

## JOB DESCRIPTION & PERSON SPECIFICATION

### TEACHING ASSISTANT (KS3-5)

Full-time, term time only

**Salary/Grade:** (for Level 3 qualified) Grade E | SCP 8 £26,824 + SEN £1,539 (Pro rata to TTO)

**Responsible to:** Senior Leadership Team

Cedars Low Fell and Cedars High Heworth are part of Cedars Academy Trust. We educate children with complex needs from EYFS to KS4 at our school in Low Fell and young people with complex needs in Key Stages 3, 4 & 5 at our site in High Heworth, Gateshead (previously Colegate School). We are seeking to appoint enthusiastic, caring and reliable Teaching Assistants to begin as soon as possible.

Our teaching assistants work closely in a class team to support the learning and personal development of the young people in their care. Our teams provide innovative and inclusive programmes where key skills are embedded within a range of practical and sensory approaches in the classroom, the outdoor environment and in our therapeutic spaces.

The successful candidate will be flexible and will enjoy the challenge of supporting the delivery of a student-led curriculum where Preparation for Adulthood and access to the community are key to ensuring that our young people are fit for life and ready for their next challenge beyond Cedars Academy.

Although some experience of working with young people with learning difficulties and disabilities would be advantageous, we provide training and support for new members of the team. Being able to work well in a team, having a caring disposition and a commitment to understanding the learning and emotional needs of our students is essential.

To apply, please complete the application form and return it to [recruitment@cedarstrust.org.uk](mailto:recruitment@cedarstrust.org.uk)

If would like to have an informal discussion about the role, or arrange a visit of our site, please email **Dan Hearne, Deputy Headteacher** at [daniel.hearne@cedarstrust.org.uk](mailto:daniel.hearne@cedarstrust.org.uk) or **Gareth Kyle, Academy Business Manager** at [gareth.kyle@cedarstrust.org.uk](mailto:gareth.kyle@cedarstrust.org.uk)

#### Safeguarding Statement

All staff and trustees are committed to our moral and statutory responsibility to safeguard and promote the welfare of all children at Cedars Academy. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support and protection. Our safeguarding procedures apply to all staff volunteers, visitors and trustees and are consistent with those of the Gateshead Safeguarding Children Partnership.

Job Description	
<b>The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</b>	
<b>Summary of the role:</b>	<p>To undertake learning/care/support programmes, prepare general support in the preparation and maintenance of resources and support the teacher in ensuring the health and safety of pupils. Work may be carried out in the classroom or outside the main teaching area.</p> <p>To act as a Key Person for a small number of learners and their families; being the first point of contact for the family and communicating learning undertaken through Trust communication channels.</p>
<b>Accountable to:</b>	Senior Leadership Team

<b>Main duties and responsibilities:</b>	<p><b>Providing support for learners by:</b></p> <ul style="list-style-type: none"> <li>• Promoting learning opportunities for young people within the classroom setting and within the community.</li> <li>• Attending to personal needs and implementing related personal programmes, including social, health, physical, hygiene and welfare matters.</li> <li>• Supervising and supporting pupils ensuring their safety and access to learning</li> <li>• Establishing good relationships, acting as a role model and being aware of (and responding appropriately to) individual needs.</li> <li>• Promoting the inclusion and acceptance of all pupils</li> </ul> <p><b>Providing Support within Classroom Teams by</b></p> <ul style="list-style-type: none"> <li>• Preparing the classroom as directed for lessons/ learning sessions, clearing afterwards and assisting with the recording of pupils achievements.</li> <li>• Being aware of pupil's concerns/progress/achievements and discussing with the Class Lead</li> <li>• Undertaking record keeping as requested, eg filing of records and pupil profiles</li> <li>• Working with the team to support emotional and/or sensory regulation of the pupils in the class</li> <li>• Gathering/reporting information from/to parents/carers as directed</li> <li>• Using strategies, guided by the team lead, to support pupils to achieve learning goals</li> </ul>
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### Person Specification

#### TEACHING ASSISTANT: KS 3, 4 & 5

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>	Good Numeracy & literacy Skills eg level 2 qualification in English and Maths GCSE Level or equivalent qualification  Training/qualifications in relevant learning strategies and specialist knowledge in a particular curriculum area	NVQ Level 2/3 for Teaching Assistants or equivalent qualification  DfES Teacher Assistant Induction Programme  Full First Aid Qualification  ICT competency and/or qualification	Production of the applicant's certificates
<b>Experience:</b>	Working with and supporting young people with additional needs.  Working as part of a team	Working with young people in a secondary or Post 16 setting or in the community.  Working with young people with emotional	Contents of the Application Form  Interview  Professional references

		and social development needs.	
<b>Skills</b>	<p>Ability to relate to young people with a range of SEN, including social, emotional and behavioural difficulties and vulnerable young adults</p> <p>Adaptable and flexible towards individual needs</p> <p>Ability to inspire and motivate young people</p> <p>Ability to work effectively and positively as a team member</p> <p>Innovative and enthusiastic approach</p> <p>Positive attitude to Equal Opportunities</p> <p>Ability to communicate clearly both verbally and in writing</p> <p>Proven ability to cope with and manage change</p> <p>Effective interpersonal skills</p> <p>Professional approach at all times</p> <p>Evidence of strong relationships with students</p> <p>Effective organisational skills</p>	<p>Ability to liaise effectively with external contacts, other staff and parents/carers</p> <p>Ability to use IT effectively for learning and associated administrative duties</p> <p>Experience of communication packages such as In Print</p>	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
<b>Knowledge</b>	Awareness of methods of working with pupils with SEN, emotional, behavioural or social/communication disorders	Understanding of relevant learning strategies	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
<b>Personal competencies and qualities</b>	<p>Motivation to work with young people with SEN, including emotional, behavioural and social communication difficulties.</p> <p>Ability to form and maintain appropriate</p>	Motivated to support the extra-curricular and enrichment work of the Academy	<p>Contents of the Application Form</p> <p>Interview</p>

	<p>relationships and personal boundaries with young people</p> <p>Emotional resilience in working with challenging behaviours</p> <p>Good timekeeping and reliability</p> <p>Good attendance record</p>		Professional references
<b>Other Requirements post job offer</b>	<p>Valid work permit and DBS clearances</p> <p>Able to fulfil the Occupational Health requirements for the post</p> <p>Appropriate Job References</p>		<p>DBS Clearance</p> <p>Work permit</p> <p>Valid documentation</p> <p>Occupational Health questionnaire</p> <p>2 satisfactory references</p>

COMPLETED APPLICATION FORMS SHOULD BE SENT TO: [recruitment@cedarstrust.org.uk](mailto:recruitment@cedarstrust.org.uk)

Or: Postal Address – FAO GARTEH KYLE, CEDARS ACADEMY TRUST, IVY LANE, GATESHEAD, NE9 6QD

This Job Description is a general outline of the post as it is currently perceived by Cedars Academy. It is not intended to be restrictive or definitive.

Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation's strategic plan.

The responsibilities of the post may change in line with continuous improvements as Cedars Academy aims to meet its vision and best respond to the needs of disabled people accessing our services.

This job description will be reviewed annually (and may be reviewed at any other time) and if necessary other duties at no higher level of responsibility may be interchanged with/added to this list as required following consultation between the post holder and the head teacher.

CEDARS ACADEMY IS AN EQUAL OPPORTUNITIES EMPLOYER