

TEACHING ASSISTANT

Fixed Term Contract to: 31st August 2023

Required for: As soon as possible

Salary point 7 – 10, £22,369 - £23,620 per annum (pro rata) , 25 hours per week , Term time only

Candidate Information



“The central aim of Dene Magna is that every learner shall achieve their maximum potential and enjoy the process”



Part of the Forest of Dean Trust (April 2020)



Dear Candidate

Teaching Assistant Position

Firstly, I would like to take this opportunity to thank you for taking an interest in becoming a teaching assistant at Dene Magna School. If you are thinking of pursuing a career as a teaching assistant or you have already had experience in this type of role, this could be the perfect opportunity for you to join us.

The Forest of Dean Trust is looking for a Classroom Teaching Assistant. You will have a genuine interest in the education of young people and a desire to place teaching and learning at the heart of your work. We need someone who will promote the ethos of Dene Magna with accent on high achievement for all and a natural ability to empathise with the needs of students and to be firm but fair and effective.

You would be part of a talented and supportive team of Teaching Assistants who are led by the Director of SEN, Mrs Harry Dixon-Gough. The team is supported by 3 very experienced Higher Level TA's and is supported by a dedicated administrator.

Dene Magna School is a successful, oversubscribed and high achieving 11-18 school and is the founding member of the Forest of Dean Trust, which also includes Drybrook Primary School. We are located in the most beautiful setting and we are an easy commute from Cheltenham, Gloucester, Hereford, Bristol and surrounding cities.

We are a school that is fully dedicated to helping every child reach their full potential, irrespective of their ability. Indeed, our leading aim is:

'Every learner shall achieve their maximum potential..... and enjoy the process'

As you read the information in this pack, I hope you get a feel for what it means to be a 'Dene Magna person'. We hold great stock in this phrase as we are looking for someone who acknowledges that we are never the finished article and we will always keep on learning. That person will also possess a very important attribute in inspiring others; a great sense of humour!

I look forward to hearing from you and thank you in advance for taking time to apply.

Yours sincerely

Stephen Brady
Chief Executive Officer of the Forest of Dean Trust
Headteacher of Dene Magna School

JOB DESCRIPTION & PERSON SPECIFICATION

Classroom Teaching Assistant

25 hours per week, Term time only

Salary point 7 – 10 (£22,369 - £23,620 per annum pro rata)

Start: As soon as possible

Line Manager: SENCO although work may be directed by a Head of Department, HLTA or the Headteacher.

Purpose of job: To contribute to the learning and progress of all students at Dene Magna School. To foster an ethos of inclusion and success by building strong relationships with students, parents/carers and teachers.

Accountable for: The support of one or more learners. The post holder will support the progress and welfare of these students and work alongside the classroom teacher to deliver the very best education. The post holder will be expected to be able to support more than one learner when needed and to fully involve themselves in the life of the school.

Professional duties and responsibilities:

Support for students:

- Develop a detailed knowledge of the particular needs of students with additional needs.
- Have a passion for working/supporting children with SEND
- Provide support for students, ensuring their safety and welfare and accessing learning activities
- Identify specific strategies to support the student (in partnership with the class teacher and SENCO) to learn in a variety of ways, including;
 - Clarifying and explaining (but not giving the answer)
 - Supporting a student to use the correct equipment
 - Assisting in language, behaviour, social skill, reading and handwriting development
 - Ensuring work is completed to a high standard
 - Developing appropriate resources to support students (in partnership with the class teacher)
 - Using small group work, 1:1, withdrawal as methods to help meet the needs of the students
- Establishing excellent relationships with students to promote inclusion and interaction
- Discuss targets set for the students and support their understanding of how to achieve these
- Providing feedback for the student and parents/carers on progress and achievement and commenting on work in exercise books (to also inform the teacher of support given)
- Where needed, accompany students and the department on trips/visits and take responsibility for supervision of groups of students on these trips/visits
- Record notes for parents/tutors in student planners to aid learning and transition
- Be active in class and a visible member of staff.

