



BOURNEMOUTH SCHOOL
FOR GIRLS

Castle Gate Close
Castle Lane West
Bournemouth
BH8 9UJ

TEACHING ASSISTANT

Term Time only
32.5 Hours pw

We are seeking to expand our student support team with up to two Teaching Assistants who can provide both pastoral and academic support to individual students.

Our current student support team work closely together to ensure all students have the best help possible. The team work is valued and this approach enables a flexibility in provision based on need and the sharing of group best practice. The successful postholder(s) will therefore need to be adaptable and want to join in the departments objectives of finding the best fit in the provision of individual help for the students in need.

The post(s) will appeal to someone who prefers to support students aged between 11 and 18. We are a high achieving school that offers a broad curriculum provision, with students who work hard to achieve good GCSE's and A levels. We seek to balance these ambitions with many opportunities and realise that some students require more guidance in regard to personal development or help due to their health.

If you feel this post is for you, please get in touch and let us know why you are applying to join BSG in this role. Please detail any specialisms you may have, and what skills, experience and knowledge you have that would enable you to provide the best support for the student(s) you would be asked to work with.

Applications may be submitted initially by CV, or by completing our application form for support staff.

Please send your application to lmckenzie@bsg.bournemouth.sch.uk

Start date to be by agreement.

Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service.

Job title:	Teaching Assistant	Job Ref:	XS 10.3
-------------------	--------------------	-----------------	---------

Main job purpose

1. To assist the Headteacher/SENCO to promote individual pupils' academic, social and emotional development through the development and implementation of programmes of work and support and in the provision of a stable, caring and supportive learning environment; to enable the pupil(s) to achieve their full learning potential and facilitate their personal, academic, social and moral development.
2. Support in activities, which may be on a one-to-one basis, to pupils with specific learning difficulties, autistic spectrum disorders or anxiety.

Main responsibilities and duties

To support the teaching and learning processes.

- To assist the SENCO in the assessment of pupil need and capability, and in developing, implementing and managing predominantly individual pupil learning strategies aimed at the
 - management of learning and behaviours
 - establishing and maintaining of relationships with the individual statemented/specified pupils in support of the pupil's learning activities
 - continuous review and development of the postholder's professional practice/skills and competences
 - inclusivity of pupils with identified SEND needs

Under the guidance of direction of the teacher/SENCO

- Develop, maintain and apply knowledge and understanding of identified pupils' specific learning needs. To ensure that support is given commensurate with the specified need of the pupil.
- Deliver support individually (and in groups) and continuously through a range of strategies. Support may be academic or social/emotional.
- Motivate and encourage pupils to concentrate on and fulfil the tasks set.

- Seek to ensure the promotion and reinforcement of pupils' self esteem, appropriate levels of effort and behaviour and to guide pupils to become independent learners.
- Contribute to the implementation of specific individual pupil targets.
- Promote pupils academic, social and emotional development and assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment.

Typically the job will include all, or most of the following elements:

- To contribute to and assist in the development and monitoring of systems for review and recording of pupils' progress, both academic and social.
- To assist in the preparation for educational visits, and where appropriate accompany/supervise student(s) undertaking off-site activities.
- To attend and contribute to school staff meetings and in-service training within contracted hours or outside normal hours by agreement, and in particular to contribute to the assessment and progress identification of individual pupils supported by the TA.
- To contribute to the process of school self review.
- To liaise with parents and other professional agencies in support of the identified pupil's needs when appropriate.
- To provide care and supervision of identified pupils within the classroom, within the school and outside of the school.
- Under the direction of Health Service professionals, undertake activities in support of occupational health, physio and speech therapy.
- Under the direction of teaching staff and, where appropriate, to assist in the development of Individual Education Plans for pupils with special educational needs and contribute to IEPs.
- To work with pupil groups, using a range of strategies to gain acceptance and inclusion of pupils with special educational needs.
- To assist in preparing and maintaining the learning environment
- To contribute to the assessment by the teacher of pupil performance by maintaining records of pupil performance and achievement, noting areas of weakness and need for development and drawing to the teacher's attention areas requiring further review.
- To observe and comment upon pupil performance, conduct, behaviour and interaction with peer group and parents.
- To contribute to the planning and evaluation by the teacher of individual (and group) pupil's learning activities.

Knowledge & skills

Experience of working with children in an educational setting is essential together with the identified specific competences/skill.

Qualities required are discretion, loyalty, commitment, patience, flexibility, good personal organisation and a firm yet fair approach. You will also need to be numerate and literate, a team worker and to have good oral communication skills.

Knowledge of pupils' individual targets and, where appropriate, more specialised knowledge in specific curriculum areas.

A willingness to undertake continuous professional development.

Knowledge of legislation and regulations applicable to the support and care of pupils is desirable.

An education standard equating to GCSE grade C in English, Mathematics and Science or equivalent NVQ level 3 / Btec in Learning Support is essential

Supervision and management

Typically there will be supervision available from the subject teacher. Additional support will be provided by the SENCO.

Terms and Conditions

Pay Scale	Grade 5 – SCP 13 - 17
Pay	£9.81 to £10.21 per hour equating to £13,877 to £14,438 on pro-rata basis. The FTE for this post is £18,933 to £19,698
Weeks per annum	Term time only Paid weeks pa are 43.51 weeks.
Hours per week	32.5 hours. The school day is from 8:30 to 3:35pm.
Holiday entitlement	4.17 weeks. All holidays are required to be taken within school holiday periods.
Contract	Permanent or Temporary depending on student need and allocation of role

The appointment is subject to satisfactory references, Police and Medical clearance and satisfactory completion of six months' probationary period.

Appointment Programme

Start date: By agreement from January 2022

Date:	December 2021
-------	---------------