



Upper Shirley High School
Bellemoor Road
Southampton SO15 7QU
Co-ed Comprehensive (11-16)
Tel: 023 8032 5333

Guidance Teaching Assistant

Hours: 14.5 hours per week (Mondays and Fridays, Term time only)

Grade: 6

Actual Salary: £6,737 - £7,751 (Depending on experience) FTE Range £20,088 - £23,111

Start Date: As soon as possible

Message from Stuart Woods, Headteacher:

"Everyone who comes to USH comments on how great it feels to spend time here and I attribute that to the amazing staff and students who come here because they love it. The successful candidate will have the opportunity to genuinely shape the future and help us reach outstanding."*

We are looking to appoint an outstanding Guidance Assistant to join our dynamic and forward thinking Guidance team. The successful candidate must be able to deliver high quality support across Key Stages 3 & 4 for students with a variety of additional educational needs. This role offers an excellent opportunity for a dedicated team player committed to support our students to overcome barriers in their learning and to help them to achieve their best. The main priority will be to improve learning for our young people.

The successful candidate will:

- Be highly motivated
- Be keenly interested in children as individuals, in how they learn and in a co-operative approach to learning
- Be able to establish a rapport with adults and children
- Be able to demonstrate qualities of patience, firmness and sensitivity in establishing relations with students and staff
- Show initiative, tact and flexibility in establishing successful working relationships with a number of children across a variety of subject areas

We can offer you:

- An open and honest professional culture and learning community
- A dedicated team who place students at the heart of everything
- Amazing students who are proud to be part of the school

Do you have the desire and ambition to work in a supportive, energetic and innovative school where students are making significant and sustained progress? If so please apply. We will be delighted to give you a tour of the school before you apply if you wish. Please email Georgina.Figgins@ushschool.org to arrange a tour.

Full details and application forms can be downloaded from our website www.ushschool.org from the 'Staff' section. Please return completed application to Applications@ushschool.org . Please also include a statement highlighting evidence of your work with children and the impact that this has had.

Closing Date: Midday, Monday 4th June 2018

Interview Date: Monday 11th June 2018

THE JEFFERYS EDUCATION PARTNERSHIP

The Jefferys Education Partnership is part of an umbrella Trust called the Hamwic Trust. At the Hamwic Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ *outstanding* people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

All schools with the Hamwic Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Post: Guidance Teaching Assistant

Post Holder:

Responsible to: Guidance Team Leader

Grade: Grade 6

Hours: 14.5 hours per week, Mondays and Fridays, term time only

Job Purpose:

The Guidance Teaching Assistant will work within the Guidance Team to raise educational achievement of identified vulnerable students through support and alternative provision.

Principle Aim:

- To work within the Guidance Team to promote and support achievement of identified vulnerable students through bespoke support and school-based alternative provision.

Key Tasks:

- To be responsible for a caseload of students (as delegated by the Guidance Team Leader), reporting on students' progress and seeking advice and support on their management as appropriate.
- To contribute to the target setting and programme planning for designated students, under the direction of the Guidance Team Leader
- To keep detailed records of each student's progress based on careful observations and assist in the assessment of the student's special educational needs according to the SEN code of practice.
- To support students individually through bespoke 1:1 and small group programmes when withdrawn from lessons, including self-regulation and mental health concerns.
- To liaise and work effectively with a range of professionals and attend multi-disciplinary planning and review meetings for designated students.
- Working within the Mediation Team, supporting students and staff through the application of the principles of Restorative Practice.
- To report to the Guidance Team Leader on issues relating to a student's placement, level of support and other professional matters.
- To attend and contribute to the regular team meetings and development sessions and external training as appropriate.
- To support the Guidance Team on disseminating key information and practice through the whole school to support the needs of identified students.
- Use advanced specialist skills and knowledge to utilise specialist strategies and approaches.
- To support identified students with accessing the curriculum and supporting their transition back into the classroom.

- To attend staff briefings, staff meetings, parents evenings and any other events in accordance with direction from the Guidance and Achievement Coordinator.

