



# VACANCY

## Teaching Assistants

### Who are we:

Severndale Specialist Academy is a multi-site Academy catering for children with special educational needs in Shropshire. Our children and young people can access Severndale Specialist Academy from Nursery through to Sixth Form and have a range of learning difficulties and disabilities.

### What is the purpose of the role:

The purpose of this role is to assist in interactive learning, promotion of personal development and ensure that the curriculum is achieved for the best possible outcome for the student within the academy. Under the instruction and guidance of the teaching staff, health staff and other professionals, to undertake educational activities and attend to the education, personal and social needs of the students in order to support their learning and development and to ensure their safety.

### Skills required:

- Ability to build good relationships with children, teachers and parents
- Ability to cope with behavior that can challenge, and learn strategies to support emotional regulation
- Ability to encourage engagement and inclusion
- Ability to think in a solution focused way
- Strive for quality of best practice within our school values of Communication, Independence, Wellbeing and Inclusivity

You should be an enthusiastic and committed professional who is flexible and reliable and able to work on your own initiative, with the ability to establish effective working relationships at all levels, particularly as a member of a team. You should have the relevant skills and personal qualities such as being dynamic and proactive to undertake the range of duties and the ability to work accurately and consistently.

Academic Year 2025-26 working hours:

Mon, Wed, Thurs, Fri: 8.50am-3.40pm

Tuesday: 8.50-4.40pm

### What's included:

- Permanent contract
- Salary range Scale 3, SP5 – SP6: from £13.26
- 32.5 hours per week (Term Time plus 5 PD days)
- Access to the School Advisory Service & Bike to work scheme
- Continuing Professional Development
- Local Authority Pension Scheme



If you want to further your career in a fast paced environment, then please complete the application form at [www.severndaleacademy.co.uk](http://www.severndaleacademy.co.uk) and forward your information to our HR department at:

[recruitment@severndaleacademy.co.uk](mailto:recruitment@severndaleacademy.co.uk)

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people. All post holders working in regulated activity with children, are required to have an enhanced DBS check (including a check on the children's barred list).

References will be required for all shortlisted candidates, prior to interview and these will be checked following the Learning Community Trust recruitment and selection process. In line with the Statutory Guidance Keeping Children Safe in Education an online check will also be undertaken for all shortlisted candidates prior to the interview. Shortlisted candidates will also be required to complete a criminal self-disclosure declaration, posts that involve working in regulated activity are exempt from the Rehabilitation of Offenders Act, please note it is a criminal offence for individuals on the barred list for children to apply for any post working with children.

For more information, please refer to The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, for information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education.

For more information regarding our schools commitment to safeguarding, please see our website for our school policies - <https://severndaleacademy.co.uk/our-school/policies/>

## **JOB DESCRIPTION**

### *Teaching Assistant*

#### **Severndale Specialist Academy Vision:**

Our children and young people are aged 2 ½ to 19 and have a range of learning difficulties. These include moderate, severe, complex and profound learning difficulties, those with autism, complex medical conditions and physical and mobility difficulties. A number of our young people present behavioral difficulties arising from their condition; many have communication difficulties.

#### **Purpose of the Post:**

The main purpose of this post is to effectively provide teaching assistance to our students, ensuring that the direction of the teaching staff is carryout and implement agreed work, care and support programmes with individuals or groups. The successful candidate will be self-motivated and strive to inspire and achieve the very best outcomes.

#### **Personal Skills required:**

- Organised with good time-management skills
- Excellent communication skills with students who have speech and language difficulties
- Ability to work independently and as part of a team
- Ability to monitor student progress
- Positive and enthusiastic when faced with challenges

#### **Duties and Responsibilities will include:**

##### *Student Assistance*

- Attend to students personal needs, and assist with the development and implementation of Individual Education, Behaviour and Personal Care programmes
- Supervise and support students, ensuring their safety and access to learning
- Establish constructive relationships with students and interact with them according to their individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact and work co-operatively with others, and engage in learning activities
- Within the context of teacher-led planning set challenging and demanding expectations for students and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher

##### *Teacher Assistance*

- Assist with the planning of learning activities
- Use strategies in liaison with the teacher to support students to achieve learning goals

- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of students work
- Ensure the timely and accurate design, preparation and use of specialist equipment, resources and materials
- Monitor students responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils achievement, progress and problems
- Maintain records as requested
- Administer routine tests, invigilate exams and undertake routine marking of students work, accurately recording achievement and progress
- Promote good student behaviour, dealing with challenging behaviour in line with established policy and individual plans and encourage students to take responsibility for their own behaviour
- Provide general clerical and administrative support

#### ***Other Duties***

- Support students understanding through use of appropriate communication
- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to student responses
- Support students in using ICT and develop students competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans and relevant learning activities and assist students in their use
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and students, as appropriate on visits, trips and out of school activities and supervise small groups of students on specific educational visits

#### ***Reporting***

- Line Manager: Class Teacher

#### **English Duty:**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

#### **Benefits of the Post:**

1. The grade of the post is: Scale 3, Point 5 with a progression scale to Point 6
2. The hours of work are: 32.5 hours per week, Term Time plus 1 week per year
3. Continual Personal Development

The above job description does not define in detail all of the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Principal.

The Learning Community Trust is committed to safeguarding and promoting the welfare of Children and young people. All post holders are subject to an enhanced DBS check (including a check on the children's barred list) for the successful applicant. References will be checked following the Learning

Community Trust recruitment and selection process. We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education. For more information regarding our schools commitment to safeguarding, please see our website for our school policies - <https://severndaleacademy.co.uk/our-school/policies/>

# PERSON SPECIFICATION



## Teaching Assistant

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications	<ul style="list-style-type: none"> <li>NVQ Level 2 Teaching Assistant qualification or equivalent</li> <li>GCSEs grades 9 - 4 (A* to C) in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 3 or above in a Teaching Assistant qualification or equivalent</li> </ul>	A, I
Work experience and desired vocational training	<ul style="list-style-type: none"> <li>Relevant experience working in Mainstream School working with Children with Special Educational Needs</li> <li>Some experience of classroom administration support</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a Special School with Children with Special Educational Needs</li> </ul>	A,I, R,
Other relevant experience and/or interests	<ul style="list-style-type: none"> <li>Good knowledge of school based education</li> </ul>		A, I
Special(ist) knowledge		<ul style="list-style-type: none"> <li>Team Teach, Makaton, Moving &amp; Handling</li> </ul>	A, I
Job related personal skills	<ul style="list-style-type: none"> <li>Motivated</li> <li>Punctual</li> <li>Ability to relate well to children, staff and parents</li> <li>Work on own initiative</li> </ul>		A, I
Special Working Conditions	<ul style="list-style-type: none"> <li>Flexible approach to working environment</li> <li>Ability to meet the physical demands of the post</li> <li>Ability to bring to the role, initiative, enthusiasm and commitment</li> </ul>	<ul style="list-style-type: none"> <li>Undertake training in Restrictive Physical Prevention (Restraint)</li> </ul>	A, I

Method of Assessment: (A) application form, (I) interview, (R) reference

