



The John of Gaunt School

Teaching Assistant *Specific Purpose Contract*



Who we are

The John of Gaunt School is a unique, vibrant and highly successful school. The School has a strong reputation for both academic and pastoral excellence. Whilst we are first and foremost a place of learning, we strive to ensure that students are academically nurtured and cared for in a safe environment in which they can be happy, grow, gain in confidence and be challenged to achieve in all aspects of school life.

Our Mission

- Excellence
- Respect
- Responsibility
- Resilience
- Ambition



Our Values

Our Mission is to make sure that all our students, discover their personal best and thrive academically, individually and socially regardless of their circumstances.

We are relentless in driving high expectations and make no apology for ensuring high standards across the school.

Ethos & Culture



We are a highly inclusive school that blends nurturing individual care with high standards and expectations.

Our ethos is underpinned by strong relationships between students, parents, carers, staff and governors, who all work tirelessly together to ensure students develop their individual characteristics to be successful at school and beyond.

Our School & Community

The John of Gaunt School is a fully comprehensive single Academy for students from the ages of 11 – 18, with approximately 1248 students on roll. We are a school for our community and strongly believe in collaboration. We actively promote this with our local secondary and primary schools through Collaborative Schools Ltd - a social enterprise incorporating all Trowbridge schools; and the West Wiltshire Alliance. Our strong partnerships with local primaries mean that most students join us already knowing the school and key staff.



The John of Gaunt School



EQUA
Multi Academy Trust

Dear Applicant,

Teaching Assistant - Specific Purposes Contract, 30 hours per week

I am delighted that you have shown an interest in this post at The John of Gaunt School which will start in September 2023. The successful applicant will join a committed and talented staff team with a supportive Governing Body who share high ambitions and the desire of excellence for our students. This is a truly exciting time to join our growing, forward thinking school. We have high expectations of Teaching & Learning and to facilitate this, a framework of high quality practice has been created. These JOG essentials can be found on our website ([here](#)).

You will find much information about the school and the faculty both on our website and in the candidate pack, which I hope encourages you to make an application. To apply please complete the application form available on the school's website ([link](#)). Please note that in line with safer recruitment practices, CVs will not be accepted. In Section 5 you should provide details of how your skills and experience match the qualities referred to in the person specification. Please return your completed application to Elaine Baldwin, HR Co-ordinator via email to vacancies@jogschool.org.

The closing date for applications is Monday 8th June 2023 at 10.00am. Interviews will be held during the week of 12th. If you have not heard from us by 16th June please assume that your application has been unsuccessful on this occasion.

The John of Gaunt School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. In line with Keeping Children Safe in Education, references will be called prior to interview and an online profile search conducted on all shortlisted candidates. The successful candidate will be expected to complete an enhanced DBS disclosure.

Thank you, once again, for your interest in this post. We very much hope that you will pursue your interest in this position and I look forward to reading your application and possibly meeting you at interview.

Yours faithfully,

Ben Rhodes
Headteacher



Teaching Assistant Job Description

Under the direction of the teacher/s, to support students with a range of individual needs to access learning.

Responsible to: Headteacher

Immediate Line Manager: SENDCo

The postholder is expected to work for 30 hours per week, 39 weeks per year (term time only including TD days).

Key Tasks:

Specific Task:

- Supporting the student to move around the school site in a wheel chair.
- Logging medical episodes using the online system in school to monitor the student's health condition.
- Communicating with parents/relevant staff.
- Supporting the student to be as independent as possible

Supporting the student's learning, either in lessons, small groups or through 1:1 work. The exact tasks will depend on the support needs of the student but may include:

- Clarifying and explaining instructions.
- Ensuring the student is able to use equipment and materials provided.
- Motivating and supporting the student.
- Assisting in weaker areas, eg language, reading, spelling, handwriting, presentation.
- Helping the student to concentrate on and finish work set
- Meeting the student's physical needs as required while promoting independence.
- Liaising with class teachers and Special Educational Needs Co-ordinator about progress to targets.
- As specified by the teacher, developing appropriate resources to support the student.
- Responsibility for promoting and safeguarding the welfare of all students at the school.

Supporting students self esteem, inclusion and behavioural development, eg

- Encouraging acceptance and inclusion of the student with special needs.
- Developing methods of promoting/reinforcing the student's self-esteem and independence.
- Providing individual supervision in and out of the classroom for students with social or emotional communication difficulties.

- Establishing a supportive relationship with students.
- Reinforcing the school ethos, eg expectations of learning behaviour within a class and elsewhere on the school site.
- Supervising students on outings, school activities.

