

# Application Pack

Teaching Assistant  
(SEND)



**Derby**  
CATHEDRAL  
SCHOOL

# Welcome to our school

Dear Applicant,

Thank you for expressing an interest in a vacancy at Derby Cathedral School. On behalf of the whole school community, I extend you a very warm welcome.

I am really proud to be the Headteacher of a relatively new school for the city of Derby.

Derby Cathedral School is the first ever Church of England Secondary School in the Derbyshire Diocese. The 11-19 secondary school was established jointly by the Derby Diocesan Academy Trust (DDAT) and Derby Cathedral. The principle aim of the school was to help meet the need for additional high-quality secondary places in the Derby area. The school has had a successful start and is currently over-subscribed for every year group. We will welcome an additional year group every year until reaching capacity in September 2024 including a sixth form provision which opened in September 2023.

Our aim is to be an outstanding school for our community with high aspirations for all of our students both academically and socially no matter what their starting point. As a school based on Christian values, we celebrate the diversity in our city and welcome students of all faiths and none. Our FAITH (fellowship, aspiration, integrity, tenacity and humility) values are a thread that runs through all aspects of school life.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

*Jenny Brown*  
*Headteacher*

# School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- **Fellowship** Collaborating with others, we treat everyone with respect, dignity and kindness.
- **Aspiration** We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- **Integrity** We demonstrate fairness, equality and honesty.
- **Tenacity** We are determined and resilient when faced with challenges.
- **Humility** We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness'

(John 10:10)

# Job Description

## Job Details

**Job title:** Teaching Assistant (SEND)

**Reports to:** Headteacher / SENDCo

**Hours of work:** Full time – 37 hours per week - Term time only – 39 weeks  
Monday to Thursday: 08:00 – 16:00 (with a 30 min lunch)  
Friday: 08:00 – 15:30

**Salary:** Scale 3 / 4 Points 5 – 11. £24,294 to £25,979 full-time equivalent  
(reduced pro-rata for term-time only to £20,591 to £22,021 per annum)

**Job purpose:**

- Support the Aims and Vision of the school
- Support the teacher in the classroom and in preparation for lessons.
- Support students in their educational and social development.
- Provide extra support for students with special educational needs or disabilities and EAL.

# Job Description

## Main duties/responsibilities

### General

- Support students with mathematics, reading and writing on an individual, class or small group basis.
- Help students who need extra support to complete tasks.
- Give extra support to children with special educational needs, disabilities or English as an additional language.
- Help the teacher to develop learning programmes and activities, and adapt appropriate materials.
- Assist the teacher with marking and correcting work during lessons, and other administrative tasks
- Support the teacher by working with small groups or individual students within class.
- Supervise group activities as directed.
- Become one of the school's first aiders.
- Take part in training, meetings and reviews.
- Help create displays.
- Develop knowledge of the SEND needs of individual students.
- Help produce and review Individual Education Plans
- For the pupils you are supporting:
  - Aid their learning as effectively as possible.
  - Clarify and explain instructions.
  - Ensure they are able to use any equipment and materials provided.
  - Assist them in weaker areas such as language, behaviour and social skills.
  - Help them to concentrate and complete work set.
  - Meet physical needs as required while encouraging independence.
  - Assist with the development and implementation of EHC plans.
- Undertake structured intervention programmes, adjusting activities according to student responses.
- Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and providing feedback to the SENDCo.
- Assist with the preparation and maintenance of equipment/resources if required.
- Support with lesson plans/relevant learning activities to enhance the delivery of an enriched curriculum.
- Assist with school events, trips and activities as required.
- Cover lessons for absent staff if emergency cover is needed

