

# Teaching Assistant Level 1B Information Pack

## July 2020



**Sawston**  
Village College

**Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. We welcome applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.**

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**Sawston Village College**  
New Road, Sawston, Cambridge, CB22 3BP  
Tel: 01223 712777 [www.sawstonvc.org](http://www.sawstonvc.org)  
11-16 mixed comprehensive academy, NOR: 1060  
Principal: Mr J P Russell

**Required September 2020**

**TEACHING ASSISTANT  
Level 1B**

**Part Time – 28 hours and 10 minutes per week, term-time only**  
**£18,065-£18,426 pro-rata**  
**Actual salary from £12,990**

Sawston Village College is a high-achieving, successful 11-16 academy, with a reputation for innovation in teaching and learning, outstanding pupil behaviour and inclusive, caring values. We are listed as the sixth best school without a sixth form in the UK (The Sunday Times, 2020). A founding member of the Anglian Learning group of schools, we are situated just outside the beautiful city of Cambridge, offering first class professional development opportunities to our staff and a supportive, friendly environment in which to work.

We are now seeking to appoint an additional Teaching Assistant. A willingness to work as part of a large, friendly, flexible and supportive team is essential. The role will involve supporting pupils with a variety of difficulties in different subject areas within the College.

To find out more about the role, please download an application form and information pack from our website at [www.sawstonvc.org](http://www.sawstonvc.org). Applications must be submitted on the College's application form. CVs will not be accepted. Requests for flexibility in working arrangements/patterns will be considered.

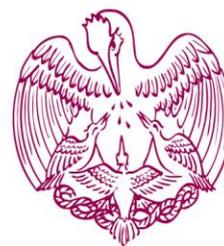
Closing date: Tuesday 1 September at 9.00 am

Interviews: Wednesday 9 September

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**Sawston  
Village College**

Principal: Mr J P Russell

July 2020

Dear Applicant

### **Teaching Assistant Level 1B**

Thank you very much for your interest in the above position. We sincerely hope that the information below and enclosed within this application pack will encourage you to apply to our friendly and vibrant school.

We are a very welcoming and highly successful school, one in which all staff are valued and all contribute to our strong caring ethos. Pupils are at the centre of all that we do but we can only succeed when all professionals work together, collaboratively and supportively, to ensure a positive, safe and calm learning environment in which all pupils can thrive.

Sawston Village College is an inclusive, comprehensive 11-16 academy, set on a picturesque open campus. It was the first purpose-built Village College in England and we are proud of the fact that it is still heralded as a model for community education, with over 1000 members of the local community visiting each week to participate in learning, sporting or leisure activities. We are also proud to be a founding member of the Anglian Learning Trust, a family of like-minded schools serving over 5500 pupils from ages 3-19 in this region. The Trust affords us opportunities to learn from each other, prosper from outstanding leadership development and build strong professional networks to achieve ambitious objectives.

Our school's focus is the achievement and wellbeing of our 1060 pupils and in this we are performing consistently amongst the very best schools in the country. In 2019, the College achieved significantly above national averages at all levels including 62% gaining grade 5+ in English and Maths, 39% at grade 7 or above across all subjects and a progress score of +0.6. We are in the highest quintile for all measures. Academic success, of course, is only one measure and, as an Artsmark accredited school, we are equally proud of our extensive extra-curricular offer as well as our aim to help all pupils leave with confidence, enriched experiences and ambition for the future.

This success is based upon the following key principles. Firstly, a firm commitment to the belief that all pupils, regardless of ability or background, are able to achieve their potential and have the best opportunities to succeed in education, employment and life. Secondly, a determination to recruit, develop and retain the very best staff, by providing varied and exciting personalised opportunities for professional development, and a caring, supportive environment with an emphasis on teamwork, collaboration and well-being. Thirdly, a firm conviction that teaching and learning can only flourish where pupils are well behaved and respectful. Therefore, we have very high expectations and set exacting standards enabling staff and pupil to feel safe and happy. We provide outstanding pastoral care of our young people. Each pupil is a member of a vertical tutor group and a House. Non-teaching pastoral leads work very closely with our inclusion team, safeguarding team and SLT, to ensure that all pupils are known, valued, cared for and encouraged to do and be the best they can.