Supporting the teacher/s, eg

- As specified by the teacher, adapting and interpreting lessons and instructions to students.
- In conjunction with the class teacher (and other professionals as appropriate) to develop systems of recording student progress and contribute to the maintenance of this record.
- Providing regular feedback about students to teachers.
- Occasional clerical duties eg photocopying and collating materials.

Supporting the curriculum

- Supporting the delivery of the literacy and mathematics strategy along with other aspects of the curriculum offered by the school.

Supporting the school, eg

- Assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids, eg computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc.

Midday Supervisory duties

- Undertake the duties of a midday supervisory assistant as required.

Safeguarding Children

- To maintain confidentiality and integrity at all times.
- To be responsible for promoting and safeguarding the welfare of students at the school.
- Hold an enhanced DBS certificate with Children's Barred List checks



Teaching Assistant Person Specification

| | Essential | Desirable |
|----------------|---|--|
| Qualifications | <ul style="list-style-type: none">GCSE x 5 at grade C or above including English and Maths (or equivalent) | <ul style="list-style-type: none">Educated to A levelSEN qualificationsTeaching Assistant's AwardFirst Aid at Work |
| Experience | <ul style="list-style-type: none">Previous work with young people | <ul style="list-style-type: none">Some understanding or experience of working with students who have Special Educational NeedsExperience of using Word and ExcelWork within an educational setting |
| Skills | <ul style="list-style-type: none">Well organisedAbility to relate to and communicate well with students and staffAbility to engage effectively with students to support learning and foster independenceAbility to work constructively as part of a teamAbility to work alone under instruction · Clear and effective communicator in both writing and speakingAbility to form and maintain appropriate relationships and personal boundaries with young peopleAbility to converse at ease in accurate spoken English | <ul style="list-style-type: none">An understanding of inclusion and supporting students with differing needs |



| | Essential | Desirable |
|-----------------------------------|--|--|
| Professional & Personal Qualities | <ul style="list-style-type: none">• A positive role model for students• Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels• Confident with a positive attitude• Self-motivated• Flexible• An unconditional, positive regard for young people and a passion for helping students overcome barriers to learning• Committed to safeguarding and promoting the welfare of children• Work within school procedures and policy guidelines• Commitment to anti-discriminatory practice• Follow confidentiality protocol• Hold enhanced DBS certificate with Children's Barred List Check | <ul style="list-style-type: none">• An interest in how learning occurs• A healthy sense of perspective• Willingness to seek further professional development |



Our commitment to safeguarding

At The John of Gaunt School we are committed to safeguarding and promoting the welfare of students and expect all staff to share this commitment. A copy of the school's Safeguarding Children in Our School Policy and our Policy and Code of Conduct for Safe Practice are included in this pack for your reference. Further related policies will be included in the induction process. The interview will seek clarification on information you provide on your application form, assess your suitability for the post and assess your suitability to work in an environment where you will have contact with students. It will include questions relating to safeguarding and promoting the welfare of children.

If you are shortlisted references will be sought from your current or most recent employer and any issues arising from a reference will be discussed at interview. If you have worked with children in the past, but do not do so at the moment, a reference will be sought from this employer as well. If you have been self-employed, please provide statements or evidence from your clients/accountant or solicitor. References will be required which cover the past 5 years.

The application form asks you to give the contact details of a 'personal referee'; this should not be a relative or friend. Please give names and email contacts for all referees. The post will only be offered once two satisfactory references have been received.

Due to the nature of this post, you will be required to apply for an enhanced disclosure with barred list from the DBS (Disclosure and Barring Service) if you are offered the post. Disclosure will contain details of formal cautions, reprimands and final warnings, as well as convictions. The school will apply on your behalf and will pay the necessary fee. This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 Exceptions Order 1975, 2013 and 2020.

Having a criminal conviction will not automatically exclude you from employment, this will depend on the nature of the position and the circumstances and background of the offences committed. However, an offer of employment will be conditional until DBS and medical clearance have been received.



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Our Town

The historic woollen town of Trowbridge is the County town of Wiltshire, and situated close to the edge of Salisbury Plain. Trowbridge is a socially diverse and rapidly growing town and offers a range of High Street and independent shops, supermarkets, cafés, pubs and restaurants, as well as a weekly street market featuring local stalls and traders and is only 10 miles by road from Bath. The school is a 5 minute walk from the train station, which provides good rail links to Bath, Bristol and nationally. Trowbridge provides a great base from which to explore the region, including the world famous landmarks such as Stonehenge and Avebury as well as numerous National Trust and English Heritage sites.



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office@jogschool.org



www.johnofgauntschool.org



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The John of Gaunt School is 11a Limited Company registered in England, Company
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