JOB DESCRIPTION & PERSON SPECIFICATION

Support for teachers

- Assist the class teacher in developing appropriate resources to support the learning of students
- Provide detailed and regular feedback to the teacher on the progress of students (in books or verbal) and evaluate progress in partnership
- Contribute to the reviews of progress as a key worker for named students (including My Plan, EHC or reports for outside agencies)
- Promote good behaviour, dealing promptly with any incidents in line with the school policy and the agreement with the specific teacher
- Establish constructive relationships with parents/carers of key students
- Support the department in resource creation and display work
- Advise teachers of the impact of strategies you are developing
- Communicate effectively with class teacher, HLTA and SENCO to ensure all staff can benefit from examples of best practice
- Attend department meetings and other training
- Become familiar with the content and demands of the subject up to and including GCSE.
- Undertake intervention programmes (where needed) to ensure that students make progress in line with their peers
- Assist with the preparation of resources in the department to ensure that the curriculum can be delivered to all students
- Support organisation of students to ensure key messages are recorded and taken home (e.g. ILT)
- Become familiar with the content and demands of the subject up to and including GCSE.

Supporting the school:

- Be aware of the latest updates in child protection, health and safety, confidentiality and data protection in school and the processes of reporting any concerns
- Support and uphold all policies in school
- Be proactive with regard to career development and agree to using coaching observations as a means of improving practice (observing others and being observed)
- Participate in professional development opportunities and the performance management system (involving a skills audit and peer observations)
- Attend and participate in meetings as required
- Set the very best example in dress, attendance and behaviours
- Undertake other duties from time to time as required by the Headteacher

JOB DESCRIPTION (continued)

As a Trust we provide:

- Competitive salary and clarity in the performance management process.
- A staff pension scheme
- The opportunity to take on short or long term roles within the Trust that help us along our journey.
- The ability to work with teachers and children from other countries as part of Dene Magna's International School offer.
- Dene Magna's Reflective Practitioner Programme.
- Comprehensive new staff induction.
- Full support for CPD and a career mapping tool to facilitate this.
- Free onsite parking.
- On site canteen.
- Free use of the onsite Gym at Dene Magna.
- A Duvet Day for staff who have been with us for more than one term.
- A termly prize draw for staff.

This information is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at anytime after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Trustees.

This information does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties.



Safeguarding Information

Dene Magna School and the Forest of Dean Trust are committed to safeguarding and promoting the welfare of children and young people and would expect all staff to share this commitment. The school believes in equal opportunities and encourages all staff and children to be treated similarly, unhampered by artificial barriers or prejudices or preferences.

As a Trust we are committed to safety awareness and we undertake the following procedures:

We have DSL's trained to an enhanced level. All staff will require an enhanced DBS check, section 128 check and the prohibition register will be checked. We also have staff trained in Safer recruitment.

Our Child Protection Policy can be found on our website under Policies.

JOB DESCRIPTION & PERSON SPECIFICATION

The successful candidate will possess all or most of the following attributes:

QUALIFICATIONS	
<ul style="list-style-type: none"> Good level of education including C+, or equivalent grades, in English and Maths 	E
EXPERIENCE	
<ul style="list-style-type: none"> Experience of working with young people 	D
<ul style="list-style-type: none"> A track record demonstrating a commitment to high standards, continuous improvement and quality assurance 	E
KNOWLEDGE	
<ul style="list-style-type: none"> An understanding of how a secondary school works 	D
<ul style="list-style-type: none"> Some knowledge of the curriculum at KS3 and KS4 	D
<ul style="list-style-type: none"> An understanding of the use and potential of ICT to develop learning 	D
PRACTICAL AND INTELLECTUAL SKILLS	
<ul style="list-style-type: none"> A commitment to placing teaching and learning at the heart of your work 	E
<ul style="list-style-type: none"> A commitment to promoting the ethos of Dene Magna with accent on high achievement for all 	E
<ul style="list-style-type: none"> Ability to empathise with the needs of students and to be firm but fair and effective 	E
<ul style="list-style-type: none"> Ability to prioritise and manage time effectively 	E
<ul style="list-style-type: none"> An effective communicator and motivator of students 	E
<ul style="list-style-type: none"> A team player with the ability to establish good working relationships with staff, students and parents 	E
<ul style="list-style-type: none"> The ability to set clear expectations and parameters and to hold other accountable for their performance 	E
<ul style="list-style-type: none"> A commitment to safeguarding the needs of young people. 	E
PERSONAL QUALITIES	
<ul style="list-style-type: none"> A positive attitude to continuous improvement 	E
<ul style="list-style-type: none"> A commitment to ensure each student maximises their potential and enjoys the process 	E
<ul style="list-style-type: none"> A positive role model to students 	E
<ul style="list-style-type: none"> A sense of humour 	E
<ul style="list-style-type: none"> An ability to communicate and work with a range of adults 	E
<ul style="list-style-type: none"> Hardworking and a team player 	E

D = desirable

E = essential

INTRODUCTION TO THE TRUST AND DENE MAGNA SCHOOL & SIXTH FORM

The Forest of Dean Trust was formed in April 2020 with Dene Magna School taking Drybrook Primary School and Nursery under its wing.