Our Teaching Assistants have played a vital role in the school's success. They contribute extensively in and beyond the classroom and are a friendly team of skilled professionals. Their work enables young people to flourish and achieve their potential in mainstream classes and in our on-site inclusion facility, Compass House. They operate in a variety of ways, with some specialising in English, Maths or Science and others supporting across the curriculum. Some TAs run small literacy groups whilst others might work with one or two pupils during a lesson. Our pupils have a variety of needs and so training is vital and we share our skills and experiences daily. The role of the TA is challenging but ultimately rewarding. We are now seeking the right person to join the team as the current post holder is progressing on to teacher training.

If you wish to apply, then we would be delighted to hear from you. To apply, you must complete our application form in full, paying close attention to the guidance, and submit it with a covering letter. Please confine your letter to no more than one page of A4. Please pay particular attention to the job description and person specification in writing your letter, focussing on how your past experience has suited you for this post and the skills and qualities you would bring to it. CVs will not be accepted.

Your application should reach the College by 9.00 am on Tuesday 1 September. Please see the application instructions section of the information pack for full details. Interviews for shortlisted candidates will take place on Wednesday 9 September. If you have not heard from us three weeks after the closing date, you should assume your application has not been successful.

As you would expect, the College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

- a completed disclosure of criminal convictions form;
- details of any child protection investigation that you may have been subject to;
- notification of any relationship with any pupil, employee, governor or trustee;
- evidence of your right to work in the UK;
- confirmation that, if appointed, you will provide documentation to allow a DBS check to be undertaken;
- original qualifications certificates, and
- a signed and dated hard copy of your application form and covering letter.

Full details of the documents required will be sent with your invitation to interview.

Sawston Village College is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach. On the outskirts of Cambridge, we are also fortunate to be so close to a culturally iconic city with so much to offer for families and young people. Since starting at the school 15 years ago, it has been a privilege to see the school grow in confidence and reputation, thanks to the high quality of work that the school does for its young people and the community, and through the hard work of such a dedicated group of staff and outstanding classroom practitioners. As Principal, I am looking forward to the exciting opportunities ahead and hope that you feel inspired to join us.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely



Mr J Russell  
Principal

## **Job Description**

### **Teaching Assistant Level 1B**



**Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.**

<b>Site</b>	Sawston Village College
<b>Grade</b>	TA Level 1B
<b>Hours of work</b>	28 hours and 10 minutes per week, term time only The working pattern is set out below
<b>Responsible to</b>	SENDSCO/Inclusion Manager
<b>Job purpose</b>	<p>To work under the direction of the classroom teacher/Inclusion Manager, in order to facilitate the active participation of children in the academic and social activities of the school. In particular, to provide support to children with special educational needs and those on alternative provision to enable them to:</p> <ul style="list-style-type: none"><li>• reach their potential from the curriculum alongside their peers</li><li>• integrate with other children</li><li>• adjust to and cope with the day-to-day experiences of life in a large secondary school</li></ul>

### **Key responsibilities**

#### **1. Support for children**

- To know the specific needs of the pupils being supported and to be aware of and use strategies to support as defined in the pupil support plan or in specific pupil information
- Under the direction of the teacher, carry out pre-determined tasks to support pupil learning
- Act as a role model to develop positive and supportive relationships with individuals and small groups of children to ensure they can access the task at their level, responding to individual needs appropriately
- Provide learning support as required for children with special educational needs and disability, or where English is not their first language
- To promote and support inclusion in the classroom, so that all pupils feel involved with learning, tasks and activities
- To encourage pupils to become independent learners and young people
- Supervise and support pupils ensuring safety

- To help pupils who may need support with physical activities or require occupational or physiotherapy; in addition to provide support for pupils with emotional and mental health needs

## **2. Support for the curriculum**

- To support literacy and numeracy activities under the direction of the teacher
- Under the direction of the teacher, support the school curriculum
- Support pupils to understand instructions and to break down learning to help pupils access the curriculum
- Support the use of assistive technology in the curriculum

## **3. Support for the teacher**

- Provide information and advice to the subject teacher in order to help them plan appropriate programmes of work
- Be aware of pupil progress, achievements and problems in the lesson and provide feedback to the class teacher to inform planning
- Undertake support activities for the teacher as required
- Contribute to the management of pupil behaviour

## **4. Support for the school**

- Be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- Be aware of and support differences to ensure all pupils have equal access to opportunities in order to learn and develop
- Contribute to the aims and ethos of the school
- Undertake shared pastoral responsibility for a mentor group as a co-mentor
- Support additional in school activities as a staff house member
- Appreciate and support the roles of other professionals
- Attend relevant meetings as required
- Participate in training and other learning opportunities as required
- Assist with the supervision of pupils out of lessons e.g. break and lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Develop and maintain effective working relationships with other staff
- Contribute to the maintenance of a safe and healthy environment

## **5. Knowledge and skills**

- Computer literate in Word and Excel/Google Suite applications
- Ability to relate to adults
- To be able to work co-operatively as part of a team

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility. The job description will be reviewed through the appraisal process.

