The GALLERY TRUST

A community of special schools

Teaching Assistant
Candidate Information Pack
2022

Thank you for your interest in the post of Teaching Assistant at Springfield School.

Springfield School is a special school for children aged 3 to 16, who have been identified as having Severe or Profound Learning Difficulties. We currently have 110 children on roll and all our pupils have an Education, Health and Care Plan (EHCP).

We believe in creating opportunities for both pupils and staff to succeed in their own goals. It is essential for us to work closely with parents, carers and other professionals to promote support for everyone and sharing of good practice.

We strongly believe in the benefits of integration and inclusion to all and as such our Early Years and Primary classes are co-located with Madley Brook Community Primary School in a uniquely integrated and purpose-built site. Our secondary pupils are also located in a purpose-built building on the Wood Green Secondary School site. We work hard to promote inclusive activities with our partner schools and the wider community.

The school is seeking an inspirational and dynamic Teaching Assistant: a gifted practitioner who can meet the needs of this vibrant and diverse community.

Springfield School is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county. With six academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

Please visit our website to find out more about the school. If you would like to visit the school to find out more about this exceptional opportunity before you submit your application, you will be most welcome.

Thank you again for your interest and we look forward to hearing from you.

Emma Lawley
Headteacher

Teaching Assistant
Grade 6 (points 8 – 13)

8:30 / 8:45 – 3:00 / 3:15, 38 weeks per year, term time only (plus 1.5 hour meeting weekly and three inset days)
Contract type: Permanent Full time

To start as soon as possible or September for the right candidate

A Teaching Assistant role at Springfield School is rewarding, exciting and challenging.
If you share our passion for making a real difference to the lives of children and young people with special needs this could be a great role for you. Previous special school experience is not necessary, but it is essential you fully share our values.

Application Process

To apply for this post, please email office.7012@springfield.oxon.sch.uk You can also download an application form and job pack from the school's website www.springfield.oxon.sch.uk under 'Job Vacancies' in the 'About The School' section or from The Gallery Trust website www.thegallerytrust.co.uk

Please submit your application form by **Monday 25th April** to office.7012@springfield.oxon.sch.uk or by post. Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

Shortlisting will take place on **Thursday 28th April**, the selection will be with reference to the job description and person specification. The interviews will be held on **Thursday 5th May.** The interview process will include a series of tasks and a panel interview.

Springfield School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people, that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All cases are considered confidentially and according to the nature of the role and information disclosed.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds

The GALLERY TRUST

A community of special schools

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in 2022
- A Free Special School in South Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove (satellite provision of Orion Academy)

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.

Teaching Assistant
Job Description

Main Purpose of the job:

- To uphold and work towards the school's vision, values and aims, supporting the school's ethos and mission.
- To support the teacher and colleagues with the organisation and teaching of individual educational programmes, behaviour support and well-being of pupils.
- To be a positive member of the school team.
- To enable pupils and their parents/ careers to make the most effective use of the educational opportunities offered.
- To participate in personal professional development to support your own job effectiveness and to support the priority areas identified in the School Development Plan.
- To support and encourage opportunities for integration and inclusion wherever appropriate.

Applicable contract terms and duties

This job description is to be performed in accordance with the duties set out by the school for Teaching Assistants and to locally agreed conditions of employments to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

Key Tasks

The specific areas of responsibility for TAs will depend upon which class they are based in and they should follow guidance from the class teacher. Tasks can include:

- Support the teacher in creating an organised and vibrant learning environment.
- Support pupils in their learning under the direction of the teacher.
- Assist the class teacher with observations of pupil progress and school's record keeping systems including the filing of children's work.
- Support pupils to work on individual educational priorities [IEPs] and assist the teacher with the recording and setting of objectives.
- Preparation of the classroom for pupils 'activities, tidying and clearing away, cleaning of equipment and help maintain an ordered and attractive classroom.
- Creating a Total Communication environment with support from the teacher
- Supporting pupils in mainstream classes where appropriate under the guidance of the teacher.
- Taking responsibility for the class or a group of pupils, with guidance from the teacher when the teacher is not in the room e.g. break time, Hydro swim, or meeting with other professionals, appraisals etc for no longer 3 hours.
- Being committed to working with pupils with special needs including those that display behaviours of concern and have a range of learning difficulties.
- Carrying out personal care of pupils. This may include cleaning and changing nappies/ pads, using a catheter, washing or showering pupils, teeth cleaning etc. Assist with the development of toileting, which can include following individual toileting programmes.
- Assist with the development of feeding, which can include gastrostomy feeds.
- Administering medication or carrying out complex care procedures in line with individual protocols after training by the school nurse.
- Moving and handling of pupils including the use of hoists, carrying out physiotherapy and OT programmes as advised by the class teacher, physiotherapist and OTs.
- Support pupils to develop self-help, social and emotional skills.
- Work as part of a team to support and manage pupils' behaviour by following the school's positive behaviour policy and individual pupils' positive behaviour support plans. This may include recording on behaviour and undergoing behaviour support and physical intervention training.

- Have knowledge of and always follow the School's Health, Safety and Well-Being and Safeguarding policies, procedures and guidelines to ensure pupils safety and well-being at all times.
- Maintaining good working relationships with colleagues, parents, professionals and other agencies.
- Treat all information concerning pupils and school matters as confidential at all times.
- Attend all required Heath, Safety and Safeguarding training courses either after school or on INSET days and attend continuing professional development training.
- Assisting pupils at the swimming pool by working with or supporting them in the water (the ability to swim is not essential).
- Drive the minibus if authorised by the LA (not compulsory) ensuring pupil safety by using specialised fixings for wheelchairs and use of seatbelts.

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher, or other Senior Leaders if appropriate, will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually, and any changes will be subject to consultation.

Selection Criteria
Teaching Assistant, Springfield School

	Essential	Desirable
Professional Qualifications	• A willingness to complete training and follow a Behaviour Support Plan, where necessary using restrictive physical intervention	• English and Maths GCSE Grade C or equivalent • First Aid Training
Experience	• Experience of working with young children / children with SEN or experience of supporting young people and/or adults with learning difficulties	• Experience of working with pupils with SLD, PMLD and/or ASC • Experience of supporting pupils displaying behaviours of concern • Experience of learning environments • Experience of developing learning materials for students with additional needs • Experience of alternative communication systems • Experience of recording learning • Experience of medical interventions such as gastrostomy tubes / Knowledge of epilepsy
Professional Knowledge & Skills	• An understanding of differentiation • Working knowledge of different communication systems • Knowledge of safeguarding and how this applies to a school context • Understanding of the stages of child development • Have high standards of education for all pupils • Basic IT skills • Have a commitment to personal and professional development • Good communication skills – both verbal and written • Ability to work with individual pupils, small groups and the whole class	• Ability to use IT to support learning • Being able to drive the school minibus

	• Knowledge of the benefits of play in learning Knowledge of behaviour support strategies and confidence to support pupils who display behaviours of concern behaviour • Able to carry out manual handling, personal care and to support the pupils in the swimming pool (under the guidance of the therapists)	
Personal Skills and Qualities	• Willingness to support all pupils, in any Key Stage across the school • The ability to work in a team • Ability to use own initiative and deal with challenges in a range of settings • Ability to work under direction	• Willingness to attend residential visits