Dene Magna School is a successful, oversubscribed and high achieving nationally acclaimed 'Outstanding' Academy and Teaching School. Dene Magna also opened its Sixth Form College in September 2019.

Both schools are situated in a beautiful part of the country, enjoying easy links to surrounding towns and cities.

As a successful teaching school all staff, wherever they are within the Trust, have the opportunity to work alongside outstanding and supportive colleagues, to observe and share practice on a regular basis and develop pedagogy through reflection.

The Trust prides itself on excellent student behaviour and has a strong ethos about inclusion and diversity. We are passionate about our community and that includes staff work-life balance. All staff receive the highest level of support, have access to the very best in terms of resources and CPD and will be working in a community where they can really make a difference.

Our curriculum is tailored to meet the needs of our students that we serve, raising their aspirations and allowing them to pursue their dreams, with a particular emphasis on excellence and enjoyment. We listen, challenge and support each other while recognising that we all develop at a different pace and all experience a different journey.

Our community continues to thrive because of the relentless focus that we have on excellent teaching and learning.

At Dene Magna we actively promote our central aim each and every day...

'that every learner shall achieve their maximum potential and enjoy the process'.

HOW DO I APPLY?

The next step for you in joining us on this exciting journey is to complete the application form and send this, along with a detailed covering letter explaining why your skills and experience would make you the perfect candidate for this position at Dene Magna School.

If you have any questions prior to you submitting your application please contact us at vacancies@FODT.co.uk or Tricia Lloyd on 01594 546030.

Please do take the opportunity to come and visit us so we can share all the exciting things we are doing. Prospective candidates who would like to visit the school, should in the first instance contact: vacancies@FODT.co.uk

We can't wait to hear from you!

Deadline for applications is: 2pm, Friday 3rd February 2023
Interviews will be held w/c: ASAP





OUR VISION, VALUES AND ETHOS

We work with our community and know that raising aspirations and supporting the pursuit of dreams is not straightforward. We listen, challenge and support and we know that everybody experiences a different journey. There is a genuine partnership between students, staff and parents/carers to support the pursuit of our vision. We have a relentless focus on excellent teaching and learning and, alongside our house system and a healthy dose of fun, we know that our community continues to thrive.

Our school is founded upon the collective pursuit of our leading aim and our students know what that leading aim is. We know that life throws us many challenges and we aim to work in partnership so that we can learn about what lies ahead and prepare ourselves for our role in not just modern Britain, but the world. Progress is rarely linear, in life and school, and we are passionate that our broad and balanced curriculum complements our pastoral care and pedagogy.

Dene Magna is built upon excellent relationships, honest conversations and unwavering support to get the best out of each other. Staff work together to improve their teaching, students are actively involved in leadership across the school and parents are listened to and supported in our shared journey.

The modern world is a complex place and we seek to equip our students with the skills to thrive and to make a difference. We acknowledge that teenage years are a minefield to navigate and we support parents/carers in their journey, but we relish the opportunity we have been given to influence the lives of young people in the Forest of Dean.

If you visit Dene Magna you will see that there is a simple, common-sense approach to working with young people that is founded on giving and getting respect. Our staff love their jobs and we work hard to instil that love of our school into our students and the wider community. We are very serious about our role within the community and we are an active presence within it.



ALL THROUGH JOURNEY...

Being part of the Forest of Dean Trust means children have not only excellent provision for their early years but also a seamless transition to secondary school at Dene Magna School and further education at Dene Magna's Sixth Form.

TRAVELLING TIMES TO GET TO US (approximate).



DENE MAGNA SCHOOL & SIXTH FORM

Abenhall Road
Mitcheldean
Gloucestershire GL17 0DU
Tel: 01594 542370
Email: vacancies@FODT.co.uk
www.denemagna.gloucs.sch.uk