### Teaching Assistant Level 1B Working Pattern

Time	Activity	Monday	Tuesday	Wednesday	Thursday	Friday
08.15-08.30	Meeting		15 mins Staff Briefing	15 mins SEN meeting		
08.30-08.50	Mentor time	20 mins Co-Mentor	20 mins Co-Mentor	20 mins Co-Mentor	20 mins Co-Mentor	20 mins Co-Mentor
08.50-09.50	Period 1	1 hour Lesson	1 hour Lesson	1 hour Lesson	1 hour Lesson	1 hour Lesson
09.50-10.50	Period 2	1 hour Lesson	1 hour Lesson	1 hour Lesson	1 hour Lesson	1 hour Lesson
10.50-11.10	Break					
11.10-12.10	Period 3	1 hour Lesson	1 hour Lesson	1 hour Lesson	1 hour Lesson	1 hour Lesson
12.10-13.10	Period 4	1 hour Lesson	1 hour Lesson	1 hour Lesson	1 hour Lesson	1 hour Lesson
13.10-14.05	Lunchtime & Lunchtime clubs	2 x 30 mins SEN lunchtime club support from 13.30-14.00 on days to be agreed with the SENDCO				
14.05-15.05	Period 5	1 hour Lesson	1 hour Lesson	1 hour Lesson	1 hour Lesson	1 hour Lesson
<b>Total paid working time</b>		<b>28 hours 10 mins</b>				

## Person Specification Teaching Assistant Level 1B



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<b>Education</b>	<b>Essential</b>	<b>Desirable</b>
Educated to GCSE Level with a good standard of literacy and general education	✓	
GCSE grade C+ / 4+ in English and Maths	✓	
School support staff qualification		✓

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in a school or college context		✓
Experience of working in a classroom		✓

<b>Professional Qualities</b>	<b>Essential</b>	<b>Desirable</b>
A high level of organisational ability	✓	
Ability to work well with other colleagues	✓	
Ability to communicate effectively with staff and pupils	✓	
Ability to learn quickly	✓	
Ability to work independently	✓	
Maintain confidentiality	✓	
An interest in education	✓	
Ability to use ICT		✓
Flexibility in relation to tasks carried out	✓	
Able to converse at ease with members of the public (i.e. staff and pupils), answer questions and provide advice in accurate spoken English	✓	

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
A commitment to safeguarding and promoting the welfare of children	✓	
Energy and enthusiasm	✓	
Confidence	✓	

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Resilience	✓	
Good sense of humour	✓	
Ability to remain calm in difficult situations	✓	
Ability to work as part of a team	✓	
Excellent attendance and punctuality	✓	
A liking and respect for young people	✓	
Appropriate professional relationship with colleagues and children	✓	

## Application instructions and further information



### How to apply

1. Complete the application form. This is available to download from our website at [www.sawstonvc.org/staff-and-governors/vacancies](http://www.sawstonvc.org/staff-and-governors/vacancies). CVs will not be accepted.
2. Write a letter of application to the Principal, Jonathan Russell, of no more than one side of A4. See the Letter to Applicants in this pack for details of what to include in your letter.
3. Email your completed application form and letter to Louise Milne, HR Officer, at [jobs@sawstonvc.org](mailto:jobs@sawstonvc.org) no later than 9.00 am on Tuesday 1 September. Include the vacancy job title in the subject line. Attach your application form and letter as pdfs. Do not send hyperlinks or other file formats.
4. References will normally be taken up for shortlisted candidates prior to the interview date. If you specifically indicate that you do not give consent to contact a referee prior to interview then the reference will only be taken up if you are successful at interview.
5. Please read our privacy notice for job applicants and our recruitment and selection policy on our [vacancies](#) page.
6. If you have any queries about the application process please contact Louise Milne, HR Officer, at [jobs@sawstonvc.org](mailto:jobs@sawstonvc.org).

### Find us

Directions to the College can be found [here](#).

### Ofsted

Read our most recent [Ofsted report](#).

### Professional development

Sawston Village College is a member of:

- The Anglian Learning multi academy trust [www.anglianlearning.org](http://www.anglianlearning.org)
- CASSA – the Cambridge and Suffolk Schools Alliance [www.cassateaching.co.uk](http://www.cassateaching.co.uk)

