VISION

MULTI ACADEMY TRUST

RECRUITMENT PACK

Teaching Assistant – Level 3



disability confident COMMITTED

MINDFUL EMPLOYER

Stonewall DIVERSITY CHAMPION

Welcome from the CEO

Thank you for your interest in joining Vision Multi Academy Trust as a Level 3 Teaching Assistant.

At Vision Multi Academy Trust, we are proud to serve our communities through a family of schools that work together to provide the very best opportunities for children and young people. Our Members, Trustees, leaders and staff are committed to ensuring that every pupil receives an exceptional education and is supported to realise their full potential.

Vision MAT was established in July 2017, building on strong and longstanding relationships between neighbouring schools. Since then, the Trust has continued to grow and evolve, bringing together primary and secondary education within a collaborative and ambitious partnership. We continue to work closely with schools, organisations and communities both locally and beyond, recognising that collaboration is fundamental to educational excellence.

What makes Vision MAT special is our collective approach. Each school retains its unique identity whilst benefiting from the strength, expertise and support of the wider Trust. We actively share knowledge, experience and best practice, creating opportunities for both pupils and staff to learn, develop and succeed together.

We believe that great education is built on strong relationships, high aspirations and a shared commitment to continuous improvement. By working together, we are able to overcome challenges, remove barriers to success and ensure that every child receives the support, encouragement and opportunities they need to thrive.

As Chief Executive Officer, my role is to work alongside our schools to ensure that our strategy, leadership and resources support the highest standards of education, wellbeing and operational excellence. We are ambitious for every pupil and every member of staff, and we are committed to creating an environment where people can flourish, develop professionally and make a meaningful difference.

If you share our values, have a passion for education and believe you can make a positive contribution to our Trust and its schools, we would be delighted to hear from you.

We look forward to receiving your application.

Kathryn Mort

Chief Executive Officer

Dear Candidate,

Thank you for your interest in the role of Level 3 Teaching Assistant at Vision Multi Academy Trust.

Are you passionate about making a difference to the lives of young people and helping every student achieve their full potential?

We are seeking a dedicated and enthusiastic Level 3 Teaching Assistant to join our Learning Support Department at Parrenthorn High School. In this rewarding role, you will work closely with pupils, particularly those with Special Educational Needs and Disabilities (SEND), providing tailored support that enables them to access the curriculum, develop confidence and independence, and thrive both academically and personally.

The successful candidate will have experience supporting young people with SEND, strong communication and interpersonal skills, and a genuine commitment to inclusion and pupil wellbeing. You will deliver targeted interventions, work collaboratively with teaching and pastoral staff, build positive relationships with families, and contribute to the wider support and development of our students.

This is an excellent opportunity to join a supportive and ambitious school community where pupils are at the heart of everything we do. We are committed to professional development and offer a rewarding environment in which to grow your career while making a lasting impact on the lives of young people.

If you are motivated, resilient and passionate about supporting students to overcome barriers to learning and succeed, we would love to hear from you.

For more information or to visit Parrenthorn High School, please do not hesitate to contact Helen Nicholls, Assistant Head and SENDCo – hnicholls@parrenthorn.co.uk

Closing Date: **Friday 27th November**
Interviews: **Monday 30th November or Tuesday 1st December**

Teaching Assistant – Level 3

Job Title	Teaching Assistant – Level 3
Responsible to	SENDCo
Hours	27.5 hours – term time only
Salary	Grade 7 (£17,494 - £18,646) Pro rata
Contract	Permanent
Location	Parrenthorn High School
Start Date	ASAP

1. About the Role

Purpose of the Post
To work under the direction of the Head of Learning Support and within an agreed system of supervision to provide high-quality support for pupils, particularly those with Special Educational Needs and Disabilities (SEND), ensuring they can access the curriculum, achieve their individual learning goals and participate fully in school life. The post holder will work with individual pupils and small groups both in and out of the classroom and contribute to the wider work of the Learning Support Department.

Accountable to: Headteacher

Responsible to: Special Educational Needs Co-ordinator

Duties and Responsibilities

Supporting Pupils

- Support pupils, particularly those with SEND, to access learning and participate fully in lessons and school activities.
- Establish positive, professional relationships with pupils and respond appropriately to their individual needs.
- Promote inclusive practice and equal opportunities for all pupils.
- Encourage pupils to develop independence, self-esteem, confidence and resilience.
- Support pupils in developing emotional regulation, positive behaviour for learning and effective social interaction skills.
- Implement agreed behaviour support and de-escalation strategies under the guidance of teaching and pastoral staff.
- Encourage pupils to engage positively with peers and participate in group activities.
- Act as a key worker for identified pupils, providing regular support, guidance and monitoring.
- Support identified pupils to improve attendance, punctuality and engagement with learning.
- Contribute to reintegration programmes for pupils returning from absence, exclusion or alternative provision.
- Supervise pupils during non-teaching times, including break and lunchtime duties where required.

