The GALLERY TRUST

A community of special schools

Springfield School
Teaching Assistant
Candidate Information
September 2020

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Welcome

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

Springfield School is a special school for primary age children who have been identified as having Severe or Profound Learning Difficulties. We currently have 114 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 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 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. The Trust's aim is to build a community of six to eight special schools over the next ten years.

Please visit our website to find out more about the school, and if you would like to visit the school to find out more about this opportunity and inform your application.

On behalf of the school, thank you again for your interest and we look forward to hearing from you.

Emma Lawley
Headteacher

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Teaching Assistant

Salary / Grade: Grade 6 £19,945 to £22,021 pro rata per annum.

Hours: 30 hours per week term time only plus 3 INSET days.
8:30 – 3:00 (Secondary) / 8:45 – 3:15 (Primary)
1hr and 15 minute class meeting each week
¼ morning break [paid to allow for class meeting time each week]
and ½ lunch break.

Contract type: Permanent and Temporary / Full time and Part Time
Responsible to: Class Teacher initially and then Senior TA / SLT
Review of Role: Annually at Appraisal meeting

Application procedure:
The application information is available on the school's website www.springfield.oxon.sch.uk under 'Job Vacancies' in the 'About The School' section.

Applicants must complete, in full, the school's application form and requirements for their submission to be considered. Visits to the school are welcomed and encouraged.

Please send your completed application form

to office.7012@springfield.oxon.sch.uk by **Noon on Monday 28th September 2020**

Shortlisting will take place on **Monday 28th September 2020**, the selection will be with reference to the job description and person specification. The interviews will be held on **Monday 5th and Tuesday 6th October 2020.** The interview process will include a series of tasks and a panel interview [comprised of staff and Governors].

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.

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About The Gallery Trust

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. Formerly known as The Iffley Academy Trust, the driving force of the Trust is simple: it 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 currently has six member Academies: Iffley Academy, Bardwell School, Orion Academy, Northern House Academy, Springfield School and Bloxham Grove Academy, a new free special Academy scheduled to open in 2020 in North Oxfordshire. We will also be joined by Mabel Pritchard School on 1st November 2020 and have recently announced a new Academy to open in Didcot. The Trust's vision is to build an organisation over the next ten years which includes converter academies, free schools and sponsored academies, and which will meet the needs of all cohorts of SEND students in the county. All constituent academies will have the opportunity to share expertise across the Trust and work with peers who are specialists in SEND, sharing common aims and goals.

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

JOB DESCRIPTION
Teaching Assistant

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 is not your contract of employment, or any part of it. It has been prepared for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

SELECTION CRITERIA

ESSENTIAL	DESIRABLE
• Experience of working with young children / children with SEN or experience of supporting young people and/or adults with learning difficulties • 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 • Willingness to support all pupils, in any Key Stage across the school • 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 • The ability to work in a team • Able to carry out manual handling, personal care and to support the pupils in the swimming pool (under the guidance of the therapists) • Knowledge of the benefits of play in learning • Knowledge of behaviour support strategies and confidence to support pupils who display behaviours of concern behaviour • A willingness to complete training and follow a Behaviour Support Plan, where necessary using restrictive physical intervention • Ability to work with individual pupils, small groups and the whole class • Ability to use own initiative and deal with challenges in a range of settings • Ability to work under direction	• English and Maths GCSE Grade C or equivalent • 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 • First Aid Training • Experience of medical interventions such as gastrostomy tubes • Knowledge of epilepsy • Ability to use IT to support learning • Being able to drive the school minibus • Willingness to attend residential visits