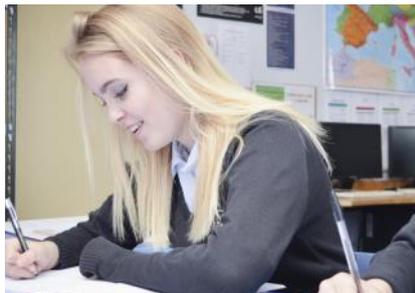
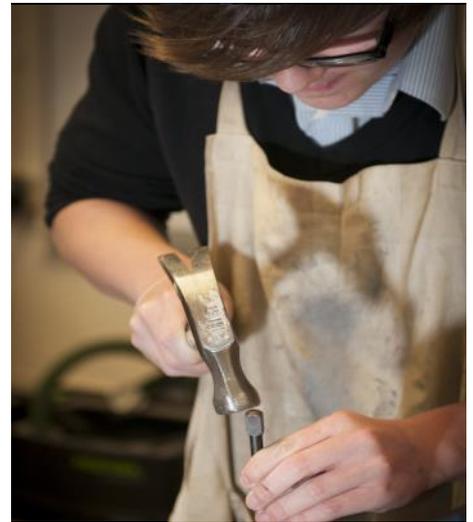


# TEIGNMOUTH COMMUNITY SCHOOL

Exeter Road, Teignmouth, Devon

TQ14 9HZ, Tel: 01626 774091



## TEACHING ASSISTANT

*Information guide for prospective candidates*

[www.teignmouth.devon.sch.uk](http://www.teignmouth.devon.sch.uk)



# **TEIGNMOUTH**

Community School

## **Information guide for prospective candidates**

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Dear Applicant,

Thank you for your interest in our school.

Teignmouth Community School converted to Academy status in 2011, and is now part of the Osprey Learning Trust, a Multi-Academy Trust currently comprising the Secondary site (Exeter Road), the Primary School at Mill Lane and three neighbouring primary schools. The close relationship with our partners and other feeder schools provides continuity and innovation, which ultimately benefit our young people and enhance their life chances.

We are proud of the high standards and numerous improvements achieved here over recent years, not least of which has been Good Ofsted reports and a high ranking in national league tables.

Additionally, the site, location and lifestyle in Teignmouth, a popular and thriving seaside town, is a big draw to potential applicants and a good reason to consider settling in the community.

Appointed staff will demonstrate their commitment to getting the very best for our young people in our unique context. This is a school committed to continuous improvement and we seek colleagues who will enrich our teams with their energy, talent, and resilience.

For us, a reflective, positive attitude is paramount and we are strongly committed to professional and career development, which raises expectations for staff and for students. I believe that nurturing talent and ambition in our staff will help them reach their potential in this profession, whatever form that may take.

I hope that what you have read confirms that this might be the school for you. If so, I look forward to receiving your application and hopefully, to meeting you in the future

Yours sincerely



James O'Connell

Principal

**Principal: Mr James O'Connell**  
Exeter Road, Teignmouth, Devon, TQ14 9HZ  
**Tel:** 01626 774091 **Visit:** [www.teignmouthsecondary.co.uk](http://www.teignmouthsecondary.co.uk)





# TEIGNMOUTH

## Community School

### Application Process

Teaching Assistant( *Required to start as soon as possible*)

- 1) The Principal and senior staff will shortlist. Candidates will be informed by telephone/ letter/email soon after.
- 2) If you have not heard from us, please assume you have been unsuccessful on this occasion.
- 3) Interview date: TBC
- 4) Completed applications should reach the school by midday on Thursday 19 September and should include:
  - I) A fully complete TCS Application Form (CVs are not required). Electronic/emailed applications will be accepted.
  - II) A brief letter of application outlining:
    - How your experiences and skills will enable you to fulfil this role.
    - Additional areas to which you feel you could contribute to our school.

Completed applications should be returned to Nicola Radford, Personnel Officer at Teignmouth Community School, Exeter Road, Teignmouth, Devon, TQ14 9HZ or via email to [nicola.radford@teignmouth.devon.sch.uk](mailto:nicola.radford@teignmouth.devon.sch.uk).