# Job Description

## Person specification

|                                    | Essential   | Desirable   |
|------------------------------------|---|---|
| <b>Qualifications and training</b> | <p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• The successful candidate will have:</li> <li>• At least five A*-C GCSEs, including English and Mathematics.</li> <li>• Excellent knowledge of Microsoft Office programmes</li> <li>• Level 2 TA qualification or willingness to complete this within the first 12 months of employment.</li> <li>• Level 1 Safeguarding as a minimum</li> </ul>   | <ul style="list-style-type: none"> <li>• An Enhanced DBS</li> <li>• An up-to-date first aid certificate.</li> <li>• Level 3 Teaching Assistant Qualification or equivalent</li> <li>• Further education, e.g. ND, HND or degree</li> <li>• Health &amp; Safety certificate</li> </ul>   |
| <b>Experience</b>                  | <p>The successful candidate will have experience:</p> <ul style="list-style-type: none"> <li>• of working with young people in a voluntary or paid capacity.</li> </ul>   |   |
| <b>Knowledge and skills</b>        | <p>A good understanding of:</p> <ul style="list-style-type: none"> <li>• Special Educational Needs</li> <li>• the roles played by various adults in a student's education;</li> <li>• behaviour management strategies;</li> <li>• equal opportunities</li> <li>• safeguarding</li> </ul> <p>Ability to:</p> <ul style="list-style-type: none"> <li>• assist students on an individual basis, in small group and whole class work;</li> <li>• explain tasks simply and clearly and foster independence;</li> <li>• supervise children, and adhere to defined behaviour management policies;</li> </ul> | <ul style="list-style-type: none"> <li>• Trained to deliver intervention programmes</li> <li>• First Aid at Work certificate</li> <li>• EAL qualifications / command of additional languages appropriate to our community. In addition, the Teaching Assistant might also be able to:</li> <li>• Monitor, record and make basic assessments about individual progress suggest alternative ways of helping students if they are unable to understand;</li> </ul> |

## Person specification – continued

|   | Essential   | Desirable  |
|---|---|--|
| <b>Knowledge and skills – continued</b> | <ul style="list-style-type: none"> <li>• Accept and respond to authority and supervision;</li> <li>• work with guidance, but under limited supervision;</li> <li>• liaise and communicate effectively with others;</li> <li>• demonstrate good organisational skills;</li> <li>• reflect on and develop professional practice;</li> <li>• display work effectively, and make and maintain basic teaching resources.</li> <li>• work supporting individual students on programmes to improve Literacy and /or Numeracy</li> <li>• support students in learning outside of the classroom including educational trips and visits.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of delivering small group interventions</li> <li>• Describe, in simple terms, the process of behaviour management with students;</li> <li>• Identify gaps in their own experience that they need help in filling;</li> <li>• demonstrate the ability to learn and adapt from past experience.</li> <li>• contribute to the wider life of the school including extra-curricular activities</li> </ul> |
| <b>Personal qualities</b>               | <p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent time management and organisation skills.</li> <li>• High expectations of self and a desire to maintain professional standards.</li> <li>• The ability to work as both part of a team and independently.</li> <li>• The ability to maintain successful working relationships with colleagues.</li> <li>• High levels of drive, energy and integrity.</li> <li>• A commitment to equal opportunities</li> <li>• A commitment to supporting others.</li> </ul>                   | <ul style="list-style-type: none"> <li>• Flexibility – occasionally working hours might be changed, e.g. for parents evening, after school events such as Fayres, international evening.</li> <li>• Able to work in small teams</li> </ul>   |



## Person specification – continued

|                                       | Essential  | Desirable |
|---------------------------------------|--|-----------|
| <b>Personal qualities – continued</b> | <ul style="list-style-type: none"> <li>An excellent understanding of confidentiality.</li> <li>A warm, engaging and transparent personality.</li> </ul> <p>The successful candidate will be:</p> <ul style="list-style-type: none"> <li>Committed to promoting high quality and consistent practices.</li> <li>Dedicated to their professional development and achieving desired qualifications.</li> <li>Able to plan and take control of situations.</li> <li>Committed to contributing to the wider school and its community.</li> <li>Capable of handling a demanding workload and successfully prioritising work.</li> <li>Professionally assertive and clear thinking.</li> <li>A good team player, with the ability to also work using their own initiative.</li> <li>Willing to go the extra mile.</li> <li>Able to quickly adapt to changes.</li> </ul> |           |

**As per the updated guidance in Keeping Children Safe in Education 2023, online checks will be carried out on all shortlisted candidates eg Google search, Social Media platforms etc.**

### Job Review

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. The content is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and the post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.