- Accompany and support pupils during educational visits and off-site activities under the direction of teaching staff.

Supporting Teaching and Learning

- Deliver targeted interventions, mentoring programmes and structured learning activities for individuals and small groups.
- Adapt learning activities and resources to meet individual pupil needs under the direction of teaching staff and the SENCO.
- Liaise with teachers to promote a positive learning environment and support pupils in achieving individual learning outcomes.
- Assist in the preparation, adaptation and organisation of teaching and learning resources.
- Support pupils in the effective use of assistive technology and access arrangements where appropriate.
- Promote pupil engagement and independence within lessons.
- Provide regular feedback to teachers regarding pupil progress, attainment, engagement and wellbeing.
- Support the implementation, monitoring and review of Education, Health and Care Plans (EHCPs), behaviour support plans and personal care plans.
- Contribute to the assessment and review of pupil progress in accordance with Learning Support Department procedures.

Communication and Partnership Working

- Establish and maintain constructive relationships with parents, carers and families.
- Work collaboratively with teachers, pastoral staff, support staff and external professionals to meet pupil needs.
- Attend and contribute to review meetings, annual reviews, departmental meetings and other relevant meetings as required.
- Support the work of external agencies and professionals involved with pupils.

Record Keeping and Administration

- Maintain accurate records of interventions, pupil progress and support provided in line with departmental procedures.
- Gather, record and contribute evidence for EHCP annual reviews, statutory assessments and other pupil review processes.
- Provide administrative and clerical support to the Learning Support Department as required.
- Assist in the display and presentation of pupils' work and achievements.
- Update relevant information systems, records and databases accurately and promptly.

Examinations Support

- Provide examination support for eligible pupils as directed by the SENCO.
- Act as a trained reader, scribe, invigilator or facilitator in accordance with current JCQ regulations where appropriate.

Safeguarding, Health and Safety

- Maintain an up-to-date understanding of safeguarding, child protection and statutory guidance.
- Promote the welfare, safety and wellbeing of all pupils and contribute to a culture of vigilance.
- Report safeguarding concerns immediately in accordance with school policies and procedures.
- Comply with all school policies relating to health and safety, confidentiality, GDPR, data protection and information security.
- Support personal care and medical needs of pupils where required and appropriately trained.

Professional Responsibilities

- Participate in training, professional development and performance management activities.

- Contribute positively to the school's ethos, values and strategic objectives.
- Maintain professional boundaries and confidentiality at all times.
- Undertake any other duties commensurate with the grade of the post as reasonably requested by the Headteacher, SENCO or Head of Learning Support.

Additional Responsibilities and Leadership

- Provide guidance, coaching and support to Teaching Assistants and Learning Support Assistants under the direction of the Head of Learning Support.
- Support the induction, development and performance management processes of Learning Support Assistants.
- Assist the Core Team in leading and coordinating aspects of Learning Support provision.
- Monitor and support the progress of pupils with EHCPs and those receiving SEND Support.
- Organise, deliver and evaluate intervention programmes and targeted support initiatives.
- Maintain and update SEND records, provision maps and departmental tracking systems.
- Provide individualised teaching and learning support to selected pupils where required.
- Support the identification and assessment of pupils with emerging SEND needs.
- Liaise with external agencies and prepare referrals where appropriate.
- Assist in the planning and delivery of departmental training and INSET activities.
- Support Year 7 transition programmes and other transition arrangements across the school.
- Support peer mentoring, inclusion and wellbeing initiatives.
- Monitor the effectiveness of classroom support and differentiation strategies.
- Manage departmental resources, equipment and filing systems.
- Contribute to the development, evaluation and continuous improvement of Learning Support provision.
- Provide First Aid support within school following appropriate training.