Support for Students:

- To develop an understanding of the needs of identified students.
- To take into account the students special needs and ensure their access to the curriculum and its content through appropriate clarification, explanations, equipment and materials.
- Under the direction of the Guidance Team Leader, assess the different AQA units that students undertake in line with the syllabus criteria.
- To develop study and organisational skills within students.
- To support the behavioural and emotional needs of the students in line with school policies.
- To supervise, scribe, read and invigilate for external examinations where required.
- To promote inclusion and acceptance of all students.
- To provide feedback to students in relation to progress, achievement and behaviour.
- To assist in educational visits for students with additional needs and other school events.
- To assist the transition of students in KS2 to KS3 and KS4 for Further Education.
- To work as part of a team in relation to individual students, liaising, advising and consulting where appropriate.
- To be aware of school policies and procedures, including those relating to confidentiality and Child Protection.
- Contribute to the overall ethos, work and aims of the school by attending meetings and training sessions.
- Carrying out lunchtime and break time duties as directed.

Key Responsibilities:

Daily/Weekly:

- Work within the mediation team, supporting issues in lessons and carrying out meetings where appropriate.
- Liaise with staff regarding caseload of students, identifying areas of concern and requirements for immediate action.
- Liaise with teaching staff regarding transition back into lessons.
- Under the direction of the Guidance Team Leader, contact parents as required regarding specific concerns.
- Update SIMS as required.
- Attend reintegration meetings as a result of Exclusions or prolonged absence from school.
- Ensure the Guidance learning space in the Endeavour Centre has a tidy, calm, working atmosphere to support the students.

Termly / ½ Termly:

- Meet with all students and review the Pupil Profile documentation.
- Liaise with parents of identified students, giving a progress report.
- Work with the Guidance Team Leader on creating a half termly report that outlines the progress of identified students.

- Support the Guidance and Achievement team in the G&A Office.

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the school's H&S Policy.

Other Duties

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

- Ensure that trust policies and procedures are implemented and followed;
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety

GUIDANCE TEACHING ASSISTANT – GRADE 6

SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>KNOWLEDGE</u>			
Previous experience of working with/ guiding the learning of children, preferably within a school setting	To take a lead role in learning activities as set and supported by the class teacher	Highly desirable	5
Administrative skills and experience	To help ensure accurate record keeping, monitoring and data collection in respect of pupils' attendance and attainment	Now	4
GCSE Grade C (or equivalent) in English and Maths	To demonstrate a satisfactory level of numeracy and literacy to assist children's learning	Now	5
Qualification to Level 3 NVQ (or equivalent) in a relevant discipline	To provide the theoretical framework and context for responsibilities and duties of a Guidance TA	Desirable	4
<u>MENTAL SKILLS</u>			
Ability to observe, monitor and analyse learning and learning outcomes in a practical context	To support the review of pupil performance and attainment through observation, monitoring and feedback to the class teacher.	With training on systems	3
Creative ability	To create learning materials, displays and pupil resources that support classroom activities	Desirable	2
<u>INTERPERSONAL & COMMUNICATION SKILLS</u>			

GUIDANCE TEACHING ASSISTANT – GRADE 6

SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<p><u>MENTAL DEMANDS</u></p> <p>Awareness of needs/demands of young children and how they act/react</p> <p>Ability to deal with interruptions and unexpected peaks in workload</p>	<p>To react to children’s needs and demands and to ensure their safety and welfare</p> <p>To cope with situations where several children require attention at the same time</p>	<p>Awareness now</p> <p>Ability now</p>	<p align="center">4</p> <p align="center">4</p>
<p><u>EMOTIONAL DEMANDS</u></p> <p>Ability to work with, support, understand and empathise with children</p>	<p>To work with individuals or groups of children of all abilities (including the very able and those with specific learning difficulties)</p> <p>To work with children who require special/additional support due to physical and / or emotional needs</p>	<p>Ability/aptitude essential now. Training given in specific procedures</p>	<p align="center">5</p>
<p><u>RESPONSIBILITY FOR PEOPLE</u></p> <p>Understanding of key safeguarding issues and procedures</p>	<p>To ensure correct reporting and monitoring of any safeguarding issues arising across the school;</p> <p>To maintain appropriate levels of confidentiality and data security in respect of personal / pupil / colleague information</p>	<p>Good understanding now – training given in specific school procedures</p>	<p align="center">4</p>
<p><u>SUPERVISION</u></p> <p>N/A</p>			
<p><u>FINANCIAL RESPONSIBILITY</u></p>			

GUIDANCE TEACHING ASSISTANT – GRADE 6

SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
N/A			
<u>PHYSICAL RESOURCES</u>	Some responsibility for safe and secure storage of materials and resources		