join a team of professionals who are fully committed to achieving the very best experiences and outcomes for the young people in our care. Along with respect, kindness and inclusivity, we offer an opportunity for our young people to grow, to thrive and to be valued and successful members of their local and wider community.

Every adult in our school plays an important part in a young person's life choices and experiences. We are all committed to 'The Whitby Way' and we want you to be part of this, too.

This is a place where people want to be.

Is this the place for you?

If so, I would love to hear from you.

**Mrs. Geraldine Fraser (BEd, MSc, NPQH)**

Headteacher

## Teaching Assistant



**Grade 5**

**30 hours Per Week (part time hours considered)**

**39 Weeks Per Year**

**Pro Rata: £18,185 to £20,125**

**Full-Time Equivalent: £21,072 to £22,818**

We are seeking to recruit someone who will have excellent interpersonal skills, a firm and confident manner and committed to support the teaching staff and work with the other support staff to enhance the development and education of students in accordance with the aims and policies of the school. You will work within a wider system to enable all students to make excellent personal and academic progress. We are seeking to appoint a member of support staff who shares our school values of Kindness, Respect, Commitment and Inclusivity.

We would like to hear from candidates who are:

- Committed to High Quality Inclusive Practice
- Committed to Safeguarding and the Wellbeing of our school community
- Able to motivate and inspire students to achieve their full potential
- Energetic with a can-do attitude
- Able to communicate effectively with students, staff and other stakeholders
- Committed to contributing to the personal development of every child.

In return, we will offer you:

- High quality induction
- Friendly and supportive staff
- Commitment to support your professional development
- Attractive pension plan
- Opportunity for additional paid duties
- Flexible start / finish times considered
- Free Gym facilities
- Active and well-funded staff wellbeing group
- Ample free onsite staff parking facilities

**You are advised to submit your application as soon as possible as we reserve the right to close posts at any time, once we have received sufficient applications. References can be requested after appointment if requested.**

Our school community places the highest priority on keeping our children safe. Applicants for all posts will be subject to stringent vetting including online searches for shortlisted candidates.

The Whitby High School is an equal opportunities employer.

## Job Description



**Job Purpose:**

- Using acquired skills, support and deliver learning activities and contribute to the development of work programmes to facilitate effective teaching and learning.
- Provide input into the planning and evaluation of learning activities for individuals and groups of students to enable the teaching staff to make informed decisions when developing their plans.
- Supervise the activities of individuals or groups of students both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
- Monitor individual student's progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the Individual Education Plan, Behaviour Plans and Personal Care Programmes for a student.
- Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the students' wellbeing.
- Record student information as specified by the teaching staff/line manager to ensure the school's information systems are maintained.
- Attend to the personal and physical needs of students so that their wellbeing is maintained.
- Prepare and maintain learning resources and ensure that the classroom is kept tidy so that the needs of the lesson plans are met in a safe learning environment, which complies with relevant health and safety requirements.
- Display and present the student's work under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement.
- Attend staff and other meetings and participate in staff training development work and staff reviews as required

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

## Person Specification



## **Qualifications**

Training in the relevant learning strategies, basic skill. D

First aid training as appropriate. D

Evidence of further related training or interests. D

NVQ Level 3 or equivalent. D

Good numeracy/literacy/ICT skills. E

## **Experience**

Experience of working with children having a range of special educational needs/learning difficulties and disabilities. D

Working with or caring for children in an educational setting. D

## **Knowledge & Skills**

Understanding of relevant policies/codes of practice and awareness of relevant legislation. D

General understanding of the National Curriculum. Knowledge of relevant phases of KS3 and KS4. D

Understanding of behaviour techniques. D

Effective use of ICT to support learning. D

Basic understanding of child development and learning. D

Awareness of child protection, H & S and care legislation. D

## **Personal Competencies**

Ability to use other additional equipment. D

Enthusiastic and hard working. E

Ability to self-evaluate learning needs and actively seek learning opportunities. D

Ability to relate well with children and adults. E

Ability to work as part of a team, understanding classroom roles and responsibilities and own position within these roles. D

Good communication skills. E

## Curriculum Information



At The Whitby High School, we pride ourselves on offering a broad and balanced curriculum that is tailored to the context in which our school is based. Our curriculum is designed to provide our students with a well-rounded education that prepares them for success in their future endeavours.

Our curriculum is driven by the needs and interests of our students and the local community. We recognise that every student is unique and has different strengths, talents, and aspirations. Therefore, our curriculum is flexible and adaptable, allowing for personalised learning pathways that cater to individual student needs.

We offer a wide range of subjects, including core academic subjects, arts, sports, and vocational opportunities. This ensures that our students have the opportunity to explore their interests, discover their passions, and develop a strong foundation of knowledge across various disciplines.

Our curriculum is designed to foster critical thinking, creativity, and social and emotional intelligence. We aim to develop well-rounded individuals who are equipped with the skills and knowledge necessary to thrive in a rapidly changing world.

## Pastoral Care



At the Whitby High School we are committed to providing high quality pastoral care for all our students. The pastoral care teams in the school work together to ensure each child is well supported. The role of the Form Tutor is viewed as one of the most significant pastoral roles and high quality training and support is provided for all staff to be able to fulfil this role effectively.

In Years 7 – 11 a Pastoral Leader leads a team of tutors in ensuring quality pastoral provision and meets higher level pastoral, safeguarding and behaviour needs. Across the wider pastoral team there are other roles including behaviour support, assistant pastoral leaders, safeguarding and attendance: everyone works together as a team to provide the best we can for our students. Overall direction is given to the team by a Deputy Headteacher and Assistant Headteacher.

## About the Area



**Ellesmere Port** lies on the south eastern edge of the Wirral Peninsula, 6 miles north of Chester. The town has excellent communication links, both by rail and road and sits at the junction of the M53 and M56 motorways. The major cultural and sporting centres of Liverpool and Manchester are both less than an hour's drive away.

Chester, with its Roman heritage, excellent shopping and top-quality restaurants is around 20 minutes away by car. Ellesmere Port has excellent shopping facilities with the second largest M&S store in the country and the nationally famous Cheshire Oaks Designer Outlet.

Locally, there are a number of major tourist attractions including the National Waterways Museum, the Blue Planet Aquarium and Chester Zoo. A little further away in North Wales, lies the stunning scenery and beaches of the Snowdonia National Park.

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