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2. Person Specification

Level 3 Learning Support Assistant

Assessment Method	Criteria	Essential	Desirable
Application Form / Certificates	**Qualifications and Training**		
Application Form	Level 3 qualification in Supporting Teaching and Learning, Learning Support, SEND, Education or equivalent	✓	
Application Form	GCSE English and Mathematics (Grade C/4 or above) or equivalent	✓	
Application Form / Evidence of Training	Current or recent training in SEND-related areas such as ASD, ADHD, SEMH, Speech and Language, Literacy, Numeracy, Sensory Needs or Dyslexia		✓
Application Form	First Aid qualification		✓
Application Form	Training in safeguarding, behaviour support, de-escalation or Team Teach/positive handling approaches		✓

Knowledge and Experience

Assessment Method	Criteria	Essential	Desirable
Application Form / Interview	Experience of supporting pupils with SEND in a secondary school setting	✓	
Application Form / Interview	Experience of delivering targeted interventions to individuals and small groups	✓	
Application Form / Interview	Experience of supporting pupils with SEMH needs and behaviour regulation	✓	
Application Form / Interview	Working knowledge of EHCPs, SEND Support and graduated approaches to SEND provision	✓	
Application Form / Interview	Knowledge of the SEND Code of Practice (2015) and current SEND legislation	✓	
Application Form / Interview	Experience of monitoring, recording and reporting pupil progress and intervention impact	✓	
Application Form / Interview	Knowledge of safeguarding and child protection procedures in schools	✓	
Application Form / Interview	Experience of contributing to annual reviews and multi-agency working		✓
Application Form / Interview	Experience of supporting examination access arrangements in accordance with JCQ regulations		✓
Application Form / Interview	Experience of supporting Year 6 to Year 7 transition programmes		✓
Application Form / Interview	Experience of mentoring or supporting other LSAs/TAs		✓

Skills and Abilities

Assessment Method	Criteria	Essential	Desirable
Application Form / Interview	Ability to establish positive and professional relationships with pupils, families and colleagues	✓	
Application Form / Interview	Ability to motivate, engage and encourage pupils towards independence and achievement	✓	
Application Form / Interview	Ability to adapt learning activities to meet a range of SEND needs	✓	
Application Form / Interview	Ability to implement behaviour support and emotional regulation strategies effectively	✓	
Application Form / Interview	Ability to support pupils' social, emotional and mental health needs	✓	
Application Form / Interview	Strong written and verbal communication skills	✓	
Application Form / Interview	Excellent literacy and numeracy skills	✓	
Application Form / Interview	Ability to maintain accurate records and produce reports for reviews and meetings	✓	
Application Form / Interview	Ability to work collaboratively within a multidisciplinary team	✓	
Application Form / Interview	Ability to prioritise workload and work independently using initiative	✓	

Assessment Method	Criteria	Essential	Desirable
Application Form / Interview	Ability to provide guidance and support to colleagues when required	✓	
Application Form / Interview	Ability to analyse intervention data and evaluate impact		✓

ICT and Administrative Skills

Assessment Method	Criteria	Essential	Desirable
Application Form / Interview	Competent in the use of Microsoft Office applications and electronic record-keeping systems	✓	
Application Form / Interview	Ability to use ICT to support teaching, learning and pupil engagement	✓	
Application Form / Interview	Experience of maintaining databases, provision maps or SEND records		✓
Application Form / Interview	Experience of using assistive technology to support pupils with SEND		✓

Professional Values and Practice

Assessment Method	Criteria	Essential	Desirable
Application Form / Interview	Commitment to safeguarding and promoting the welfare of children and young people	✓	
Application Form / Interview	Commitment to inclusion and high expectations for all pupils	✓	
Application Form / Interview	Demonstrates professionalism, integrity and confidentiality	✓	
Application Form / Interview	Commitment to equality, diversity and inclusion	✓	
Application Form / Interview	Demonstrates resilience, flexibility and a positive approach to challenges	✓	
Application Form / Interview	Ability to reflect upon and improve own practice through feedback and professional development	✓	
Application Form / Interview	Willingness to participate in ongoing training and development	✓	
Application Form / Interview	Commitment to supporting the wider life, ethos and values of the school	✓	

3. Safeguarding

Vision Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and contractors to share this commitment.

The Trust operates robust safer recruitment procedures and all appointments are subject to satisfactory pre-employment checks. These include an Enhanced Disclosure and Barring Service (DBS) check, satisfactory references, verification of identity, qualifications, right to work in the UK and any other checks required under Keeping Children Safe in Education.

In line with statutory guidance, online searches are be conducted on shortlisted candidates as part of the Trust's due diligence and safeguarding processes.

Vision Multi Academy Trust is committed to promoting equality of opportunity and welcomes applications from all suitably qualified candidates.