We welcome visits to our school. Should you wish to arrange this, please contact Nicola Radford who will be happy to arrange this with you.

Teignmouth Community School is committed to promoting and safeguarding the welfare of children and young adults. If successful, you will undergo a enhanced DBS check. Current and/or previous employers will be contact through references as part of our recruitment process if the candidate is short listed.

Teignmouth Community School is committed to equal opportunities and positively encourages applications from all sections on the community.



# TEIGNMOUTH

## Community School

### Information about the role

Thank you for expressing an interest in applying for the post of 'Teaching Assistant' at Teignmouth Community School. Please find some information regarding the post below of which we hope will answer some questions you have regarding the role.

Teignmouth Community School

(Exeter Road)

Teaching and Learning Assistant

Fixed Term

NJC C (£11,244)

26.6 hours per week, 39 weeks per annum

We are looking for a member of staff to work with a range of students across the school. The post will involve supporting students around the school, including working with an individual student with complex needs and in the CAL department. A willingness to work in a range of learning environments is essential. This role will benefit a member of staff who is looking to develop their knowledge and practice within the SEN department.

You will need to be calm, enthusiastic, motivated, an effective communicator and be passionate towards helping young people develop socially, academically and emotionally. You will be encouraged to plan appropriately, log support offered and regularly liaise with key staff to monitor the students' progress. You may also be expected to be a Key Worker which will include liaising with home and outside agencies and attending relevant meetings. The ability to work effectively as part of the SEN team, and use your initiative, is essential.

Teignmouth Community School is committed to promoting and safeguarding the welfare of children and young adults. If successful, you will undergo an enhanced DBS check.

If you share in our commitment to excellence, we want to hear from you. For information about the school, the Learning Trust and our thriving community, please visit [www.ospreylearningtrust.co.uk](http://www.ospreylearningtrust.co.uk).

I look forward to receiving your completed application form and letter of application by midday on Thursday 19 September. In the meantime, if you would like any further information regarding this role, I can be contacted on 01626 774091 or by email via [nicola.radford@teignmouth.devon.sch.uk](mailto:nicola.radford@teignmouth.devon.sch.uk).

Yours sincerely,

Mrs Nicola Radford  
Personnel Officer

## Job Description

Title Teaching Assistant

Team Leader

Grade JE-C

### PURPOSE OF JOB

To work under the instruction guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or may regularly take place outside the main teaching area.

### MAJOR RESPONSIBILITIES

To work under instruction/guidance to enable access to learning by:

- Attending to the welfare and personal care of a student with special educational needs
- Delivering pre-determined learning/care/support programmes
- Implementing literacy/numeracy programmes
- Assisting with the planning cycle
- Undertaking general clerical/administrative support for the teacher /department

### DUTIES

Support the teacher by:

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans
- Assisting with the display of pupils work
- Using strategies, in liaison with the teacher, to support students to achieve learning goals
- Assisting with the planning of learning activities on a regular basis
- Monitoring students responses to learning activities and accurately recording achievement/progress as directed
- Providing detailed and regular feedback to teachers on students' achievement, progress, problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging students to take responsibility for their own behaviour
- Establishing constructive relationships with parents/carers and where appropriate participating in feedback sessions with parents alongside the teacher
- Administering routine tests, invigilating exams and undertaking routine marking of students work
- Providing clerical/administrative support e.g. photocopying, typing, filing, money, administration of course work etc.

#### Supporting pupils by:

- Supervising and providing particular support for a students with special needs, ensuring their safety and access to learning activities
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes
- Establishing constructive relationships with students and interacting with them according to individual needs
- Promoting the inclusion and acceptance of all students
- Encouraging students to interact with others and to engage in activities led by the teacher
- Setting challenging and demanding expectations and promoting self-esteem and independence
- Providing feedback to students in relation to progress and achievement under the guidance of the teacher

#### Support the curriculum by:

- Undertaking structured and agreed learning activities/teaching programmes and adjusting activities according to student responses
- Undertaking programmes linked to local and national learning strategies, recording achievement and progress and feeding back to the teacher
- Supporting the use of ICT in learning activities and developing pupils competence and independence in its use
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/ relevant learning activity and assisting students in their use

#### Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Assisting with the supervision of students out of lesson times, including before and after school and at lunchtimes as required
- Accompanying teaching staff and students on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.**

## PERSON SPECIFICATION

<b>Category</b>	<b>Requirements</b>	<b>Essential/ Desirable</b>	<b>Method of Assessment 1</b>
Education/Training	Good numeracy/literacy skills	Essential	A
	Requirement to participate in training/development as/when identified by line manager as essential for performance of the post	Essential	A, I
	Willingness to participate in other development and training opportunities	Essential	A, I
	Completion of DCC TA Induction Programme, or (if not completed) a requirement to do so, ideally within first 6 months of appointment	Essential	A, I
	NVQ 2 for Teaching Assistants or equivalent qualifications/experience	Essential	A
	Training in the relevant learning strategies e.g. literacy	Desirable	A, I
Experience	Working with or caring for children of relevant age, or completion of the DCC TA Access Course	Essential	A, I
Knowledge	Basic understanding of child development and learning	Essential	A, I
	Understanding of relevant policies/codes of practice and awareness of relevant legislation	Desirable	A, I
	General understanding of national/foundation stage curriculum and other basic learning programmes	Desirable	A, I
Skills/Abilities	Ability to effectively use ICT to support learning, or to undertake training to do so	Essential	A, I
	Ability to use other technology to support learning – e.g. video, photocopier etc.	Essential	A, I
	Ability to self-evaluate learning needs and actively seek learning opportunities	Essential	I
	Ability to relate well to children and adults	Essential	I
	Ability to work constructively as part of a team, to understand classroom roles and responsibilities and own position within those	Essential	A, I



# Benefits of Working at Teignmouth Community School

## High Quality Professional Development

- INSET Programme with personalised pathways
- New staff/PGCE induction programme with Mentor
- In-house Middle leader training opportunities
- Opportunities to run workshops for staff in school and within teaching partnerships
- Encouragement of individual action research through appraisal
- Opportunities to mentor/coach student teachers on ITT

## Support for Teaching

- Investment in resources, facilities and the environment
- Outstanding ICT infrastructure including Wi-Fi, resources
- Strong faculty support structure
- Timetabling ensures specialist teach in their subject areas and avoidance of split classes where
- Designated support for reprographics, trip management, student behavioural support, SEND needs
- Dedicated team of school learning supervisors

## Links with other Schools / School Improvement Groups

- PiXL
- Challenge Partners
- South West Teaching Alliance
- Strong Primary school links within local learning community

## Health and Well-being

- State-of-the-art fitness suite on site
- Free Occupational Health referrals
- Free NHS Flu jab

## Supporting Families

- Supportive to colleagues for time off during periods of family illness/crisis
- Supportive of requests, where possible, to attend graduations, special family events and house

## Practicalities – little extra touches

- Free refreshments of coffee, tea, milk daily
- Quality lunch provided on Review Days
- Learning Lunches provided for some meetings/events

- Refreshments provided before evening events
- Food allowance for approved duties/activities
- Water dispensers in main staff rooms
- Generous business travel allowance
- Free on-site parking
- Cashless catering
- Free use of the school's extensive library selection

### **Strong Staff Community**

- Large main staff room
- We hold a weekly whole staff briefing
- Extensive involvement in charity events, national days, productions
- Duke of Edinburgh / Ten Tors
- Staff social events





## Teignmouth and the surrounding area

- |   |
|---|
| • A number of high-performing Primary schools in the town and surrounding areas             |
| • Dartmoor National Park within 25 minutes of the town                                      |
| • 5 minute walk to Teignmouth seafront and consistently highly rated beach                  |
| • 15 minutes from the M5 motorway   |
| • 20 minutes from the City of Exeter  |
| • Excellent rail and bus links with Teignmouth Railway Station just 5 mins walk from school |
| • 20 minutes from Exeter International Airport  |
| • Teignmouth Pavilions, a purpose built performing Arts, Cinema and Exhibition centre       |
| • A range of leading supermarkets including Waitrose  |
| • Home to the historic Teignmouth Pier and world famous rock band 'Muse'                    |

