



Bluebell Park School

Cawthorne Walk
Southdene
L32 3XP

Chair of Governors: Lexley McTigue

Acting Headteachers: Jamie Campbell and Michelle Slater

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TEACHING ASSISTANT LEVEL 3

Pay Band F / SCP 22 - 25

£20,456 - £22,434 plus SEN of £1,215 per annum pro rata

[Actual Salary: £16,336 - £17,916 plus Actual SEN of £968 per annum]

32.5 hours per week x 46 weeks per year

To commence 1 September 2017

(fixed term 1.9.17.- 31.8.18.)

Bluebell Park opened in September 2012. It is a purpose built special school which caters for pupils with a statement of educational needs and high level complex needs. This includes severe learning difficulties, physical medical difficulties and severe Autistic Spectrum Conditions. We have 192 pupils age range 3 – 19 years and 130 staff members.

The school's mission statement is – **‘Learn about our world, care for others and celebrate achievement ‘.**

School has a vacancy for an enthusiastic and energetic person to join school staff and work as part of a class team throughout different departments, including swimming with pupils. Candidates should be suitably qualified and have experience of working with pupils have SLD /ASC /PMLD/Complex Needs.

Applications are by an application form together with a succinct letter to the Headteacher meeting the responsibilities in the job description and necessary qualifications in the job specification.

Application forms and Job Description are available from the above email or postal address.

Closing date and Shortlisting: Friday 14th July 2017 @ 9.00 a.m.

Interviews: Tuesday 18th July 2017

Bluebell Park is committed to safeguarding, to promoting the welfare of children and adhering to the Equality Act 2010. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996 all prospective employees will be required to supply evidence of eligibility to work in the UK.

The Childcare (Disqualification) Regulations 2009 Education Act 2006 prohibits anyone who is disqualified themselves or who lives in the same household as a disqualified person from working in a relevant setting, including schools. If your post falls within this category you will be required to declare any relevant information to the Head Teacher about yourself and/or to the best of your knowledge, about anyone living in the same household as you.

SCHOOL	Bluebell Park School
POST TITLE	TEACHING ASSISTANT
GRADE	LEVEL 3
RESPONSIBLE TO	Department Head

MAIN PURPOSE

To work with and supervise individuals and groups of children under the direction of the teacher. Inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques and providing specialist support in a specific curricular/resource area.

MAIN DUTIES

Support for Pupils

Use specialist (curricular/learning) skills/training/experience to support pupils (e.g. curricular, SEN, behaviour, EAL, pupils with a significant visual impairment, signing with Hearing impaired pupils, Early Years).

Assist with the development and implementation of Individual Education Plans.

Establish good working relationships with pupils acting as a role model and setting high expectations.

Encourage pupils to interact with others and engage in activities led by the teacher.

Provide specific support to pupils' dependant upon their individual needs ensuring their safety whilst supporting access to learning activities.

Promote inclusion and acceptance of all pupils.

Promote self esteem and independence, employing strategies to recognise and reward achievement within established school procedure.

Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.

Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent.

Respond to pupils who may become ill and to emergencies in the most appropriate manner and in accordance with established school procedure.

Deal with the personal care and comfort of pupils, as required, in relation to welfare, health, hygiene, toileting, dressing, feeding, mobility and administering of medicines.

Support for the Teacher

Establish and maintain an appropriate learning environment under the supervision of the teacher.

Contribute to lesson planning, evaluating and adjusting lessons/work plans as appropriate.

Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.

Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.

Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested.

Undertake marking of pupils' work against an agreed marking scheme under the direction of the teacher.

Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents/carers under the teacher's supervision.

Administer and assess routine primary tests, accurately recording achievement/progress and invigilate exams/tests.

Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.

Establish constructive relationships with parents/carers.

Assist with the display of children's work.

Provide minimal clerical/administrative support (e.g. photocopying, word processing, filing, collecting money etc.)

To be involved in the planning, development and implementation of programmes of support for pupils with special educational needs.

To contribute to the review of pupils' needs.

To escort pupils as necessary and assist in movement around the school

Assist in the development and implementation of appropriate behaviour management strategies.

Support for the Curriculum

Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupils learning styles and individual needs.

Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development.

TA 3 Job Specification

Criteria	Desirable	Essential	Method of Assessment	
Experience	Variety of teaching assistant experience working with pupils who have SLD /ASC /PMLD/Complex Needs.	Variety of teaching assistant experience	Application and interview	
Knowledge and Understanding	Working knowledge of pupils who have SLD /ASC /PMLD/Complex Needs. Awareness of Medical needs of pupils	Previous teaching assistant work in school settings.	Application and interview	
Qualifications	Team Teach Level 2 qualification or equivalent in Maths/numeracy and English/literacy.	NVQ Level 3	Presentation of relevant certificates at interview.	
Skills and Aptitudes	Experience of working within a class setting as part of a team	Good interpersonal skills. Effective communication skills, both oral and written. Ability to work as part of a team	Application and interview	